

# STORMWATER POLLUTION PREVENTION PLAN

## HOWARD COUNTY BUREAU OF UTILITIES MAINTENANCE FACILITY COLUMBIA, MARYLAND 21045



*Prepared for:*

Howard County Department of Public Works  
Bureau of Environmental Services  
9801 Broken Land Parkway  
Columbia, Maryland 21046

*Prepared by:*



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Hunt Valley, Maryland 21031

**JULY 2023**

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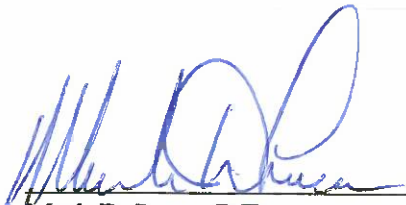
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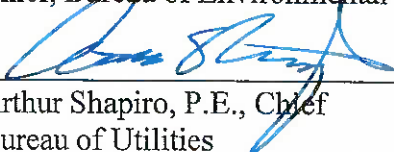


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Accepted and Approved By:

  
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Chief, Bureau of Environmental Services

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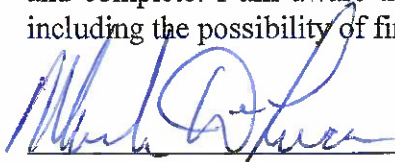
## LIST OF ACRONYMS AND ABBREVIATIONS

AIM	Additional Implementation Measures
AST	Aboveground Storage Tank
BES	Bureau of Environmental Services
BFE	Base Flood Elevation
BMP	Best Management Practice
Bureau of Utilities	Bureau of Utilities Maintenance Facility
CFR	Code of Federal Regulations
CSCE	Comprehensive Site Compliance Evaluation
DA	Drainage Area
DPW	Department of Public Works
HAZCOM	Hazard Communication
MDE	Maryland Department of the Environment
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
OWS	Oil/Water Separator
P2	Pollution Prevention
PCB	Polychlorinated biphenyls
PFAS	Per- and Polyfluoroalkyl Substances
SWMD	Stormwater Management Division
SMP	Salt Management Plan
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasure
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
USEPA	U.S. Environmental Protection Agency
UST	Underground Storage Tank

## CERTIFICATION

*The following certification statement must be signed and dated by an individual who meets the requirements of Part II.C, of the 20-SW. This certification must be re-signed in the event of a SWPPP modification in response to a trigger for corrective action.*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Mark DeLuca, P.E.  
Chief, Bureau of Environmental Services

7/31/23

Date

## 1.0 INTRODUCTION

### 1.1 BACKGROUND

This Stormwater Pollution Prevention Plan (SWPPP) is for the Bureau of Utilities Maintenance Facility (Bureau of Utilities), which is owned and operated by Howard County's Department of Public Works (DPW). The SWPPP was developed in order to comply with the 1990 amendments to the Clean Water Act that established the National Pollutant Discharge Elimination System (NPDES) permitting system. In addition, development of this SWPPP complies with the Maryland Department of the Environment (MDE) General Discharge Permit 20-SW (henceforth referred to as the 20-SW), which authorizes the discharge of stormwater associated with industrial activity to waters of the State of Maryland. A copy of the 20-SW permit is located in Appendix A.

The purpose of a SWPPP is to identify potential sources of pollution which may reasonably be expected to affect the quality of stormwater discharges from the site. It also serves as a framework for pollution prevention activities and a guidance document for implementing Best Management Practices (BMPs) to minimize stormwater pollution.

This SWPPP has been prepared following MDE and U.S. Environmental Protection Agency (USEPA) guidelines:

- *Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and Best Management Practices* (USEPA 832-R-92-006, September 1992)  
<http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000469L.txt>
- *MDE SWPPP Template* (MDE, February 2023)  
<https://mde.maryland.gov/programs/permits/WaterManagementPermits/Documents/GDP%20Stormwater/SWPPPTemplate.docx>
- Chesapeake Bay Restoration Guidance  
<https://mde.maryland.gov/programs/permits/WaterManagementPermits/Pages/ChesapeakeBayRestorationGuidance.aspx>

Additional data and information has been used from the most recent revisions to the 2000 Maryland Stormwater Design Manual, Volume I & II (May 2009), which includes significant details on BMPs and the stormwater requirements from MDE.

### 1.2 PERMIT REQUIREMENTS

Howard County submitted a Notice of Intent (NOI) to MDE for the Bureau of Utilities to obtain coverage under the 20-SW permit (Appendix B). This NOI was submitted before the deadline of 31 July 2023. The Bureau of Utilities will continue to operate under the requirements of the 12-SW permit, for which coverage was approved in 2014, until coverage under the 20-SW permit is approved by MDE.

### Post Signage of Permit Coverage

Once coverage is obtained under the 20-SW permit, there is a requirement to post a sign of this permit coverage at the facility. The facility must post a sign or other notice of permit coverage at a safe, publicly accessible location in close proximity to the facility and at potentially impacted public access areas. The facility must use a font large enough to be readily viewed from a public right-of-way and must conduct periodic maintenance of the sign to ensure that it is legible, viable, and factually correct. At minimum, the sign must include:

1. The State and NPDES permit number (i.e., permit tracking number assigned to the facility NOI);
2. MDE's wastewater permits portal URL (<https://mdewwp.page.link/WWPPortal>); and
3. A contact name and phone number for obtaining additional facility information.

### Duty to Reapply

Once the 20-SW permit is issued, the Bureau of Utilities has a duty to reapply after permit expiration. Please note that, in accordance with Part I.I of the 20-SW Permit, if the facility wishes to continue an activity regulated by this permit after the expiration date of this permit, the facility must apply for and obtain authorization as required by the new permit once MDE issues it.

### SWPPP Development

Part III.C of the 20-SW requires the development and implementation of a SWPPP. The SWPPP must address potential pollution sources of stormwater, and the control measures to prevent pollution to the receiving water body. This SWPPP addresses the requirements set forth in the 20-SW for each of the Drainage Areas (DAs) at the site.

### Climate Change Considerations

Part II.F.I of the 20-SW permit also requires that when possible moving forward, the facility considers the contours/elevations at a particular site and aims to locate/site new structures in higher elevations at the site and put parking/other structures that can be flooded at the lower elevations, in anticipation of climate change effects.

## **1.3 DISTRIBUTION**

The SWPPP will be distributed to Howard County Department of Public Works (DPW) Bureau of Environmental Services (BES) and each member of the Pollution Prevention (P2) Team, as described in Section 2.0. Updates to the SWPPP will also be distributed to each team member as they are prescribed and will be made available online at <http://howardcountymd.gov/BES.htm>.

## **1.4 MODIFICATIONS TO THE SWPPP**

The SWPPP should be modified whenever necessary to address “triggering conditions” as defined in the 20-SW. This SWPPP is to be amended when the following triggering conditions occurs:

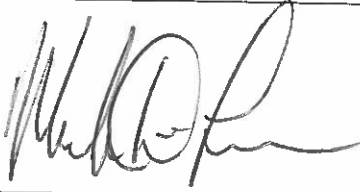

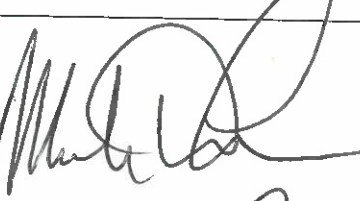

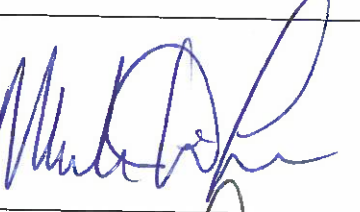
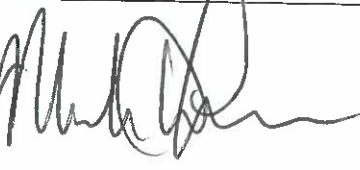
- An unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another NPDES permit) occurs at the facility;

- 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 in the 20-SW;
- A required control measure was never installed, was installed incorrectly, or not in accordance with the 20-SW (Parts III.A, III. B and/or in Appendix D) or is not being properly operated and maintained;
- Whenever a visual assessment (Section 3.6 of this SWPPP) shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam); or
- In response to corrective actions.

The certification statement will be re-signed in accordance with 20-SW Signatory Requirements for modifications which are in response to corrective actions. The Corrective Action Procedure is defined in Section 7.2.

For SWPPP modifications, the following table will be maintained to log the description of the modification, the name of the person making it, and the date and signature of that person. The SWPPP is a living document and facilities must keep the SWPPP up to date throughout permit coverage, such as making revisions and improvements to their stormwater management program based on new information and experiences with major storm events. As distinct from the SWPPP, the additional documentation requirements (see Part.III.C.8 of the Permit) are so that the facility documents the implementation (including inspection, maintenance, monitoring, and corrective action) of the permit requirements.

**Table 1-1. SWPPP  
Modification Log**

Description of Modification	SWPPP Modifier Signature	Manager Signature	Date
Original SWPPP			October 2002
Revision 1 – Full review and update of original SWPPP			November 2010
Revision 2 – Various personnel and non-technical updates			April 2011
Revision 3 – Personnel changes			August 2013
Revision 4 – Reflects the new MDE 12-SW General Permit and Sector-Specific Requirements			June 2014
Revision 5 – Updated contact information.	Cynthia St. Brouwers		July 27, 2015
Rev 6- updated contact information and added bio retention area.	Cynthia M. Alden		4/20/16
Rev 7- updated contact information	Cynthia M. Alden		11/2/16
Rev 8- updated contact information.	Cynthia M. Alden		11/2/16
Rev 9- Added new salt storage areas, updated facility layout and figures, and updated contact information	Cynthia M. Alden		7/14/19
Rev 10 - Updated contact info.	Cynthia M. Alden		6/15/20



## 2.0 BUREAU OF UTILITIES CONTACT INFORMATION

Howard County DPW owns and operates the Bureau of Utilities. Contact information for facility operators, owners, and 24-hour emergency contacts are identified in the table located in the front of this document. Contact information for federal, state, and local government agencies that require notification or may provide assistance in the event of a spill is also located in the table.

### 2.1 STORMWATER POLLUTION PREVENTION TEAM

The Bureau of Utilities has created a P2 Team that provides a forum for identifying and addressing stormwater pollution concerns at the facility, and to ensure that the SWPPP is appropriately implemented. The P2 Team consists of members of Howard County DPW Bureaus of Utilities, Facilities, and Environmental Services; in addition to Division of Central Fleet personnel. The P2 Team is responsible for the following:

- Supporting implementation of all NPDES permit(s), SWPPP requirements, and BMPs;
- Identifying any changes in Bureau of Utilities' operations, maintenance, design, or BMPs to determine whether revisions must be made to this SWPPP;
- Providing quality assurance and quality control for all recordkeeping and internal reporting that are part of the SWPPP implementation;
- Supporting the Routine Facility Inspections, Quarterly Visual Inspections, and Comprehensive Site Compliance Evaluations (CSCE);
- Identifying and implementing Corrective Actions;
- Maintaining recordkeeping;
- Providing regular P2 training to Bureau of Utilities employees;
- Maintaining consistency between the SWPPP and other environmental management plans and permits.

The P2 Team will meet at least annually to discuss stormwater-related problems, issues, or concerns. The Team Leader may call additional meetings, as needed, to address specific events or issues. Additional attendees, such as consultants, vendors, or representatives of other County departments, may be invited to the meetings to provide perspective on stormwater pollution issues or input to solving complex site problems. The P2 Team will also ensure that the training described in Section 5.0 occurs annually, or more frequently as deemed necessary by the P2 Team.

Members of the Bureau of Utilities P2 Team and their contact information are identified in Appendix C.



### 3.0 POTENTIAL POLLUTANT SOURCES

#### 3.1 DESCRIPTION OF FACILITY AND FACILITY ACTIVITIES

The Bureau of Utilities is located at 8250 and 8270 Old Montgomery Road, Columbia, Howard County, Maryland, and is operated by Howard County DPW. The coordinates of the facility are 39.2047°N and 76.7782°W. The facility operates as a center for Howard County's Utilities Maintenance Division, which is responsible for public water and sewer services. In addition to the maintenance of the water and sewer network, the Division maintains and monitors eight elevated water tanks and more than 40 pump stations across the County.

The site is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. Vehicle access to the maintenance facility is limited to one driveway off of Old Montgomery Road, located at the southeastern portion of the property (card access required). There is a pedestrian-accessible gate located at the northwestern corner of the property near Outfall 01; however, it remains locked and can only be opened with a key. The Utilities Maintenance facility occupies the two buildings to the west of the entrance. Following the site driveway between the two buildings leads to the northern portion of the property, which consists of storage sheds, a fueling station, covered aggregate storage areas, the salt storage area, bulldozer and loader parking area, and a stormwater retention pond. All stormwater that is collected on the property is directed to the stormwater pond located in the northwest corner. The Bureau of Utilities houses four aboveground storage tanks (ASTs), two drum storage areas, one oil-filled transformer, and four underground storage tanks (USTs).

The Bureau of Utilities was previously covered under the General Discharge Permit for Storm Water Associated with Industrial Activity, Discharge Permit Number 02-SW, issued 1 December 2002, and Discharge Permit Number 12-SW, issued 1 January 2014. The Bureau of Utilities will continue to operate under the requirements of the 12-SW permit until coverage under the 20-SW permit is approved by MDE.

Each of the activities or items summarized in this section will be described in detail in Section 3.2. General location and detailed site-specific maps are located in Appendix D.

#### 3.2 POTENTIAL POLLUTANT SOURCES BY DRAINAGE AREA

The Bureau of Utilities encompasses three DAs, ranging in size from 1.17 to 7.06 acres, which discharge to a stormwater retention pond or exit the site via sheet flow. The stormwater detained in the pond exits the site through a riser structure leading to an outfall. The outfall was observed and verified during a site inspection conducted on 6 March 2023. The outfall discharges to the Dorsey Branch of the Little Patuxent River ( HUC: 02060006; Basin Code: 02131105). MDE has identified waters of the Little Patuxent River as impaired by chlorides (MDE is monitoring this and requires Salt Management Plans for MS4 permittees) and total suspended solids (TSS) (TMDL completed).

The estimated area of industrial activity at the site that is exposed to stormwater is approximately 8.2 acres. DAs are identified in the site-specific map located in Appendix D.

### 3.2.1 Drainage Area 1

<i>Primary Activities:</i>	<i>Vehicle parking</i>
<i>Drainage Area:</i>	<i>1.17 acres</i>
<i>Imperviousness:</i>	<i>Moderate</i>
<i>Number of reported spills (2020–2023):</i>	<i>0</i>
<i>Largest reported spills (2020–2023):</i>	<i>N/A</i>
<i>Potential sources of PCBs:</i>	<i>None</i>
<i>Potential sources of PFAS:</i>	<i>None</i>
<i>Comments:</i>	<i>N/A</i>

DA 1 is located at the southern portion of the property and consists mainly of paved surfaces used as facility driveways and parking lots for vehicle and equipment parking. Stormwater drains in a southerly direction toward the bioretention area as sheet flow.

### 3.2.2 Drainage Area 2

<i>Primary Activities:</i>	<i>Utilities Maintenance facility, vehicle and storage bays, fueling station, covered aggregate storage area, covered salt storage, maintenance material storage</i>
<i>Drainage Area:</i>	<i>7.06 acres</i>
<i>Imperviousness:</i>	<i>Moderate to High</i>
<i>Number of reported spills (2020–2023):</i>	<i>0</i>
<i>Largest reported spills (2020–2023):</i>	<i>N/A</i>
<i>Potential sources of PCBs:</i>	<i>None</i>
<i>Potential sources of PFAS:</i>	<i>None</i>
<i>Comments:</i>	<i>N/A</i>

DA 2 encompasses the majority of the site's property. It is paved with the exception of an unpaved area in the northern corner and the stormwater management pond in the northern section. Industrial activities performed in this DA are storage of aggregate stone, soil, hay, and salt in three-sided covered storage structures; solid waste storage in covered dumpsters; scrap metal storage piles; maintenance material storage; indoor vehicle washing; fueling, office space, and vehicle parking. There are four ASTs, four USTs, up to 22 oil/chemical-containing drums, and one transformer in DA 2. Throughout the DA, stormwater inlets capture and convey stormwater to the pond located in the northwest corner. Inlets are located in between the two maintenance buildings and in the rear of the Utilities Maintenance Facility. An additional drainage system captures stormwater from the western parking lot and directs it to a bioretention area. All other paved areas in the DA are graded to direct stormwater to the inlets which ultimately convey stormwater to the retention pond at the northern end of the facility. Rooftop drains are connected to the stormwater system. Stormwater infiltrates into the pond floor and contributes to groundwater recharge. In the event of a large storm event, excess stormwater is discharged from the pond via Outfall 01 located at the northwest edge. Discharged stormwater flows to a wooded area in DA 3 before exiting the site.

### 3.2.3 Drainage Area 3

<i>Primary Activities:</i>	<i>Wooded Area</i>
<i>Drainage Area:</i>	<i>1.89 acres</i>
<i>Imperviousness:</i>	<i>Extremely Low</i>
<i>Number of reported spills (2020–2023):</i>	<i>0</i>
<i>Largest reported spills (2020–2023):</i>	<i>N/A</i>
<i>Potential sources of PCBs:</i>	<i>None</i>
<i>Potential sources of PFAS:</i>	<i>None</i>
<i>Comments:</i>	<i>N/A</i>

DA 3 consists of two drainage ditches located along the western boundary of the facility, as well as the wooded areas which receive drainage from the outfall identified in DA 2. No industrial operations or other site activities occur in this DA.

### 3.3 SPILLS AND LEAKS

Spills of oil can potentially occur due to equipment malfunction or tank loading and unloading operations. In the event of a release, potential spill directions, rates, and volumes for aboveground bulk oil storage containers and oil-filled operational equipment with capacities greater than 55 gallons are described in this section.

The majority of the site is paved with asphalt, with all of the oil storage located outdoors, except for the 55-gallon drums. The 500-gallon heating oil tank (Tank 001A), the 415-gallon diesel generator belly tank (Tank 011A), the 2,000-gallon heating oil tank (Tank 012A), and the 519-gallon diesel tank (Tank 013A) are all double-walled and equipped with fill gauges or high-level alarms. Any spills from these tanks will be contained within the secondary containment of the double-walled tanks. The transformer (Tank 009A) contains 170 gallons of mineral oil and is located outdoors on a concrete pad, without sized secondary containment. On-site personnel routinely visually assess the transformer during normal operational hours and would be able to address observed leaks quickly. A spill from the transformer would flow northwest to the stormwater management pond via inlets and drains if not contained.

All drum storage at the facility is located indoors and stored on containment pallets. Any spills or leaks from the drums would likely pool within the immediate spill area or drain to the nearby floor drains that are connected to the 700-gallon oil/water separator (OWS). Additionally, as the Main Shop is staffed during the facility's operational hours, any spill occurrences would be detected immediately and the appropriate spill responses would be promptly implemented.

The USTs are connected to a TLS 450 Veeder Root system for overfill protection equipped with fill gauges or high-level alarms. As of the 6 March 2023 site inspection, the facility plans to upgrade its UST overfill protection to an EJ Ward OMNTEC tank monitoring system, which includes remote viewing capabilities. Spills and leaks may occur from activities occurring around the fueling island either through loading of material into USTs or from dispensing activities. There are no storm drains located in this area. The fueling island is covered; however, the downspouts of the canopy currently discharge directly into the fuel dispensing area. The facility inspects the fueling island throughout the day and maintains spill response equipment in the area. Facility

personnel address minor spills as identified through the use of absorbent material which is collected and disposed in the waste container located in the Maintenance Shop. Spills or leaks in this area may affect Outfall 01.

No significant spills have occurred on-site in the past 3 years.

The Bureau of Utilities maintains a Spill Log to document all minor and major spill events. The facility has a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with 40 Code of Federal Regulations (CFR) 112, Oil Pollution Prevention. Please reference the facility SPCC Plan for further information regarding oil storage and management and spill prevention and response. The spill log is located in Appendix E of the Bureau of Utilities SPCC Plan.

### **3.4 NON-STORMWATER DISCHARGES**

Non-stormwater discharges are a potential pollutant source and must be evaluated as required by the 20-SW. In general, non-stormwater discharges are prohibited; however, the 20-SW allows exceptions for the following activities:

- Water used to fight active fires (excludes fire system cleaning or testing);
- Pavement wash waters, provided that detergents or hazardous cleaning products are not used, and the wash waters do not come into contact with oil and grease deposits, sources of pollutants associated with industrial activities, or any other toxic or hazardous materials, unless residues are first cleaned up using dry clean-up methods, and the facility has implemented appropriate control measures to minimize discharges of mobilized solids and other pollutants;
- Landscape watering (only if pesticides, herbicides, and/or fertilizers have been applied in accordance with labeling);
- Routine external building wash down that does not contain detergents or dislodged paint chips;
- Uncontaminated condensate from air conditioners, coolers, compressors, and/or outside storage of refrigerated gases or liquids;
- Irrigation drainage;
- Uncontaminated ground or spring water;
- Foundation or footing drains where flows are not contaminated with process materials; and
- Incidental windblown mist from cooling towers (excludes intentional discharges).

An evaluation of the facility for prohibited, non-stormwater discharges has been performed as part of this SWPPP development. The completed Non-Stormwater Discharge Evaluation form, which

includes outfall identification, observed non-stormwater discharges and corresponding outfalls, and corrective actions, is included in Appendix E.

### **3.5 SALT STORAGE**

The Bureau of Utilities stores salt on-site for road maintenance in the winter season. Salt is used for deicing and other commercial and industrial purposes and is stored in one half of a covered three-sided salt storage structure. The other half of the barn is used for storage of aggregate materials such as soil or sand. The salt storage structure is located in DA 2 on the eastern edge of the facility, north of the covered parking area. The location of the salt storage building is indicated on the site-specific maps located in Appendix D.

Howard County is actively implementing a County Salt Management Plan (SMP) to reduce the use of winter weather deicing and anti-icing materials, without compromising public safety, as directed by the Municipal Separate Storm Sewer System (MS4) NPDES Permit. See Section 4.12 for additional information as it relates to salt storage.

### **3.6 VISUAL MONITORING SUMMARY**

The Bureau of Utilities was initially covered under General Discharge Permit for Storm Water Associated with Industrial Activity, Discharge Permit Number 02-SW, issued 1 December 2002, which did not require visual monitoring. However, a visual inspection program of oil storage containers has been put in place by the facility staff. Monthly inspections are performed and documentation of the inspections is kept on-site in the SPCC Plan for a minimum of 3 years.

Quarterly stormwater visual inspections commenced when the facility obtained coverage under the 12-SW and will continue under the 20-SW as required by 20-SW permit conditions and as described in Section 7.1.3.

Quarterly visual monitoring under the previous permit term of the 12-SW has not indicated any potential problems from stormwater, with exceptions outlined in Appendix F.

All historical visual monitoring records are maintained for at least 3 years and are available for review.

## 4.0 STORMWATER CONTROL MEASURES

Howard County has coverage under an MS4 NPDES Permit (Number MD0068322, 22-DP-3318). The facility is owned by Howard County and is permitted as an MS4; therefore, this facility is not specifically required to meet the Chesapeake Bay Restoration Requirements as outlined in the 20-SW.

The facility is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. Sector AD.a requires that the SWPPP include the requirements listed in Sector P – Land Transportation and Warehousing. The following list of requirements captures both the general and sector-specific-stormwater control measures at the facility:

- Minimize Exposure
- Good Housekeeping
- Maintenance
- Vehicle and Equipment Storage\*
- Vehicle and Equipment Cleaning Areas\*
- Vehicle and Equipment Maintenance Areas\*
- Locomotive Sanding\*
- Fueling Areas\*
- Material Storage Areas\*
- Spill Prevention and Response
- Erosion and Sediment Control
- Management of Runoff
- Salt Storage Piles
- Non-Effluent Limits
- Employee Training\*
- Non-Stormwater Discharges
- Waste, Garbage, and Floatable Debris

\*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities or Sector P – Land Transportation and Warehousing.

### 4.1 MINIMIZE EXPOSURE

Structural practices are utilized at the site to minimize the exposure of industrial activities to rain, snowmelt, and runoff. All hazardous materials associated with vehicle maintenance, such as oils and lubricants, antifreeze, and solvent cleaners, are also stored indoors and within secondary containment as applicable. Hazardous wastes generated by equipment maintenance activities are also stored indoors and within secondary containment as applicable. All vehicle washing is performed on the facility washpad. The washpad is located indoors and sloped towards a trench drain that is connected to the OWS before discharging directly to the sanitary sewer. Facility solid waste storage dumpsters are covered, and roll-off dumpsters are maintained in good condition and replaced as needed.

The facility includes two storage structures for aggregate materials and salt as well as two areas for stockpile storage of scrap metal and maintenance material. Aggregate materials and salt are stored at the facility in covered three-sided storage structures. The fueling area of the facility is covered by a canopy and all of the ASTs are double-walled.

## **4.2 GOOD HOUSEKEEPING**

Good housekeeping practices require the maintenance of a clean, orderly facility. It is often the least expensive and most effective way to prevent stormwater pollution. Howard County facilities are visually observed each operating day by the Superintendent and employees, and any housekeeping issues are addressed in an expedient manner.

The Facility Superintendent or designee performs a visual inspection on a monthly basis in compliance with the SPCC Plan. This inspection includes inspection of ASTs, containers, and hazardous and universal waste storage areas. This inspection is documented and maintained by both the Superintendent and BES.

BES contacts each Facility Superintendent every 80 days to prompt each Superintendent of the need for a hazardous waste pick-up by Howard County's licensed contractor (Clean Harbors Environmental Services). BES contacts Clean Harbors and coordinates the logistics for the hazardous waste collection at each facility.

The solid waste generated on-site is collected and disposed of by Ecology Associates. The waste aerosols and waste flammable solids generated on-site are collected and disposed of by Clean Harbors. The scrap metal is collected by United Iron & Metal on an as-needed basis. A contractor pumps out the OWS tank and transports the material to Triumvirate Environmental.

For a further discussion of wastes produced by the Bureau of Utilities, see Section 4.15.

## **4.3 MAINTENANCE**

The Howard County Stormwater Management Division (SWMD) conducts preventative maintenance inspections of stormwater structures on a triennial basis. Repairs are coordinated between SWMD and the Facility Superintendent. Howard County's Stormwater Management Facility Inspection and Maintenance Procedure is located in Appendix G.

Maintenance of industrial equipment at Howard County facilities is managed by the Bureau of Facilities and BES.

The Bureau of Facilities is responsible for equipment that contributes to the functionality of the buildings at the facility, emergency generators, and ASTs and/or USTs that contain heating oil or diesel fuel for generators. Applicable tanks at the Bureau of Utilities Maintenance Facility include Tank 001A (500-gallon heating oil AST), Tank 011A (415-gallon diesel AST for the generator), Tank 012A (2,000-gallon heating oil AST), and Tank 005 (6,000-gallon heating oil UST). The Bureau of Facilities manages their preventative maintenance through an automated work order system which schedules, tracks, and assigns responsible person(s) and deadlines for a task and the date completed. Bureau of Facilities employees regularly check on emergency generators and

heating oil tanks to ensure they are in good condition and operating correctly. Bureau of Facilities is responsible for OWSs and inspects them twice per year. The Bureau of Utilities or a contractor pumps out the contents as necessary.

For more specialized maintenance such as maintenance for OWSs and septic systems, the maintenance is managed through the work order system, but is performed by a contractor.

Preventative maintenance of vehicles and equipment at Howard County is both the responsibility of the Operator and Division of Central Fleet (Central Fleet). Operators of equipment are required to perform a documented inspection of the equipment on a daily basis. Any problems found are to be documented on a Maintenance Request form and submitted to that County vehicle's assigned repair facility.

Central Fleet is responsible for responding to all requests for unscheduled maintenance in both emergency and non-emergency situations. A copy of the Office of Central Fleet's Vehicle and Equipment Maintenance Policy is included in Appendix H.

#### **4.4 VEHICLE AND EQUIPMENT STORAGE**

Vehicles and equipment are mostly stored outdoors without cover in DA 2. Stormwater from this area drains to the stormwater management pond.

The Howard County Spill Response and Notification Standard Operating Procedure (SOP), which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in the table at the front of this document.

#### **4.5 VEHICLE AND EQUIPMENT CLEANING AREAS**

All vehicles and equipment are washed indoors in the wash bay in the northwest corner of the Fleet Maintenance Facility. The wash area is sloped such that all of the wash water is collected in a trench drain that is connected to the OWS, which discharges to the sanitary sewer system. This results in a low potential for wash water polluting the surrounding environment.

#### **4.6 VEHICLE AND EQUIPMENT MAINTENANCE AREAS**

No vehicle maintenance is performed at this facility. All maintenance of equipment is performed inside the Fleet Maintenance Facility and the Maintenance Shop. These activities have a low potential for generating stormwater pollution.

#### **4.7 FUELING AREAS**

The Howard County Spill Response and Notification SOP, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in the table at the front of this document.



All vehicle equipment fueling is performed at the fueling station, which includes two 10,000-gallon gasoline USTs (Tanks 001 and 002) and one 10,000-gallon diesel UST (Tank 003). The fueling station is covered and a spill kit is present; however, the canopy drains discharge directly over the fueling pad. This activity has a high potential for generating stormwater pollution if equipment is used improperly or inattentively.

The Bureau of Utilities has two fuel ASTs located on-site, which are periodically re-filled by a subcontractor, PetroExpress. The potential risk of pollution generation for this source is low as long as contractors perform transfers with care and attention. The fuel delivery contractor, is responsible for placing spill protection around the hose connections, measuring and documenting the existing fuel levels prior to delivery, and safely filling the tanks. The fuel delivery trucks should be equipped with automatic shutoff mechanisms, as well as gauges or meters to ensure that the fuel tanks will not be overfilled during refueling. Any oil discharges from the delivery trucks during loading or unloading would be contained within the secondary containments of the tanks. The Fleet Operations Supervisor or designee on-site is authorized to sign for deliveries, and must be trained to acknowledge that deliveries are performed in accordance with state and local regulations. See the Bureau of Utilities SPCC Plan for additional details related to fueling by subcontractors.

#### **4.8 MATERIAL STORAGE AREAS**

There are three areas where material is stored outdoors, all located in DA 2. Stockpiles of aggregate stone and soil are stored in covered, three-sided storage structures in the northern corner of the site. Stockpiles of aggregate soil and salt are stored in the covered three-sided salt storage structure on the eastern side of the facility. Stormwater runoff from these stockpiles will drain north and west into the stormwater management pond. It is recommended that this area be routinely visually assessed and paved areas maintained with a sweeper if needed to minimize the likelihood of any potential discharge in this area. The potential for stormwater contamination from both of these areas is low due to the covered structures. Lastly, on the northern portion of the site, near the stormwater pond, there are uncovered metal storage bins for used plumbing parts to be reused at the Bureau of Utilities. Stormwater runoff from this area would drain northwest into the stormwater pond. Since the material is stored within containers and stormwater would be detained in the stormwater pond, the potential for stormwater pollution is therefore low. Additional information on salt management is provided in Section 4.12.

The indoor storage areas are in DA 2 and contain spare plumbing piping and miscellaneous small equipment. These areas are completely covered so the potential for stormwater pollution is low.

Howard County maintains a Hazard Communication (HAZCOM) Plan applicable to all of its facilities. The HAZCOM program is currently transitioning to the Globally Harmonized System, and this transition was completed by 1 June 2015. It is Howard County's policy that all chemicals must be properly labeled throughout their use.

Each facility has designated a qualified individual who is responsible for ensuring all labels are properly affixed when delivered to the site, and throughout the chemical use. Each primary container of hazardous chemicals will be clearly and legibly labeled with the product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and supplier

identification. Each secondary container of hazardous chemicals must be labeled at a minimum with the trade name(s) of the chemical(s). Portable containers filled with a hazardous chemical are not required to be labeled if both the following conditions apply:

- The employee filling the portable container also is the one who will use the chemical, and
- The employee will use the entire chemical immediately after transferring it to the container.

Safety information and other warnings shall be provided in clear and easily understandable formats including the use of Safety Data Sheets, which are present in accessible areas on-site. More detailed information may be found in the Howard County Hazard Communication Plan, located on Howard County's intranet site.

Any waste containers in material storage areas must be labeled with their specific contents (e.g. used oil, waste paint, etc.). Hazardous waste containers stored in satellite accumulation areas must have the words "hazardous waste" or the specific contents of the waste. Any hazardous waste containers located in the main accumulation area must have the words "hazardous waste," the specific content/type of waste, and the hazardous property of the waste, and must list the accumulation start date.

The Howard County Spill Response and Notification SOP, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in the table at the front of this document.

#### **4.9 SPILL PREVENTION AND RESPONSE**

A discharge of oil or other chemicals to groundwater, surface water, or soil is prohibited by regulations, and immediate action must be taken to control, contain, and recover discharged product. Please note that spill containment and cleanup are of secondary importance when compared to the health and safety of personnel. The immediate action(s) to be taken will depend on the capabilities of the person discovering the incident, his or her training and understanding of the incident, and the resources available in the area of the incident. In all cases, the initial response actions should only be conducted in a safe manner, ***placing the safety and security of persons in the area above all other factors.***

Any spills or leaks from the drums stored indoors would likely pool within the immediate spill area, or drain to the nearby floor drains that drain to the OWS. Since the Bureau of Utilities Maintenance Facility is staffed during the facility's operational hours, any spill occurrences would be detected and cleaned up immediately. The fueling station and all other ASTs situated outdoors have spill kits located nearby to assist in the immediate cleanup of a spill or leak.

The facility has an SPCC Plan in accordance with 40 CFR 112, Oil Pollution Prevention. Please reference Section 5.0, Facility Description and Discharge Prevention, and Section 8.0, Containment and Diversionary Structures within the facility SPCC for additional information. The SPCC Plan also outlines procedures for prevention and countermeasures including an annual training program for oil handlers, and a periodic inspection for containers and ASTs which store petroleum, oil, and/or lubricant.

As discussed previously in Section 4.8, Howard County maintains a HAZCOM Plan applicable to all of its facilities. It is Howard County's policy that all chemicals must be properly labeled throughout their use. More detailed information may be found in the Howard County Hazard Communication Plan, located on Howard County's intranet site.

The Howard County Spill Response and Notification SOP, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in the table at the front of this document.

#### **4.10 EROSION AND SEDIMENT CONTROLS**

Erosion concerns can be divided into two broad categories:

- i. Erosion due to active construction projects; and
- ii. Chronic or nuisance eroding areas due to inadequate conveyance, steep slopes, erodible fills, etc.

The first category of erosion potential is associated with various development projects being actively constructed or planned on facility property. The Howard County agency responsible for the construction submits the application for the General Discharge Permit for Construction Activity from MDE for projects that will disturb one or more acres of earth. In accordance with applicable regulations, for each construction project, an erosion and sediment control plan will need to be developed by a professional engineer, incorporated into the project design, and approved by the local and state regulatory agencies. These plans will identify the specific control measures that will be in place during construction to minimize erosion and sedimentation. The Construction Inspection Division of the Bureau of Engineering inspects all active construction projects on Howard County property to ensure compliance with erosion and sediment control plans.

The second category of erosion and sedimentation problems involves areas that may experience nuisance erosion due to inadequate conveyance, steep slopes, or erodible fills. Areas of erosion will be identified during the Quarterly Routine Facility Inspection and the annual CSCE.

The Bureau of Utilities staff currently monitor for erosion by visual inspection. When erosion is observed, steps are taken to lessen the impact of erosion and sedimentation of the surrounding area. The Howard County SWMD inspects the stormwater pond once every 3 years and forwards corrective action items to the Howard County Pond Crew and the Facility Superintendent to address directly with Bureau of Utilities employees.

Please note that the use of any chemical additives for sediment control requires prior notice to MDE. The facility must indicate intent to use them on the NOI and must list the additives and any pertinent associated documentation in this SWPPP. In addition, the use of cationic chemical additives for sediment control is subject to MDE's approval policy as outlined in Appendix D Sector L (Part L.5.4) of the 20-SW permit. Any substances not approved by MDE are prohibited. At the time of plan development, the facility does not use chemical additives for sediment control, including cationic chemical additives, and does not have any plans to do so.

#### **4.11 MANAGEMENT OF RUNOFF**

Devices and facilities to manage stormwater runoff may include catch basins, underground chambers, retention basins, wet ponds, oil/water and oil/grit separators. The various facilities and devices provide different types of stormwater quality and quantity management. For example, a typical stormwater basin may be designed to provide quantity management for attenuating peak discharges and targeting pollutants like sediment and phosphorus from paved areas, whereas an OWS is utilized to remove petroleum from lower flows through the drainage system.

The Bureau of Utilities utilizes one stormwater management pond, one bioretention area, and one 700-gallon OWS directed to the sanitary sewer to regulate and filter discharges from the site.

#### **4.12 SALT STORAGE PILES OR PILES CONTAINING SALT**

On the eastern portion of the site in DA 2 there is a salt storage structure. Salt is used for deicing and other commercial and industrial purposes and is stored in one half of a three-sided salt storage building. The other half of the barn is used for storage of aggregate soil. In DA 2, salt is loaded into trucks on the paved area south of the salt storage structure. The potential risk of pollution generation for this source is low as long as staff performs transfers with care and attention. The areas are routinely swept of any remaining residues, which are placed back into the salt storage structure. During the off-season, the doors to the salt storage structures are either kept closed, covered with plywood, or covered with wooden fences and stabilized with sandbags to keep the salt inside the structures.

Howard County is actively implementing a County SMP to reduce the use of winter weather deicing and anti-icing materials, without compromising public safety, as directed by the MS4 NPDES Permit. The SMP shall be based on the guidance provided on best road salt management practices described in the Maryland Department of Transportation, State Highway Administration's Maryland Statewide Salt Management Plan, developed and updated annually as required by the Maryland Code, Transportation §8-602.1.

#### **4.13 SECTOR-SPECIFIC NON-NUMERIC EFFLUENT LIMITS**

The site is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. Sector AD.a requires that the SWPPP include the requirements listed in Sector P – Land Transportation and Warehousing.

This Sector requires additional control measures and/or technology-based effluent limits, outlined in Appendix D of the 20-SW. These control measures apply to Vehicle and Equipment Storage (Section 4.4), Vehicle and Equipment Cleaning (Section 4.5), Vehicle and Equipment Maintenance Areas (Section 4.6), Fueling Areas (Section 4.7), Material Storage Areas (Section 4.8), and Employee Training (Section 5.0). Locomotive Sanding is another operation included in this Sector of the 20-SW; however, this operation does not occur at Howard County facilities.

#### **4.14 NON-STORMWATER DISCHARGES**

Non-stormwater discharges are a potential pollutant source and must be evaluated as required by the 20-SW. In general, non-stormwater discharges are prohibited; however, there are exemptions as discussed previously in Section 3.4 of this Plan. A visual evaluation of the facility for prohibited, non-stormwater discharges was performed. The completed Non-Stormwater Discharge Evaluation form, which includes outfall identification, observed non-stormwater discharges and corresponding outfalls, and corrective actions, is included in Appendix E.

#### **4.15 WASTE, GARBAGE, AND FLOATABLE DEBRIS**

Waste, garbage, and floatable debris must not be discharged to receiving waters. Exposed areas should be kept free of such materials or they should be intercepted before they are discharged.

The Bureau of Utilities collects solid waste generated by the facility from routine operations in dumpsters located in DA 2. Solid waste is collected by Ecology Associates. The potential for stormwater contamination is low due to the practice of keeping the dumpsters covered in combination with visual inspections and routine disposal. DA 2 houses an uncovered roll-off dumpster for scrap metal storage. Howard County Bureau of Environmental Services transports the scrap metal to the Alpha Ridge Landfill. The potential for stormwater contamination is low since the facility performs routine visual inspections to ensure these dumpsters remain in good condition or are replaced.

Seven 55-gallon drums are used for the collection of waste absorbent and other hazardous waste. These drums are stored inside the storage building at the south-central portion of the site. The drums are not stored within secondary containment but absorbent material is present within these buildings if needed. The potential for stormwater contamination is low since the facility performs routine visual inspections to ensure these drums remain in good condition, kept closed, or replaced as needed.

Waste materials associated with equipment maintenance operations, including used oil and hazardous waste, are collected within the Bureau of Utilities Maintenance Facility. Drains within the facility are connected to an OWS. Spills are addressed as they are identified and used spill response materials are properly collected and stored as waste in the Maintenance Shop. Clean Harbors removes hazardous wastes including used absorbents and waste aerosols stored in the Maintenance Shop. Heritage Crystal-Clean collects the used oil. The potential for stormwater contamination from hazardous waste is low since it is stored indoors.

#### **4.16 DUST GENERATION AND VEHICLE TRACKING OF INDUSTRIAL MATERIALS**

The aggregate materials and salt storage areas at the facility present opportunities for dust generation and tracking of aggregate materials and salt away from their intended storage areas. Excess dirt and salt is swept up whenever necessary to minimize track-out.

#### **4.17 CLIMATE CHANGE CONSIDERATIONS**

As required in Part III.B of the 20-SW Permit, the facility must adapt operations to address climate change impacts. The Bureau of Utilities is working to address climate change impacts and minimize stormwater discharge impacts from major storm flooding events by complying with the requirements set by the 20-SW permit outlined in this Plan, reducing the use of winter weather deicing and anti-icing materials via a County SMP; reducing the amount of materials stored outdoors; and improving material and vehicle storage structures.

## 5.0 EMPLOYEE TRAINING

Training is necessary to ensure that Bureau of Utilities personnel are aware of their impact to stormwater, their responsibilities to prevent pollution, and methods to control such pollution release. All training is to be organized and coordinated through the P2 Team and Howard County DPW BES. Howard County DPW BES or its contractor will conduct the training.

The goals of the training are as follows:

- Educate facility staff at all levels of responsibility on the purpose, requirements, and implementation activities of the SWPPP.
- Promote overall awareness of stormwater pollution prevention to facility staff.
- Integrate the stormwater pollution prevention strategy into existing facility practices.

The topics covered during the training include, but are not limited to:

- Purpose of SWPPP
- NPDES/SWPPP requirements
- SWPPP contents
- Hydrology and water quality basics
- Minimize exposure
- Good housekeeping measures
- Maintenance
  - Used oil and spent solvent management\*
  - Fueling procedures\*
  - Painting procedures\*
  - Used battery management\*
- Spill prevention and response procedures
- Erosion and sediment controls
- Management of runoff
- Salt Storage
- Effluent Limits
- Non-stormwater discharges
- Waste, garbage, and floatable debris
- Dust generation and vehicle tracking
- Monitoring
- Inspections.

\*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

The P2 Team and BES will alert the staff in advance of the training session to ensure full participation in the event. Training sessions are to be held annually for Bureau of Utilities personnel. Attendance at an annual training event for each calendar year is mandatory for all

employees. Additional training will be held on an as-needed basis for new employees. Each employee must sign an attendance sheet verifying that the employee was present at the training event. The attendance sheet and a brief description of the training topics discussed must then be stored with this SWPPP or in a central file at BES.

Other training sessions will be held as necessary for members of the P2 Team or other Bureau of Utilities personnel to address specific topics of interest. Topics for such training sessions may include basic concepts of P2 and stormwater control measures (for new P2 members), and proper use and maintenance of stormwater control measures. Training on these topics will be scheduled on an as-needed basis by the P2 Team Leader in coordination with the P2 Team.

An outline of sample stormwater pollution prevention training and a sample attendance sheet are included in Appendix J.



## 6.0 MONITORING

### 6.1 SCHEDULES AND PROCEDURES FOR MONITORING

#### 6.1.1 Benchmark Monitoring

Benchmark Monitoring is only required for facilities that fall within Sector AD.a; Department of Public Works and Highway Maintenance Facilities and Sector P – Land Transportation and Warehousing of the 20-SW if operations include storage of street sweeping or storm drain inlet cleaning debris left uncovered. This facility is classified as Sector AD.a and does not store street sweeping or storm drain inlet cleaning debris uncovered, and therefore is not required to perform benchmark monitoring.

#### 6.1.2 Impaired Waters Monitoring

The facility discharges to the Dorsey Branch of the Little Patuxent River (HUC: 02060006; Basin Code:02131105). MDE has identified waters of the Little Patuxent River as impaired by chlorides (MDE is monitoring this and requires Salt Management Plans for MS4 permittees) and TSS (TMDL completed).

At the time of the submittal of the NOI for the 20-SW, the facility has not conducted any voluntary monitoring of the impaired waterway. Howard County will await any further direction from MDE in regards to additional monitoring, limits, or controls of this waterway, if necessary, to be consistent with the waste load allocation of the USEPA-approved TMDL.

## **7.0 INSPECTIONS, CORRECTIVE ACTIONS AND RECORDKEEPING**

### **7.1 INSPECTIONS**

#### **7.1.1 Comprehensive Site Compliance Evaluation (CSCE)**

Howard County BES will facilitate CSCE of the facility on an annual frequency. The evaluations will be performed by a qualified person designated by Howard County BES with the Facility Superintendent. The CSCE of the facility will replace one of the quarterly routine inspections.

At minimum, the CSCE will include an inspection of the following where materials or activities are exposed to stormwater:

- Industrial materials, garbage, or debris that may have or could come into contact with stormwater;
- Leaks or spills from vehicles/equipment, drums, ASTs, transformers, emergency generators, or other containers that have occurred within the past 3 years;
- Storage areas for vehicles/equipment awaiting maintenance\*;
- Fueling areas\*;
- Material storage areas\*;
- Vehicle/equipment cleaning areas\*;
- Unloading/loading areas\*;
- Off-site tracking of sediment or salt where vehicles enter or exit the site;
- Tracking or blowing of sediment or materials from areas of no exposure to exposed areas;
- Evidence of, or the potential for, pollutants entering the drainage system;
- Evidence of pollutants discharging to surface waters at all facility outfalls;
- The condition of and around any outfall, including flow dissipation measures to prevent erosion (scouring);
- Training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of BMPs; and
- Completeness of records.

\*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

Howard County BES or its designee will write a report summarizing the scope, names of individual(s) conducting the CSCE, date of evaluation, and observations related to the SWPPP implementation (Appendix K). Any corrective actions will be identified as described in the Corrective Action Procedure in Section 7.2. Any incomplete actions related to Corrective Actions should be summarized in the CSCE, and any required Additional Implementation Measures (AIM) Documentation shall be completed. The SWPPP will be modified as necessary based upon the observations noted during the CSCE.

Please note that, in compliance with Part V.A.2.b of the 20-SW Permit, the EJ score for this facility is under 0.76, so a copy of each CSCE does not need to be sent to MDE.

All records of the CSCE including resulting or corrective actions will be maintained for a minimum of 3 years by BES with the SWPPP.

### **7.1.2 Routine Facility Inspections**

Routine facility inspections are conducted at least once per quarter to review the effectiveness of the SWPPP. The Facility Superintendent and BES will facilitate the routine inspection to ensure one inspection is conducted during a stormwater discharge event and that at least one member of the Pollution Prevention Team participates in each inspection.

The CSCE (described in Section 7.1.1) of the facility will replace one of the quarterly routine inspections. At minimum, the routine facility inspection will include an inspection of the following where materials or activities are exposed to stormwater:

- Industrial materials, garbage, or debris that may have or could come into contact with stormwater;
- Leaks or spills from vehicles/equipment, drums, ASTs, transformers, emergency generators, or other containers that have occurred within the past 3 years;
- Storage areas for vehicles/equipment awaiting maintenance\*;
- Fueling areas\*;
- Indoor/outdoor vehicle equipment maintenance areas\*;
- Material storage areas\*;
- Vehicle/equipment cleaning areas\*;
- Unloading/loading areas\*;

- Off-site tracking of sediment where vehicles enter or exit the site;
- Tracking or blowing of sediment or materials from areas of no exposure to exposed areas;
- Evidence of, or the potential for, pollutants entering the drainage system;
- Evidence of pollutants discharging to surface waters at all facility outfalls;
- The condition of and around any outfall, including flow dissipation measures to prevent erosion (scouring);
- Training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of BMPs; and
- Completeness of records.

\*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

The inspector(s) will record the routine facility inspection on the inspection checklist (Appendix K). The checklist will include a certification that the facility is in compliance with the SWPPP and 20-SW or include a record of deficiencies with follow-up actions.

Howard County BES requests electronic copies of the complete Routine Facility Inspection on a regular basis. BES will review the checklist for completeness and for “triggering events.” BES is responsible for coordinating and documenting the corrective action process. The SWPPP will be modified as necessary based upon the observations noted during the routine facility inspection.

All records of the routine facility inspection including resulting corrective actions will be maintained for a minimum of 3 years by BES.

### **7.1.3 Quarterly Visual Inspection**

This facility was previously covered under the General Discharge Permit for Storm Water Associated with Industrial Activity, Discharge Permit Number 02-SW, issued 1 December 2002, which did not require visual inspections. Quarterly visual inspections commenced after the facility obtained coverage under the 12-SW, and will continue under the 20-SW.

The monitoring quarters are as follows: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September; and 1 October through 31 December. BES is responsible for the quarterly visual inspections and has subcontracted this effort.

The general procedure for visual inspections is as follows:

- At least once each quarter, a designated individual from the facility contractor will collect a stormwater sample from Outfall 01.

- The sample must be collected during an active discharge of stormwater.
  - One is not required to sample during an adverse weather event (i.e., events which are dangerous or create inaccessibility such as flooding, high winds, electrical storms, etc.). A substitute sample must be taken from the next qualifying storm event. Documentation for this must be included in SWPPP records.
  - The facility is not required to sample during conditions which make sampling otherwise impractical, such as drought or extended frozen conditions. A substitute sample must be taken from the next qualifying storm event. Documentation for this must be included in SWPPP records.
- Any deviations from a regular quarterly scheduled inspection must be documented.
  - Samples may be taken during any precipitation event where there is a measurable discharge from the outfall. This includes snow melt.
  - Samples must be collected within the first 30 minutes of the storm event.
  - Samples should be collected within a clear container.
  - The Quarterly Visual Monitoring Form (located in Appendix L) is required to be completed for each sample.
  - The Quarterly Visual Monitoring Form has entries for visual parameters during the time immediately following sample collection, and visual parameters for 30 minutes following sample collection.

Howard County BES receives copies of the Quarterly Visual Monitoring form for the facility from the contractor, once completed. BES reviews the form for completeness and for “triggering events.” BES is responsible for coordinating and documenting the corrective action process.

All records of quarterly visual monitoring forms are maintained for a minimum of 3 years.

## **7.2 CORRECTIVE ACTION PROCEDURE**

### **7.2.1 Internal Corrective Action Procedure**

Internal corrective actions refer to non-reportable and reportable corrective actions. Non- Internal corrective actions refer to non-reportable and reportable corrective actions. Non-reportable corrective actions tend to be proactive in nature. Reportable corrective actions are defined by the Permit which is discussed further in Section 7.2.2. The facility personnel will adhere to the following procedure for managing internal corrective actions resulting from the observations during regular operations, quarterly visual inspections, routine facility inspections, and CSCE:

1. General: Maintain proper inspection and follow-up records: The inspection checklists and Quarterly Visual Inspection Form with corrective actions will serve as the records of the inspections. The checklists will include the following information:
  - Date of the inspection
  - Individual(s) conducting the inspection
  - Scope
  - Problems found/Corrective actions identified
  - Response implemented to rectify the problem
  
2. Corrective Actions: The individual(s) performing the routine facility inspections must use the following procedures to ensure that the appropriate corrective actions are taken:
  - The individual(s) who is responsible for performing the routine inspection must complete all items on the checklist.
  - The inspector must sign the checklist when it is complete.
  - Each inspection item on the checklist must be assigned a responsible party and completion date.
  - The individual(s) addressing the corrective action must complete the appropriate section of the checklist once the action has been implemented.
  - The completed and signed checklist must be maintained with SWPPP records.
  
3. Management and Documentation of Corrective Actions: BES is responsible for receiving and reviewing the facility inspections and documenting and tracking all corrective actions.

Note that when it is discovered that control measures are in need of replacement or repairs, corrective actions must be completed as soon as feasible, and within 14 days. If it is not feasible to complete within 14 days, the corrective action must be completed within 45 days. If the action cannot be completed within 45 days, the MDE Compliance Department must be notified and the SWPPP should be updated to include rationale for the modified maintenance timeframe.

### **7.2.2 Events Triggering SWPPP Review and Revision**

Howard County will develop corrective actions if deficiencies are noted during regular operations, quarterly visual inspections, routine facility inspections, and CSCE.

In addition to regular corrective actions, which are proactive in nature and not necessarily a result of a noncompliance event, there are conditions which require that the SWPPP be reviewed and revised to ensure that the effluent limits of the permit are met, and pollutant discharges are minimized. The following conditions require a review and revision of the SWPPP, per the 20-SW:

- An unauthorized release or discharge;

- A discharge violates a numeric effluent limit;
- Facility becomes aware, or MDE determines, that the control measures are not stringent enough for the discharge to meet applicable water quality standards or non-numeric effluent limits;
- A required control measure was never installed, was installed incorrectly, or not in accordance with the permit, or is not being properly operated or maintained; or
- A visual assessment shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, or foam).

### 7.2.3 Corrective Action Documentation

The following timeline for documentation of Corrective Actions is defined within the 20-SW:

- **Within 24 hours of discovery of an event** the facility must document the following information: identification of the condition triggering the need for corrective action and/or AIM responses, if applicable, description of the problem identified, and the date and time, amount, location, and reason for any spills and leaks. Additionally, documentation should include the date the condition was identified and a description of immediate actions taken to minimize or prevent pollutant discharge (including date/time of cleanup, notification made, staff involved, and actions taken to prevent reoccurrence of releases). Finally, a statement should be signed and certified in accordance with Permit Part II.C.1. This documentation does not need to be submitted to MDE, unless requested.
- **Within 14 days of discovery of an event** the facility must document the following information: summary of the corrective action or AIM response taken or to be taken, justification if facility feels that corrective actions do not need to be taken, notice of whether a SWPPP modification is required as a result of this discovery, the date the corrective action was initiated, and the date the corrected action was (or expected to be) completed. If MDE was notified of an allowed extension to the specified timeframe, this rationale and schedule should be included. Rationale should be submitted during the following discharge monitoring report, if applicable, but otherwise does not need to be submitted unless requested.

The documentation of Corrective Actions will be included with the CSCE documentation.

### 7.2.4 Corrective Action Deadlines

Actions in response to a corrective action are identified below:

- **Immediate Actions** (“immediate” is defined as the day that the condition is discovered, or the following day if discovery is late in the work day) personnel must take all reasonable steps to minimize or prevent discharge of pollution. Immediate actions may include

cleaning up exposed materials, or making arrangements for new stormwater controls to be installed.

- **Subsequent Actions** (within 14 days from the time of discovery and, if possible, before the next storm event) the facility must complete additional actions, such as installing new or modified control measure, completing repairs, etc.
- **Extended Actions** If an action cannot be completed within 14 days, facility must document why it is infeasible and document a schedule to initiate and complete the actions within 45 days.
- **Delayed Actions** If an action cannot be completed within 45 days, a notification must be sent to the MDE Compliance Program. Notification should include rationale for extension, and anticipated completion date. Include this documentation in the facility's corrective action documentation.

For any noncompliance which may endanger health or the environment, a report must be submitted to MDE's Water and Science Administration within 24 hours orally, and in a written follow-up within 5 days. Such report shall include an unanticipated bypass which exceeds any effluent limit in the permit, an upset which exceeds any effluent limitation, or a violation of a maximum daily discharge limitation for any pollutant.

#### **7.2.5 Reporting of Non-Compliances to MDE**

For any noncompliance which may endanger health or the environment, a report must be submitted to MDE's Water and Science Administration within 24 hours orally, and in a written follow-up within 5 days. Such report shall include an unanticipated bypass which exceeds any effluent limit in the permit, an upset which exceeds any effluent limitation, or a violation of a maximum daily discharge limitation for any pollutant.

#### **7.2.6 Reporting of Non-Compliances to MS4**

For non-compliances which may endanger health or the environment, oral reports shall be made to the MS4 operator within 24 hours, and a written follow-up shall be submitted within 5 days of the discovery of the noncompliance. This notification is required for facilities that discharge through an MS4.

#### **7.2.7 Additional Implementation Measures**

Additional implementation measures (AIMs) are required under certain circumstances at facilities subject to benchmark monitoring requirements. AIMs are required if the following triggering events occur:

- AIM Level 1 responses and deadlines are applicable if, during the first year subject to benchmark monitoring, one of the following occurs:
  - One annual average over the benchmark threshold, or;



- One single sampling event over 4 times the benchmark threshold.
- AIM Level 2 responses and deadlines are applicable if, during the second year subject to benchmark monitoring,
  - The second annual average over the benchmark threshold, or;
  - One single sampling event over 4 times the benchmark threshold.
- AIM Level 3 responses and deadlines are applicable if, during the third or any subsequent year subject to benchmark monitoring,
  - The third annual average over the benchmark threshold, or;
  - One single sampling event over 4 times the benchmark threshold.

AIM Level 1, Level 2, and Level 3 responses and deadlines are detailed in the 20-SW Permit Section IV.B. AIM levels require progressively more robust responses with greater duration and magnitude of benchmark exceedances. There are exceptions to AIM requirements in certain circumstances, including natural background pollutant levels, run-on, abnormal events, and particular exceptions for aluminum and copper benchmarks. The details of these exceptions is found in the 20-SW Permit.

At the time of the development of this SWPPP, the facility is not required to conduct benchmark monitoring and is therefore not required to complete AIM.

### **7.3 RECORDKEEPING**

The facility will maintain a copy of the current SWPPP. The following records will be maintained with the SWPPP for at least 3 years:

- A copy of the NOI and correspondence between the facility and MDE;
- A copy of this permit (an electronic copy easily available to SWPPP personnel is also acceptable);
- The SPCC Plan;
- Spill log including descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases;
- Training records;
- Routine Facility Inspection, Quarterly Visual Monitoring Forms (including deviations), and CSCE records; and

- Corrective actions and associated documentation.

## 8.0 REFERENCES AND INFORMATION SOURCES

- Maryland Department of the Environment (MDE). 2009. *2000 Maryland Stormwater Design Manual*. Volumes I and II. Revisions. May.
- Maryland Department of the Environment (MDE). 2011. *2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control*. May.
- Maryland Department of the Environment (MDE). 2014. General Permit No. 12-SW for Stormwater Discharges associated with Industrial Facilities.
- Maryland Department of the Environment (MDE). 2014. Tier II High Quality Waters Map.
- Maryland Department of the Environment (MDE). 2014. Chesapeake Bay Restoration Guidance. August.
- Maryland Department of the Environment (MDE). 2023. General Permit No. 20-SW for Stormwater Discharges associated with Industrial Facilities.
- Maryland Department of the Environment (MDE). 2023. SWPPP Template. February.
- U.S. Environmental Protection Agency (USEPA). 1992. *Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and Best Management Practices*. USEPA 832-R-92-006.

## 9.0 GLOSSARY

A glossary, including Definitions and Acronyms, can be found in Appendix E of MDE General Permit No. 20-SW for Discharges from Stormwater associated with Industrial Facilities. The 20-SW Permit, including Appendix E – Definitions & Acronyms, can be found in Appendix A of this document.

**APPENDIX A**

**MDE GENERAL DISCHARGE PERMIT 20-SW**



**GENERAL PERMIT FOR DISCHARGES FROM  
STORMWATER ASSOCIATED WITH INDUSTRIAL ACTIVITIES**

**DISCHARGE PERMIT NO. 20-SW NPDES PERMIT NO. MDR0000**

**Effective Date: February 1, 2023 Expiration Date: January 31, 2028**

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  - Appendix E – Definitions and Acronyms
  - Appendix F – Nutrient Reduction Progress Report
  - Appendix G – Reporting and Verification Requirements for Trading
-

You are only permitted to discharge under this permit after notifying and getting approval from the Department.

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## **PART I. APPLICABILITY**

By this permit the Maryland Department of the Environment (the Department) authorizes the discharge of stormwater associated with industrial activity to waters of this state. This authorization is only for operators located in the state of Maryland, who have submitted a notice of intent (NOI) and received written approval from the Department to discharge in accordance with the eligibility requirements and other conditions in this permit and consistent with your NOI, as on file with the Department. This authorization is pursuant to the provisions of Title 9 of the Environment Article, Annotated Code of Maryland, and the provisions of the Federal Clean Water Act (CWA), 33 U.S.C. §1251 *et seq.* and implementing regulations 40 CFR Parts 122, 123, 124, and 125. “You” and “Your” are used in this permit to refer to the permittee or the permit applicant, as the context indicates, and that party’s facility or responsibilities.

### **A. Geographic Coverage**

This permit applies to facilities operating within the state of Maryland and discharging to waters of this state.

### **B. Facilities Covered**

To be eligible to apply for authorization to discharge under this permit you must either (1) have been authorized to discharge under previous permit 12-SW or (2) have a stormwater discharge associated with industrial activity, as defined in Appendix E, from a primary industrial activity included in Appendix A or (3) be notified by the Department that you are eligible for coverage under Sector AD: Non-Classified Facilities, as defined in Appendix A.

### **C. Limitations on Coverage**

The following stormwater discharges are not eligible for coverage under this permit. Additional limitations on coverage for each sector covered under this permit are listed in Appendix D. You must determine which sector(s) listed in Appendix A apply to your industrial activities to determine which additional limitations from Appendix D apply.

1. Stormwater discharges associated with construction activity, as defined in Appendix E and 40 CFR 122.26(b)(15);
  2. Stormwater discharges subject to effluent limitations guidelines (see Part I.G.2);
  3. Stormwater discharges that are mixed with non-stormwater, other than those non-stormwater discharges listed in Part I.E.3;
  4. Stormwater discharges for which a National Pollutant Discharge Elimination System (NPDES) permit has been terminated (other than at your request) or denied, or those for which the Department requires an individual permit to address stormwater discharges or an alternative general permit (Part I.G.2.b);
  5. New dischargers discharging to water quality “impaired waters,” as defined in Appendix E, are not eligible for coverage under this permit unless you:
    - a. prevent all exposure to stormwater of the pollutant(s) for which the waterbody is impaired, and retain documentation of procedures taken to prevent exposure onsite with your SWPPP; or
    - b. document that the pollutant(s) for which the waterbody is impaired is not present at your site, and retain documentation of this finding with your SWPPP; or
    - c. in advance of submitting your NOI, provide to the Department data to support a showing that the discharge is not expected to cause or contribute to an exceedance of a water quality standard, and retain such data onsite with your SWPPP. To do
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this, you must provide data and other technical information to the Department sufficient to demonstrate:

- i.) For discharges to impaired waters without an EPA approved or established TMDL, that the discharge of the pollutant for which the water is impaired will meet in-stream water quality criteria at the point of discharge to the waterbody; or
- ii.) For discharges to impaired waters with an EPA approved or established TMDL, that there are sufficient remaining wasteload allocations in an EPA approved or established TMDL to allow your discharge and that existing dischargers to the waterbody are subject to compliance schedules designed to bring the waterbody into attainment with water quality standards.

You are eligible to discharge to impaired waters if you receive an affirmative determination from the Department that your discharge will not contribute to the existing impairment, in which case you must maintain such determination onsite with your SWPPP.

#### D. Prohibited Stormwater Discharges

If you are covered (i.e., authorized to discharge) under this permit, a stormwater discharge to waters of this state that causes or contributes to a violation of a water quality standard is a permit violation and subject to corrective actions (see Part IV).

#### E. Eligible Discharges

Unless otherwise ineligible under Part I.C, and subject to the eligibility requirements and limitations described throughout this permit, the following discharges may be covered under this permit:

1. Stormwater discharges associated with industrial activity for any primary industrial activities and co-located industrial activities if that activity is listed in Appendix A, or discharges previously covered under permit 12-SW;
  2. Industrial stormwater discharges per the Department's discretion under Sector AD in Appendix A, which includes established Sector AD.a, Sector AD.b, Sector AD.d or Sector AD.e, or on a site specific basis as determined by the Department;
  3. Non-stormwater discharges from:
    - a. water used to fight active fires (*not from fire system cleaning or testing*),
    - b. pavement wash waters, provided that detergents or hazardous cleaning products are not used (e.g., bleach, hydrofluoric acid, muriatic acid, sodium hydroxide, nonylphenols), and the wash waters do not come into contact with oil and grease deposits, sources of pollutants associated with industrial activities (see Part III.C.5), or any other toxic or hazardous materials, unless residues are first cleaned up using dry clean-up methods (e.g., applying absorbent materials and sweeping, using hydrophobic mops/rags) and you have implemented appropriate control measures to minimize discharges of mobilized solids and other pollutants (e.g., filtration, detention, settlement);
    - c. landscape watering, only if all pesticides, herbicides, and fertilizer have been applied in accordance with the approved labeling;
    - d. routine external building wash down that does not use detergents or hazardous cleaning products and any dislodged paint chips are filtered;
    - e. uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids;
    - f. irrigation drainage;
    - g. uncontaminated ground water or spring water;
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- h. foundation or footing drains where flows are not contaminated with process materials; and
  - i. incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of your facility, but not intentional discharges from the cooling tower (e.g., “piped” cooling tower blowdown or drains).
4. [RESERVED].
5. Use of Chemical Additives for Sediment Control: Use of any chemical additives (defined in Appendix E) for sediment control requires prior notice, indicating your intent to use them on your NOI and listing the additives and any pertinent associated documentation in your Stormwater Pollution Prevention Plan (SWPPP). In addition, the use of Cationic Chemical Additives (defined in Appendix E) for sediment control is subject to the Department’s approval policy as outlined in Appendix D Sector L (Part L.5.4) of this permit. Any substances not approved by the Department are prohibited.

#### F. No Exposure Certification

If you are eligible for authorization to discharge pursuant to this permit and meet the requirements for a no exposure exclusion from permitting under 40 CFR 122.26(g), you may file a No Exposure Certification. Upon written notice from the Department that you have met the requirements, you are no longer required to comply with the terms and conditions of this permit.

- To qualify for this certification, you must first verify that there is no potential for the stormwater discharged from your facility to waters of this state to be exposed to pollutants in accordance with the criteria established by the Department on form MDE/WMA/PER.067 (found on MDE’s website at <http://www.mde.state.md.us/> or at the link <https://mdewwp.page.link/NEForm>).
- If your facility is 5 acres or greater in size, your operations are within the Base Flood Elevation (BFE), or your operations are within a census tract with an EJScore  $\geq 0.76$ , you shall also obtain written certification by either a Professional Engineer, a Certified Professional in Storm Water Quality (CPSWQ), a Registered Architect, a Landscape Architect or other professional as approved by the Department, that you meet the requirements of no exposure. EJScore and Base Flood Elevation (BFE) are defined in Appendix E.
- If your facility is not required to obtain written certification as in the previous condition (based on size, BFE or EJScore), you are required to provide photographic evidence to support your claim to include: satellite image of your property, your dumpsters, outside storage areas, loading docks, material handling areas, and parking areas.
- If you qualify, you will submit the completed and appropriately signed form to the Department, along with the required written certification according to the deadlines of this permit (Part II.B).
- The exemption is non-transferable and you must submit a No Exposure Certification to the Department at least once every five years.
- If your facility discharges to a Municipal Separate Storm Sewer System (MS4), you must notify the MS4 permittee/authority that your facility is exempted from obtaining an NPDES permit for stormwater associated with industrial activity. This exemption does not preclude the MS4 authority from imposing requirements for restoration of impervious surfaces at the facility.

#### G. Alternative Permit Coverage

The Department may require you to obtain, or you may also request, an individual permit or coverage under another general permit as described below, even though you may be eligible for coverage under this permit. If the Department requires you to apply for and obtain an alternative permit and you do not apply as required, the Department will terminate your coverage under this permit; however, The Department may grant additional time to

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submit the application or NOI if you request it. Any resulting termination is effective at the end of the day that the Department specified for the application or Notice of Intent (NOI) to be submitted, after which you must cease discharges that were covered by this permit. The Department may take appropriate enforcement action for any unpermitted discharge.

1. You must meet applicable water quality standards. You are ineligible for coverage under this permit if the Department determines prior to your authorization to discharge that your discharges will not meet an applicable water quality standard. In such case, the Department may notify you that an individual permit application is necessary, or, alternatively, the Department may authorize your coverage under this permit after you implement additional control measures so that your discharges will meet water quality standards.
2. The following situations require that you apply for an individual or general permit based on your activity.
  - a. You are ineligible for coverage under this permit for any stormwater discharges at your facility that are subject to effluent limitations guidelines (ELG) which provided in the following table or any new source performance standards under 40 CFR Subchapter N:

40 CFR Section	ELG Regulated Discharge
40 CFR 411, Subpart C – Cement Manufacturing	Runoff from material storage piles at cement manufacturing facilities
40 CFR 418, Subpart A – Fertilizer Manufacturing	Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874)
40 CFR 419 – Petroleum Refining	
40 CFR 423 – Steam Electric Power Generating	Runoff from coal storage piles at steam electric generating facilities
40 CFR 429, Subpart I – Timber Products Processing	Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas
40 CFR 443, Subpart A – Paving and Roofing Material (tars & asphalt)	Runoff from asphalt emulsion facilities
40 CFR 445, Subparts A and B – Landfills	Runoff from hazardous waste and nonhazardous waste landfills
40 CFR 449 - Airfields	Runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft departures

For a complete list of current effluent guidelines by industry, see the indicated 40 CFR part on the Environmental Protection Agency’s (EPA) website for Industrial Regulations (<http://www.epa.gov/waterscience/guide/industry.html>). If your industry is included in this list then you should review the applicable 40 CFR part to determine if you are subject to effluent limitation guidelines for stormwater. This permit may cover parts of your facilities not covered by effluent limitation guidelines or new source performance standards.

- b. If you are eligible for coverage under an industry-specific general permit for the stormwater discharges, you must apply for coverage under that permit for the stormwater and process water related discharges. Currently, those specific permits are:

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- i.)* General Discharge Permit For Discharges from Mineral Quarries, Borrow Pits, and Concrete and Asphalt Plants: (General Permit No. 15-MM or replacement),
- ii.)* General Permit for Discharges from Surface Coal Mines and Related Facilities: (General Discharge Permit No. 06-CM or replacement),
- iii.)* General Permit for Discharges from Marinas including Boat Yards and Yacht Basins (Maryland General Permit No. 16-MA or replacement), and
- iv.)* General Discharge Permit for Animal Feeding Operations (General Permit No. 09-AF/MDG01 or replacement).

3. You may request to be excluded from coverage under this permit by applying for an individual state or NPDES discharge permit or submitting an NOI for coverage under another general permit. The Department may grant your request if the Department determines your reasons are adequate. If you are issued an individual NPDES permit or apply for coverage under an industry-specific general permit, the Department may terminate your coverage under this permit.

#### **H. Continuation of an Expired General Permit and Permit Coverage**

Upon the expiration of the 20-SW, the Department may administratively extend the 20-SW. To maintain 20-SW Coverage, You must submit a Continuation of Registration statement at least 60 days before the expiration of the 20-SW. Late Continuation of Registration statements will not be accepted.

#### **I. Duty to Reapply**

If you wish to continue an activity regulated by this permit after the expiration date of this permit, you must apply for and obtain authorization as required by the new permit once the Department issues it.

## **PART II. AUTHORIZATION UNDER THIS PERMIT**

### **A. How to Obtain Authorization**

If you are eligible for coverage under this permit, per PART I, to obtain authorization you must

- Select, design, install, and implement control measures in accordance with Part III.A and Part III.B to meet numeric and non-numeric effluent limits;
- Submit a complete and accurate Notice of Intent (NOI) or Permit Transfer Request with Permit Fee as indicated below; and
- Develop and submit to the Department, a Stormwater Pollution Prevention Plan (SWPPP) according to the requirements in Part III.C and, where applicable, Part III.A.2 of this permit.

Based on a review of your NOI or Transfer Request, the Department may delay your authorization for further review, notify you that additional effluent limitations are necessary, or deny coverage under this permit and require submission of an application for an individual NPDES permit. In these instances, the Department will notify you in writing of the delay, of the need for additional effluent limits, or of the request for submission of an individual NPDES permit application.

#### **1. Notice of Intent (NOI) and Transfer Requests**

##### **a. Notice of Intent (NOI)**

You must complete all information required on this permit's corresponding NOI form (MDE-WMA-PER004), or an equivalent electronic form provided by the Department. Detailed instructions are included on the NOI form. If you operate multiple facilities,

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you must submit an NOI for each noncontiguous site.

You are required to provide the following information on the appropriate NOI form.

- Facility Operator Information including your name, mailing address, email address, telephone number, IRS Employer Identification Number (EIN) and Worker's Comp Insurance company and policy.
- Facility Information including the facility location, including physical address and coordinates in degrees decimal; the primary and any subsequent co-located Standard Industrial Classification (SIC) codes relevant to this permit, verification if this is a new discharger or if there is any preexisting NPDES permit number for stormwater coverage, the total acres of property at that address and whether the facility is presently inactive and unstaffed.
- Outfall coordinates in degrees decimal, for each outfall discharging stormwater associated with Industrial Activity.
- Information on the receiving waters of the industrial stormwater. Identify the receiving water body(s) and 8 digit identifier for your discharges, including whether they qualify as high quality Tier II, and identification of any impairments. Specify the MS4 jurisdiction you operate in.
- Identify who has prepared the Stormwater Pollution Prevention Plan (SWPPP), including email and phone number, along with how you have provided the SWPPP to the Department.
- Identify if your facility is subject to the Chesapeake Bay Restoration requirements, quantifying the total impervious surface area (square feet), the untreated impervious surface area (in square feet) and the impervious surface area subject to 20% restoration requirement (in acres).
- Identify which industry sector benchmarks apply to the operation, for each applicable outfall.
- Selection of either annual payments, or an upfront payment for 5 years and annual payments thereafter, or if you are exempt.
- Identify if your operation is within a census tract with an EJScore  $\geq 0.76$ . EJScore is defined in Appendix E.
- Identify if your operation is within the Base Flood Elevation (BFE). Base Flood Elevation is defined in Appendix E.
- If you intend to use cationic chemical additives, include the approved product you intend to use.
- Provide the signatory name, title and contact information and space for the actual signature. Provide the NOI preparer information, including phone number and email address.

**b. Transfer of Authorization.**

For transfer of ownership, you can complete the Permit Transfer Request Form for General NPDES Permits referred to as MDE/WMA/PER.079 found on the Department's website or at <https://mdewwp.page.link/GPXferForm>[about:blank](#). Detailed instructions are included with the form. If you operate multiple facilities, you must submit a Transfer Request for each noncontiguous site. The authorization under this permit is not transferable to any person except in accordance with this section. Authorization to discharge under this permit may be transferred to another person if:

- The current permittee notifies the Department in writing of the proposed transfer.
  - A written agreement, indicating the specific date of the proposed transfer of permit coverage and acknowledging the responsibilities of the current and new permittee for compliance with the terms and conditions of this permit, is submitted to the Department.
  - The new permittee either confirms in writing that the type of discharge, number
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of outfalls, and other information given on the original NOI remain correct or updates this information.

- The new permittee confirms in writing that either they will follow the existing SWPPP or that they have developed a new SWPPP.
- Neither the current permittee nor the new permittee receives notification from the Department, within 30 days of receipt of items above, of intent to terminate coverage under this permit.

## 2. Permit Fee

- a. You must submit the initial permit fee to the Department with the NOI form for the fee in effect at the time that the payment is due as specified in COMAR 26.08.04.09-1(C)(1)(a).
- b. Make the initial fee payable to the Maryland Department of the Environment and send it together with the completed NOI to:  
Maryland Department of the Environment  
P.O. Box 2057  
Baltimore, MD 21203-2057
- c. If you pay the NOI fee by a check that does not clear for any reason, you will have 30 calendar days from the date the payment fails to make proper payment, including any interest and other charges. If payment is not received by the 31<sup>st</sup> calendar day following the failed payment, your coverage under this permit must be considered void from the outset. When payment is made successfully and authorization issued, you should save the cancelled check or other proof of payment, a copy of the completed NOI, and the letter confirming your authorization from the Department. These documents must be provided to the Department upon request.
- d. A new owner of a facility as a result of a transfer of ownership is responsible for any fees unpaid by the former owner.

## 3. SWPPP

Proper formats for submitting your SWPPP are provided below.

- a. You should not include any confidential information in your submitted SWPPP, which will be a public document available for review by the public.
- b. You must submit an electronic copy of the SWPPP to the Department and have a hard copy available onsite. Your electronic copy (PDF, JPEG or Word) of the SWPPP must be provided to the Department by one of these methods.
  - i.) Including a file on electronic media (CD, DVD, USB drive, or other approved media) along with your mailed copy of the NOI.
  - ii.) Emailing the file to [swppp.permit@maryland.gov](mailto:swppp.permit@maryland.gov) when you send your NOI to the Department. The email cannot exceed 25 MB and so you may need to use more than one email to deliver the entire file. The email subject line should include "20SW", your previous registration number (if you did have previous coverage under 12SW) and your facility name.
  - iii.) Posting a copy of the SWPPP using your NetDMR account when you send your NOI to the Department.
  - iv.) Including a link (URL) to your SWPPP on your NOI, which provides access to your SWPPP on a publicly available company website.
  - v.) Other electronic means that you make accessible to the Department such as a link to DropBox, Google Drive, SkyDrive, etc.

## B. Deadlines for Coverage

You will be in violation of state and federal requirements to obtain a permit and subject to enforcement action by the Department if you fail to submit a i) No Exposure Certification, or ii) an NOI, SWPPP and fee payment or iii) transfer request in a timely manner as provided in

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the following table. Late NOIs will be accepted, but authorization to discharge will not be retroactive.

Category	NOI Submittal Deadline
Existing Dischargers – in operation as of Effective Date of this permit and previously authorized for coverage under 12-SW, that are not subject to Chesapeake Bay Restoration Requirements (Part III.A).	Within 6 months after the effective date of this permit. Authorization to discharge under 12-SW continues in the interim.
Existing Dischargers – in operation as of Effective Date of this permit and previously authorized for coverage under 12-SW that are subject to Chesapeake Bay Restoration Requirements (Part III.A).	Within 6 months after the effective date of this permit. Authorization to discharge under 12-SW continues in the interim.
New Dischargers or New Sources	A minimum of 60 days prior to commencing discharge.
New Owner/Operator of Existing Discharger - transfer of ownership and/or operation of a facility whose discharge is authorized under this permit	A minimum of 30 days prior to date that the transfer will take place to the new owner/operator.
Other Eligible Dischargers – in operation prior to permit effective date, but not covered under the 12-SW or another NPDES permit.	Immediately, to minimize the time discharges from the facility will continue to be unauthorized.

**C. Required Signatures**

**1. Certification**

Any person signing documents in accordance with part II.C.2 and II.C.3 above must include the following certification:

*"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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

**2.** All applications, including NOIs, transfer requests, and No Exposure Certifications must be signed by a Signatory as follows:

- a.** *For a corporation:* By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
  - i.)** a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
  - ii.)** the manager of one or more properties belonging to the owner, provided the manager is authorized to make management decisions which govern the operation of the regulated facility having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary

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systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

- b. *For a partnership or sole proprietorship:* By a general partner or the proprietor, respectively; or
  - c. *For a municipality, State, Federal, or other public agency:* By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:
    - i.) the chief executive officer of the agency; or
    - ii.) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of the EPA).
3. Your SWPPP, including changes to your SWPPP to document any corrective actions taken as required by Part IV, the Comprehensive Site Compliance Evaluation, and all reports submitted to the Department, must be signed by a person described in Part II.C.2 above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
- a. the authorization is made in writing by a Signatory;
  - b. the authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, operator of a well or a well field, superintendent, or a position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company (A duly authorized representative may thus be either a named individual or any individual occupying a named position.); and
  - c. the signed and dated written authorization is included in the SWPPP and made available to the Department upon request.
4. If an authorization for a representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of PART II.C.3 must be submitted to the Department prior to submitting or with any reports, information or applications that must be signed by a duly authorized representative.

#### **D. Failure to Notify**

If you (1) engage in an activity covered under this permit, (2) fail to notify the Department of your intent (Part II.A) to be covered under this permit within the deadlines established in this permit (Part II.B), and (3) discharge to waters of this state without an NPDES discharge permit, then you are in violation of the Federal Clean Water Act and of the Environment Article, Annotated Code of Maryland, and may be subject to penalties.

#### **E. Additional Notification**

If stormwater from your facility discharges into a Municipal Separate Storm Sewer System (MS4) you must notify the MS4 owner/operator that you are authorized to discharge under this permit. If the MS4 owner/operator notifies you of additional requirements that you must meet to discharge into that system then you must comply with those requirements to remain authorized to discharge under this permit.

#### **F. Changes in Permit Coverage**

Certain planned changes in stormwater discharge or termination of permit coverage, both described below in this section, require notification to the Department's Water Permits

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Program at this address:

Maryland Department of the Environment  
Wastewater Permits Program  
1800 Washington Blvd, Ste 455  
Baltimore, MD 21230

## 1. Planned Changes

When possible, consider the contours/elevations at a particular site and aim to site new structures on the higher elevations at a site and put parking or other structures that can be flooded at the lower elevations, in anticipation of climate change effects. You must give written notice to Department's Water Permits Program as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

- a. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 40 CFR 122.29(b); or
- b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements under 40 CFR 122.42(a)(1); or
- c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan; or
- d. Anticipated Noncompliance Notification - You shall give advance notice to the Department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

## 2. Termination of Permit Coverage

### a. Submitting a Notice of Termination

To terminate permit coverage, you must submit a complete and accurate Notice of Termination (NOT) <https://mdewwp.page.link/GPNOT> to the Wastewater Permits Program, or an equivalent electronic form provided by the Department. Your authorization to discharge under this permit terminates at midnight of the day that a complete Notice of Termination is processed and acknowledged by the Department. If you submit a Notice of Termination without meeting one or more of the conditions identified in Part II.F.2.b, then your Notice of Termination is not valid. You are responsible for meeting the terms of this permit until your authorization is terminated.

### b. When to Submit a Notice of Termination

You must submit a Notice of Termination within 30 days after one or more of the following conditions have been met:

- i.)* All operations at your facility have permanently ceased and there will be no further exposure of stormwater to any industrial activity, process, material or transport at the facility, and you have already implemented necessary sediment and erosion controls as required by Part III.B.1.b.v; or
  - ii.)* You move your operation to a new location (After submitting an NOT you must then apply for coverage at the new location per Part II.); or
  - iii.)* A new owner or operator has taken over responsibility for the facility; or
  - iv.)* You have obtained coverage under an individual or alternative general permit for all discharges required to be covered by an NPDES permit, unless the Department has required that you obtain such coverage under Part I.E.4, in
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which case coverage under this permit will terminate automatically.

- c. The Department may terminate your coverage under this general permit if the Department finds good cause to do so.

#### **G. Requirement to Post a Sign of your Permit Coverage.**

You must post a sign or other notice of your permit coverage at a safe, publicly accessible location in close proximity to your facility and at potentially impacted public access areas. You must use a font large enough to be readily viewed from a public right-of-way and conduct periodic maintenance of the sign to ensure that it is legible, viable, and factually correct. At minimum, the sign must include:

1. The State and NPDES permit number (i.e., permit tracking number assigned to your NOI);
2. The Department's wastewater permits portal URL (<https://mdewwp.page.link/WWPPortal>); and
3. A contact name and phone number for obtaining additional facility information.

### **PART III. STORMWATER MANAGEMENT REQUIREMENTS**

#### **A. Chesapeake Bay Restoration Requirements**

You must comply with the requirements in this section if you meet ALL of these criteria:

- your facility is located within the Chesapeake Bay Watershed;
- your facility is 5 acres or greater in size;
- any portion of your facility is located within a Phase I or Phase II municipal separate storm sewer system (MS4) jurisdiction<sup>1</sup>; and
- your facility is not owned by or leased from an entity that is permitted as an MS4.

All facilities not owned by or leased from an entity that is permitted as an MS4, including those (Refer to Appendix G).

##### **1. Control Measures for Nutrient Reduction**

- a. You must select, design, install and implement restoration of 20% of the untreated impervious surface area at your facility or equivalent control measures for the reduction of nutrients.
  - i.) Restoration of impervious surfaces and allowed equivalent control measures are defined in paragraph "c" below.
  - ii.) "Untreated" means not meeting the definition of treatment in Appendix E, "Treatment of Impervious Surfaces." The amount of required restoration is determined from the impervious areas within your permitted industrial area as defined in paragraph "b" below. However the control measures may be implemented outside this industrial area, including but not limited to restoration of parking lots within your entire facility, or projects offsite in coordination with your local stormwater authority as described in paragraphs "c" or "d" below.
  - iii.) The control measures must be fully implemented within the time frame described in paragraph "e" below and must be consistent with other MDE policies as described in paragraphs "f" and "g" below.
- b. The total area of untreated impervious surfaces that existed at your facility on January 1, 2006, as determined to the best of your ability, shall be your baseline for determining the applicable amount of control measures. For the purposes of this

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<sup>1</sup> Including operators in the 13-IM-5500 (MDR055500) Phase 2 jurisdictions.

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permit requirement, impervious surfaces are those surfaces that do not allow stormwater to infiltrate into the ground and may include any driveway, road or parking lot that is paved (concrete, asphalt) or used for vehicular storage or traffic, any building or storage facility rooftop, any water resistant material covers, any sidewalks/paths, any decks, any paved storage areas, any tanks or containment structures or any surfaces that are paved or covered for other reasons. These impervious surfaces also must collect or convey stormwater discharges associated with industrial activity (as defined in Appendix E "Stormwater Discharges Associated with Industrial Activity"), for your primary industrial or co-located industrial activities at your facility.

- c. Control measures must be designed and implemented using any combination of the following three methods. Any treatment of impervious surfaces added since January 1, 2006 may be counted towards meeting the 20% requirement (including restoration completed under the previous permit 12SW).

i.) Practices found in the Design Manual (as defined in Appendix E, "Design Manual"), or other Proprietary Practices (as defined in Appendix E, "Proprietary Practices") approved by the Department. Restoration of impervious surfaces is defined as the treatment of untreated impervious surfaces with structural or non-structural stormwater management practices using structural best management practices (BMPs) found in the Design Manual, or through other Proprietary Practices approved by the Department, based upon designs that treat the volume from one inch of rainfall. Successful implementation of these structural BMPs in the industrial environment also requires some flexibility to accommodate site specific conditions. Restoration opportunities should be pursued where they make sense and where engineering adjustments allow for the successful functioning of any BMP used. The sources of pollutants that may impede the practices may require specific consideration such as pretreatment.

ii.) Practices found in the Accounting Guidance (as defined in Appendix E, "Accounting Guidance"). This nutrient accounting guidance provides several approved equivalent controls used by municipalities ranging from street sweeping to septic system upgrades, which can be considered by industrial facilities. In addition, this guidance addresses situations where site constraints prevent the capture of the full one inch or Water Quality Volume (WQv) treatment, and in these situations the impervious area considered as treated shall be pro-rated based on the total volume treated. The total impervious surface area draining to a BMP may be considered treated when the full WQv is provided for one inch of rainfall; otherwise, proportional treatment will be granted based on the percentage of the WQv captured. For example, if only a half inch of rainfall is treated, then only one half of the impervious surface area in the drainage area shall be considered treated.

iii.) Other equivalent control measures. Measures that achieve reduction of 5.4 lbs total nitrogen (TN) per year shall be considered equivalent to restoration of one acre of impervious surface area. The equivalent measures may include any of these options.

- New controls required by this permit for erosion and sediment control, or for reduced use of fertilizer. Refer to EPA Chesapeake Bay Program Office Phase 5.3 Community Watershed Model, dated December 2010, for guidance on evaluating reductions (later Model performance data may also be used in this evaluation). This is referred to by document number "EPA 903S10002 - CBP/TRS-303-10" and can be found at the website "<http://ches.communitymodeling.org/models/CBPhase5/documentation.php>". New erosion and sediment control reduction efficiencies are found in this document under "6.7.3 Erosion and Sediment Control" and reduced use of
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fertilizer load reductions are found under "6.7.10 Urban Nutrient Management".

- New controls to achieve the benchmarks for nitrogen required by this permit, if benchmarks are applicable for your facility. The control design and resulting TN reductions must be fully documented and approved by the Department.
  - Reducing an existing TN load allocation under an individual NPDES permit, issued to the permittee.
- d. You must implement these control measures (Part III.A.1.c) at your facility(s) unless infeasible (as defined in Appendix E, "Infeasible"). If it is infeasible to implement any or all of these practices at your facility(s), you may satisfy the restoration requirement by working through your local jurisdiction to implement project(s) offsite or through trading to acquire credits, but only as authorized under, and in accordance with the Maryland Water Quality Trading Program regulations (COMAR 26.08.11). If you intend to trade to meet these requirements, you must
- i.)* notify the Department and address all applicable regulatory requirements, including all reporting and notification requirements under Appendix G of this permit;
  - ii.)* translate the restoration requirements from impervious acres to Total Nitrogen (TN), Total Phosphorus (TP) and Sediment (TSS), using the calculation method prescribed by COMAR 26.08.11; and
  - iii.)* complete the acquisition of verified credits no later than 3 months (end of March) following the end of the calendar year in which the credits are applicable.
- e. Existing facilities with prior coverage under the 12-SW subject to the Chesapeake Bay restoration requirements were required to implement control measures to meet the 20% restoration within the five (5) year term of the previous permit, beginning with the effective date of that permit or up to four (4) years from the date that the facility filed the NOI. This permit does not relieve such facilities from meeting those prior permit terms. Facilities with prior coverage under the 12-SW that were not previously subject to the Chesapeake Bay restoration requirements or facilities that are newly covered under 20-SW for the first time which are now subject to the Chesapeake Bay restoration requirements, must implement control measures within four (4) years from the date an NOI is filed.
- f. The reduction of nutrients associated with compliance with the 20% restoration requirement shall not generate any marketable credits. Reductions beyond the requirements in this permit may be eligible as marketable credits in accordance with Maryland Water Quality Trading Program regulations (COMAR 26.08.11).
- g. This requirement must be implemented in a manner that is consistent with any other permits, schedules or requirements by the Department for the control or mitigation of pollutants at the site.

## 2. Nutrient Control Measure Planning and SWPPP Documentation

For those facilities that were entirely developed or entirely redeveloped after 2002, such that all impervious surfaces have been treated with stormwater BMPs in the Design Manual, you must complete only step "a" and step "b" below and document the results in your SWPPP. For all other facilities, you must develop a plan by completing all the following steps and document in your SWPPP (required in Part III.C.4 of this permit) the results of each step.

- a. Identify all impervious surfaces that are subject to this permit, as defined in Part III.A.1.a, and calculate the total impervious surface area for your facility.
  - b. Identify the impervious surface area treated with existing stormwater best management practices (BMPs) that provide the full one inch or WQv treatment (as defined in Appendix E, "Treatment of Impervious Surfaces").
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- c. Identify the impervious surface area partially treated by existing stormwater best management practices (BMPs) that don't provide the full one inch or WQv treatment. Convert the partially treated area total to its equivalent fully treated area total by applying a proportional factor based on the percentage of the WQv captured. This result is the "adjusted partially treated area." For example, if only a half inch of rainfall is treated, then only one half of the impervious surface area in the drainage area shall be considered treated.
  - d. Subtract the treated area result in "b" above and the adjusted partially treated area result in "c" above from the total impervious surface area result in "a" above. The resulting value represents the untreated impervious surface area.
  - e. Multiply the untreated impervious surface area (result in "d" above) by 20% to calculate the impervious surface area subject to the 20% control measure requirement. Convert this area to acres by dividing your square feet of impervious area by 43,560.
  - f. Determine all of your available options as follows:
    - i.) restoration control measures using the Design Manual and/or Proprietary Practices as referenced in Part III.A.1.c.i;
    - ii.) control measure alternatives through the Accounting Guidance as referenced in Part III.A.1.c.ii; and
    - iii.) equivalent control measures as referenced in Part III.A.1.c.iii.
  - g. Evaluate and then select practices from the options (identified in "f" above) that you will implement to comply with the control measure requirement of this permit (result in "e" above).
  - h. If after evaluating your potential options for nutrient reductions, you determine it is infeasible to meet the nutrient reduction requirements at your facility, provide your rationale and describe your alternate plan and schedule consistent with Part III.A.1.d for coordinating with the local jurisdiction to implement equivalent off-site projects.
  - i. Document your selection of BMPs and equivalent measures, including calculations that show your approach will achieve the nutrient reduction requirement.
  - j. Provide a schedule and basis for all options you selected that cannot be implemented within 30 days of registration under this permit.
  - k. Specify appropriate routine maintenance schedules for all new and existing BMPs. Include in your plan a procedure for inspection and documentation of those inspections for all structural, nonstructural and other equivalent control measures.
  - l. Modify the resulting plan as needed to keep implementation on pace to meet the permit deadline in Part III.A.1.e.
- 3. Nutrient Control Measure Verification**
- a. When the required selection of BMPs and equivalent measures have been implemented, you shall obtain written certification by either a Professional Engineer (PE), a Certified Professional in Storm Water Quality (CPSWQ), a Registered Architect, or a Landscape Architect. The certification shall be kept with your SWPPP. This certification is to provide verification that:
    - the type and capacity of the control(s) specified in the SWPPP meet the current design standards specified in the Design Manual, approved Proprietary Practices specification or Accounting Guidance satisfying the permit restoration requirements;
    - all equivalent measures specified in the SWPPP have been implemented to achieve the planned nutrient reduction levels;
    - all structural BMPs in the SWPPP are properly maintained in accordance with approved design plans;
    - all BMPs are supported by procedures in the SWPPP for required inspections and testing;
    - all BMPs are fully implemented; and
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- the professional signing the verification has visited and examined the facility.
  - b. You must provide an updated SWPPP and complete the Nutrient Reduction Progress Report Form, provided in Appendix F, and send both documents to the Department within four (4) years from the date you file an NOI.
4. Ongoing Requirements:
- a. For those facilities that have certified their implementation of the Chesapeake Bay Restoration requirements of this permit (see Part III.A.3), and for those facilities who have reached their required deadline for certification, you must continue to maintain structural practices, and/or continue to perform any non-structural requirements (such as street sweeping or trading), yearly as required by this permit, as long as this permit remains effective (or administratively extended). You must document these continued maintenance, ongoing non-structural practices or trading requirements in your SWPPP (Part III.C.5.v).
  - b. Operators seeking to achieve nutrient reduction via trading must continue to provide additional information verification of compliance annually. (Refer to Appendix G).

## **B. Control Measures and Effluent Limits**

In the technology-based limits included in Part III.B.1 and in Appendix D, the term “minimize” means reduce and/or eliminate to the extent achievable using control measures (including best management practices) that are technologically available and economically practicable and achievable in light of best industry practice.

### **1. Control Measures**

Considering the control measure selection and design considerations, you must select, design, install, and implement control measures (including best management practices) to meet the non-numeric effluent limits, as described below. The selection, design, installation, and implementation of these control measures must be in accordance with good engineering practices and manufacturer’s specifications. Note that you may deviate from such manufacturer’s specifications where you provide justification for such deviation and include documentation of your rationale in the part of your SWPPP that describes your control measures. If you find that your control measures are not achieving their intended effect of minimizing pollutant discharges, you must modify these control measures as expeditiously as practicable. Regulated stormwater discharges from your facility include stormwater run-on that commingles with stormwater discharges associated with industrial activity at your facility.

#### **a. *Control Measure Selection and Design Considerations***

You must consider the following when selecting and designing control measures:

- i.)* preventing stormwater from coming into contact with polluting materials is generally more effective, and less costly, than trying to remove pollutants from stormwater;
  - ii.)* using control measures in combination is more effective than using control measures in isolation for minimizing pollutants in your stormwater discharge;
  - iii.)* assessing the type and quantity of pollutants, including their potential to impact receiving water quality, is critical to designing effective control measures that will achieve the limits in this permit;
  - iv.)* minimizing impervious areas at your facility and infiltrating runoff onsite (including bioretention cells, green roofs, pervious pavement, or improving soils on-site by adding organic matter, among other approaches) can reduce runoff and improve groundwater recharge and stream base flows in local streams, although care must be taken to avoid ground water contamination;
  - v.)* attenuating flow using open vegetated swales and natural depressions can reduce in-stream impacts of erosive flows;
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- vi.)** conserving and/or restoring riparian buffers will help protect streams from stormwater runoff and improve water quality;
  - vii.)** using treatment interceptors (e.g., swirl separators and sand filters) may be appropriate in some instances to minimize the discharge of pollutants; and
  - viii.)** adapting operations to address climate change impacts by implementing structural improvements, enhanced pollution prevention measures, and other mitigation measures, to minimize impacts from stormwater discharges from major storm events that cause extreme flooding conditions, such as the following:
    - Reinforce materials storage structures to withstand flooding and additional exertion of force;
    - Prevent floating of semi-stationary structures by elevating to the Base Flood Elevation (BFE)<sup>2</sup> level or securing with non-corrosive device;
    - When a delivery of materials is expected, and a storm is anticipated within 48 hours, delay delivery until after the storm or store materials as appropriate (refer to emergency procedures);
    - Temporarily store materials and waste above the BFE level;
    - Temporarily reduce or eliminate outdoor storage;
    - Temporarily relocate any mobile vehicles and equipment to upland areas;
    - Develop scenario-based emergency procedures for major storms that are complementary to regular stormwater pollution prevention planning and identify emergency contacts for staff and contractors; and
    - Conduct staff training for implementing your emergency procedures at regular intervals.
- b. Non-Numeric Technology-Based Effluent Limits (BPT/BAT/BCT)**
- i.) Minimize Exposure.** You must minimize the exposure of manufacturing, processing, and material storage areas (including loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations) to rain, snow, snowmelt, and runoff by either locating these industrial materials and activities inside or protecting them with storm resistant coverings (although significant enlargement of impervious surface area is not recommended). You must store solid chemical products, chemical solutions, paints, oils, solvents, acids, caustic solutions and waste materials under cover on an impervious surface. In minimizing exposure, you should pay particular attention to the following:
    - use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
    - locate materials, equipment, and activities so that leaks are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas);
    - clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;
    - use drip pans and absorbents under or around leaky vehicles and equipment or store indoors where feasible;
    - use spill/overflow protection equipment;
    - drain fluids from equipment and vehicles prior to onsite storage or disposal;
    - perform all cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also that capture any overspray; and
    - ensure that all washwater drains to a proper collection system (i.e., not the stormwater drainage system).

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<sup>2</sup> Base Flood Elevation (BFE) is the computed elevation to which floodwater is anticipated to rise during the base flood. BFEs are shown on the Federal Emergency Management Agency's Flood Maps and on the flood profiles, which can be access through <https://msc.fema.gov/portal/search>. Refer also to Appendix E.

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The discharge of vehicle and equipment washwater, including tank cleaning operations, is not authorized by this permit. These wastewaters must be covered under the vehicle washing general permit (<https://mdewwp.page.link/VWGP>), a separate NPDES permit, discharged to a sanitary sewer in accordance with applicable industrial pretreatment requirements, or disposed of otherwise in accordance with applicable law.

Note: Industrial materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged to receiving waters or if discharges are authorized under another NPDES permit.

- ii.) Good Housekeeping.* You must keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals, keeping materials orderly and labeled, and storing materials in appropriate containers. A good practice for ensuring housekeeping activities are performed at regular intervals would be keeping a schedule for routine grounds maintenance and cleanup. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment). Consistent with Part I.E.3 above, this permit does not authorize dry weather discharges from dumpsters or roll off boxes;\*
- iii.) Maintenance.* You must regularly inspect, test, maintain, and repair all industrial equipment and systems to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater discharged to receiving waters. You must maintain all stormwater control measures used to restore impervious surfaces. You must also maintain all control measures that are used to achieve the effluent limits required by this permit in effective operating condition. This includes cleaning catch basins when the depth of debris reaches two-thirds (2/3) of the sump depth and keeping the debris surface at least six inches below the lowest outlet pipe. Particular care should be taken to inspect compaction dumpsters to prevent debris around or under the dumpster as well as prevent hydraulic fluid leakage. Nonstructural control measures must also be diligently maintained (e.g., spill response supplies available, personnel appropriately trained). *Maintenance Deadlines.* If you find that your control measures need to be replaced or repaired, you must conduct the necessary maintenance immediately in order to minimize pollutant discharges. If you find that your control measures need to be repaired or replaced, you must immediately take all reasonable steps to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events. Final repairs/replacement of stormwater controls should be completed as soon as feasible but must be no later than the timeframe established in Part IV.A.2 for corrective actions, i.e., within 14 days or, if that is infeasible, within 45 days. If the completion of stormwater control repairs/replacement will exceed the 45 day timeframe, you may take the minimum additional time necessary to complete the maintenance, provided that you notify the Department Compliance Program of your intention to exceed 45 days, and document in your SWPPP your rationale for your modified maintenance timeframe. If a control measure was never installed, was installed incorrectly or not being properly operated or maintained, you must conduct corrective action as specified in Part IV. Note: In this context, the term "immediately" means the day you identify that a control measure needs to be maintained, repaired, or replaced, you must take all reasonable steps to
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minimize or prevent the discharge of pollutants until you can implement a permanent solution. However, if you identify a problem too late in the work day to initiate action, you must perform the action the following work day morning. "All reasonable steps" means you must respond to the conditions triggering the action, such as, cleaning up any exposed materials that may be discharged in a storm event (e.g., through sweeping, vacuuming) or making arrangements (i.e., scheduling) for a new Stormwater Control Measure (SCM) to be installed.

*iv.) Spill Prevention and Response Procedures.* You must minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. These procedures are complementary to and do not replace any requirements of RCRA (42 U.S.C. §6901), the Department's Land and Materials Administration Oil Control Program, NFPA 30 Flammable and Combustible Liquids Code or the Spill Prevention, Control and Countermeasure (SPCC) Plan (as a requirement of 40 CFR § 112). At a minimum, you must implement:

- Procedures for plainly labeling containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides," etc.) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
- Quarterly inspection procedures for containers that are susceptible to spillage or leakage (e.g., used oil) to ensure the containment structures have no leaks/cracks, and that the outlets are properly sealed. Check that plugs are properly affixed, that valves are in working condition, and that neither are leaking;
- Procedure for the discharge of any stormwater from a containment structure, requiring that a sample is taken to ensure that no visible or odorous pollutants are discharged. If a sample contains a visible sheen, floating solids or a noxious smell, then you must discharge the remaining wastewater to a sanitary sewer system or haul it to a recycler or TSDF (Treatment Storage & Disposal Facilities) or disposal facility;
- Preventative measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling;
- Procedures for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases. Employees who may cause, detect, or respond to a spill or leak must be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of your stormwater pollution prevention team as described in Part III.C.1; and
- Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies. 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 Department's Emergency Spill Response number at (866) 633-4686 and EPA's 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. Local requirements may necessitate reporting spills or discharges to local emergency response, public health, or drinking water supply agencies. Contact information must be in locations that are readily accessible and available.

*v.) Erosion and Sediment Controls.* You must stabilize exposed areas and contain

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runoff using structural and/or non-structural control measures to minimize onsite erosion and sedimentation, and the resulting discharge of pollutants. Among other actions you must take to meet this limit, you must place flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion and/or settle out pollutants. In selecting, designing, installing, and implementing appropriate control measures, you are encouraged to consult with the Department's Soil Erosion & Sediment Control Handbook, EPA's internet-based resources relating to BMPs for erosion and sedimentation, including the sector-specific Industrial Stormwater Fact Sheet Series, (<https://mdewwp.page.link/ISWGuidance>), and National Management Measures to Control Nonpoint Source Pollution from Urban Areas (<https://mdewwp.page.link/NPSFS>).

- vi.) Management of Runoff.** You must divert, infiltrate, reuse, contain, or otherwise reduce stormwater runoff, to minimize pollutants in your discharges. In selecting, designing, installing, and implementing appropriate control measures, you are encouraged to consult with the Department's Design Manual, EPA's internet-based resources relating to runoff management, including the sector-specific Industrial Stormwater Fact Sheet Series, (<https://mdewwp.page.link/ISWGuidance>), and National Menu of Stormwater BMPs (<https://mdewwp.page.link/SWBMPs>).
- vii.) Salt Storage Piles or Piles Containing Salt.** You must enclose or cover storage piles of salt, or piles containing salt, used for deicing or other commercial or industrial purposes, including maintenance of paved surfaces. Refer to Sector Specific requirements for Sector AD.d for additional requirements for Salt Terminals. You must implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. Piles do not need to be enclosed or covered if stormwater runoff from the piles is not discharged or if discharges from the piles are authorized under another NPDES or State discharge permit.
- viii.) Sector Specific Non-Numeric Effluent Limits.** Appendix A of this permit identifies your specific Industry Sector. You must achieve any additional non-numeric limits stipulated in the relevant sector-specific section(s) of Appendix D: Sector-Specific Requirements for Industrial Activity.
- ix.) Employee Training.** You must train all 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 this permit (e.g., inspectors, maintenance personnel), including all members of your stormwater pollution prevention team described in Part III.C.1, below. Training must cover the specific control measures used to achieve the effluent limits in this part, and monitoring, inspection, planning, reporting, and documentation requirements in other parts of this permit. As part of the employee training program you must address, at a minimum, the following activities (as applicable): an overview of what is in the SWPPP; used oil management, spent solvent and paint management, disposal of spent abrasives (e.g., blasting materials, etc.), spill prevention and control, fueling procedures, general good housekeeping practices (e.g., dumpster/debris removal), used battery management, waste recycling (e.g., metals, plastics), used container controls (e.g., re-banding barrels, plugging drums), the location of all the controls required by this permit, and how they are to be maintained, etc. The Department recommends training be conducted at least annually (or more often if employee turnover is high).
- x.) Non-Stormwater Discharges.** You must eliminate non-stormwater discharges not authorized by a NPDES or State discharge permit. See Part I.E.3 for a list of non-stormwater discharges authorized by this permit.
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- xi.) Waste, Garbage and Floatable Debris.* You must ensure that waste, garbage, and floatable debris are not discharged to receiving waters by keeping exposed areas free of such materials or by intercepting them before they are discharged. The Department recommends practices including placing garbage or recycling containers at traffic areas, and identifying a schedule for personnel to walk site for trash and litter daily/weekly/monthly, etc.
- xii.) Dust Generation and Vehicle Tracking of Industrial Materials.* You must minimize generation of dust and offsite tracking of raw, final, or waste materials.

## 2. Water Quality-Based Effluent Limitations

### a. *Water Quality Standards*

Your discharge must be controlled as necessary to meet applicable water quality standards. The Department expects that compliance with the other conditions in this permit will control discharges as necessary to meet applicable water quality standards. There shall be no discharge that causes visible oil sheen, and no discharge of floating solids or persistent foam in other than trace amounts. Persistent foam is foam that does not dissipate within one half-hour of point of discharge. If at any time you become aware, or the Department determines, that your discharge causes or contributes to an exceedance of applicable water quality standards, then you must (1) take corrective action, (2) document the corrective actions, and (3) report the corrective actions to the Department's Water and Science Administration Compliance Program as required by Part IV. Additionally, if information in your NOI or required reports or if information from other sources indicates that your discharge is not controlled as necessary to meet applicable water quality standards, the Department may impose additional control measures (to meet narrative water quality-based effluent limit above in Part III.B) on a site-specific basis or require you to obtain coverage under an individual permit. You must implement all measures necessary to be consistent with an available wasteload allocation in an EPA established or approved TMDL, including the restoration requirements (Part III.A).

### b. *Discharges to Water Quality Impaired Waters*

You are considered to discharge to an impaired water if the first Waters of This State to which you discharge is identified by the State, or EPA as not meeting an applicable water quality standard, and:

- Requires development of a TMDL (pursuant to section 303(d) of the CWA);
- Is addressed by an EPA-approved or established TMDL; or
- Is not in either of the above categories but the waterbody is covered by a pollution control program that meets the requirements of 40 CFR130.7(b)(1).

Note: For discharges that enter a separate storm sewer system prior to discharge, the first Waters of This State to which you discharge is the waterbody that receives the water from the storm sewer system.

- i.) Existing Discharge to an Impaired Water with an EPA-Approved or Established TMDL.* If you discharge to an impaired water with an EPA-approved or established TMDL, the Department will inform you if any additional monitoring, limits or controls are necessary for your discharge to be consistent with the assumptions and requirements of any available wasteload allocation in an EPA approved or established TMDL, or if coverage under an individual permit is necessary in accordance with Part I.G.
  - ii.) Existing Discharger to an Impaired Water without an EPA-Approved or Established TMDL.* If you discharge to an impaired water without an EPA-approved or established TMDL, the Department will inform you as to what actions are required to comply with Part III.B.2.a, and the monitoring requirements of Part V.B.3. Note that the impaired waters monitoring requirements of Part V.B.3 also apply where the Department determines that
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your discharge is not controlled as necessary to meet applicable water quality standards in an impaired downstream water segment, even if your discharge is to a receiving water that is not identified as impaired according to Part III.B.2.b. *iii.) New Discharger or New Source to an Impaired Water.* If your authorization to discharge under this permit relied on Part I.C.5 for a new discharger or a new source to an impaired water, you must implement and maintain any measures that enabled you to become eligible under Part I.C.5, as determined by the Department and modify such measures as necessary pursuant to any corrective actions. The Department will also inform you as to what actions are required to comply with Part III.B.2.a and the monitoring requirements of Parts V.B.3.

**c. Tier II Antidegradation Requirements for New or Increased Dischargers**

If you are a new discharger or are required to notify the Department of a modified discharge (Part II.F.1), and you discharge directly to waters designated by the State as Tier II for antidegradation purposes under 40 CFR 131.12(a), you must perform an antidegradation review (COMAR 26.08.02.04-1), including the social and economic justification (SEJ) and alternatives analysis provisions, and establish stormwater controls to protect the water resource. The Department may notify you that additional analyses, control measures, or other permit conditions are necessary to comply with the applicable antidegradation requirements, or notify you that an individual permit application is necessary in accordance with Part I.G.

**d. Criteria Selection**

Any additional numerical water quality-based limits for any specific discharger under Part III.B.2 of the permit shall be based solely on Maryland's Numeric Water Criteria for Designated Uses in COMAR 26.08.02.03-3 and Maryland's Criteria for Toxic Substances in Surface Waters in COMAR 26.08.02.03-2, applied at end of pipe, or the applicable wasteload allocation in a final approved TMDL. For any additional control requested by the Department you must include a plan to implement BMPs to address the pollutant of concern in your SWPPP.

## **C. Stormwater Pollution Prevention Plan (SWPPP) Requirements**

The SWPPP is intended to document the selection, design, and installation of control measures. The SWPPP does not contain effluent limitations; the limitations are contained in Part III.A, and Part III.B of the permit, and, for some Industry Sectors, Appendix D of the permit.

Upon registration under this Permit, if you are also subject to other individual NPDES permits or have coverage under an industry-specific general permit for the discharge of stormwater associated with industrial activity, then the requirements of this permit supersede the SWPPP requirements of the other permit(s). All other requirements of the other permit(s) remain in full effect.

Your SWPPP must contain all of the following elements, as described below. You must also meet all of this section's additional SWPPP requirements.

- Stormwater pollution prevention team (see Part III.C.1);
  - Site description (see Part III.C.2);
  - Summary of potential pollutant sources (see Part III.C.3);
  - Description of control measures (see Part III.C.4);
  - Schedules and procedures (see Part III.C.5); and
  - Signature requirements (see Part III.C.6).
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The SWPPP is a living document. Facilities must keep their SWPPP up-to-date throughout their permit coverage, such as making revisions and improvements to their stormwater management program based on new information and experiences with major storm events. As distinct from the SWPPP, the additional documentation requirements (see Part.III.C.8) are so that you document the implementation (including inspection, maintenance, monitoring, and corrective action) of the permit requirements.

### 1. Stormwater Pollution Prevention Team

You must identify the staff members (by name or title) that comprise the facility's stormwater pollution prevention team as well as their individual responsibilities. Your stormwater pollution prevention team is responsible for assisting the facility manager in developing and revising the facility's SWPPP as well as maintaining control measures and taking corrective actions where required. Each member of the stormwater pollution prevention team must have ready access to either an electronic or paper copy of applicable portions of this permit and your SWPPP.

### 2. Site Description

Your SWPPP must include the following:

- a. *Activities at the Facility.* Provide a description of the nature of the industrial activities at your facility.
- b. *General location map.* Provide a general location map (e.g., U.S. Geological Survey (USGS) quadrangle map) with enough detail to identify the location of your facility. Ideally this map will extend one-quarter of a mile beyond the property boundaries of the facility and identify any water body where discharge is conveyed. At least one public roadway must be identified on the map.
- c. *Site map.* Provide a map showing:
  - i.) the size of the property in acres;
  - ii.) the location and extent of significant structures and impervious surfaces
  - iii.) the location and extent for planned restoration of impervious surfaces, or other nutrient reduction control measures;
  - iv.) directions of stormwater flow (use arrows);
  - v.) locations of all existing structural control measures or BMPs;
  - vi.) locations of all receiving waters in the immediate vicinity of your facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them;
  - vii.) locations of all stormwater conveyances including ditches, pipes, and swales;
  - viii.) locations of potential pollutant sources identified under Part III.C.3;
  - ix.) locations where significant spills or leaks identified under Part III.C.3 have occurred;
  - x.) locations of all stormwater monitoring points;
  - xi.) locations of stormwater inlets and outfalls, with a unique identification code for each outfall (e.g., Outfall No. 1, No. 2, etc), indicating if you are treating one or more outfalls as substantially identical, and an approximate outline of the areas draining to each outfall;
  - xii.) municipal separate storm sewer systems, where your stormwater discharges to them;
  - xiii.) locations and descriptions of all non-stormwater discharges identified under Part I.E.3;
  - xiv.) 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;

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- 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; and
  - machinery;
  - manufacturing buildings and
- xv.) locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.

**3. Summary of Potential Pollutant Sources**

You must document areas at your facility where industrial materials or activities are exposed to stormwater and from which allowable non-stormwater discharges are released. 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 each area identified, the description must include:

- a. *Activities in the area.* A list of the industrial activities exposed to stormwater (e.g., material storage; equipment fueling, maintenance, and cleaning; cutting steel beams).
- b. *Pollutants.* A list of the pollutant(s) or pollutant constituents (e.g., crankcase oil, zinc, sulfuric acid, and cleaning solvents) associated with each identified activity. The pollutant list must include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the 3 years prior to the date you prepare or amend your SWPPP. In addition to your own evaluation, the following resources or guidelines must be taken into account when determining the potential pollutants.
  - i.) The Department has included on the industrial stormwater website, the industry specific fact sheets produced by EPA, that do include potential pollutants based on your industrial activity.
  - ii.) Certain industries are potential sources of Polychlorinated Biphenyls (PCBs), and should be aware of these for any required monitoring in this permit. These industries are included in Table III.C.3.b.ii below.

Table III.C.3.b.ii - Activities with higher likelihood as sources of Polychlorinated Biphenyls (PCB)

Sector or Subsector or (specific SICs)	Sector Description
(SIC 7600)	Miscellaneous Repair Service
(SIC 9700)	National Security and International Affairs
AA	FABRICATED METAL PRODUCTS
AB (SIC 3711-3799)	Transportation Equipment
AC (SIC 3612)	Transformers
B	PAPER AND ALLIED PRODUCTS
C (SIC 2812-2899)	Chemicals & Allied Products
F	PRIMARY METALS
M	AUTOMOBILE SALVAGE YARDS
N1	Scrap Recycling and Waste Recycling Facilities except Source-Separated Recycling.
P (SIC 4212-4215, 4231)	Motor Freight Transportation
P (SIC 4011)	Railroads, Line Haul Ops

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Q	Water Transportation
R1	Ship and Boat Building or Repairing Yards
U	Food and Kindred Products
V (SIC 2211-2299)	Textile Mill Products
X	Printing Publishing & Allied Industries
Y1	Tires and Inner Tubes, Rubber and Plastics Footwear, Gaskets, Packing and Sealing Devices, and Rubber and Plastic Hoses and Belting, Fabricated Rubber Products, Not Elsewhere Classified

- iii.)* You must identify potential sources of certain per- and polyfluoroalkyl substances (PFAS) at your operation which could be exposed to stormwater and list and address these sources in your SWPP. The PFAS compounds of interest are those addressed in EPA methods 533 and 537.1. Sources would include areas where fire retardants were discharged or stored, or where PFAS containing material used in your production process is stored or disposed of or may be accidentally spilled. For more information review <https://www.epa.gov/pfas/basic-information-pfas>. You should also be aware that the Department may require ongoing monitoring under this permit if a PFAS-related impairment is identified in your receiving stream.
  
- c. Spills and Leaks.** You must document where potential spills and leaks could occur that could contribute pollutants to stormwater discharges, and the corresponding outfall(s) that would be affected by such spills and leaks. You must document all significant spills and leaks of oil or toxic or hazardous pollutants that actually occurred at exposed areas, or that drained to a stormwater conveyance, in the 3 years prior to the date you prepare or amend your SWPPP. The plan may refer to applicable portions of other existing plans, such as Spill Prevention, Control, and Countermeasure (SPCC) plans required under 40 CFR Part 112. Discharges of precipitation from containment areas containing used oil must also be in accordance with applicable sections of 40 CFR Part 112.

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. This permit does not relieve you of the reporting requirements of 40 CFR Part 110, 40 CFR Part 117, and 40 CFR Part 302 relating to spills or other releases of oils or hazardous substances.
  
- d. Non-Stormwater Discharges.** You must document that you have evaluated for the presence of non-stormwater discharges and that all unauthorized discharges have been eliminated. Documentation of your evaluation must include:

  - i.)* The date of any evaluation;
  - ii.)* A description of the evaluation criteria used;
  - iii.)* A list of the outfalls or onsite drainage points that were directly observed during the evaluation;
  - iv.)* The different types of non-stormwater discharge(s) and source locations; and
  - v.)* The action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), if any were identified. For example, a floor drain was sealed, a sink drain was re-routed to sanitary, wash water is collected and hauled away, exterior vehicle washwater is discharged to groundwater under the vehicle washing general permit, or an NPDES permit application was submitted

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for an unauthorized cooling water discharge.

- e. *Salt Storage*. You must document the location of any storage piles containing salt used for deicing or other commercial or industrial purposes.
- f. *Sampling Data History*. You must summarize what you have observed (visual monitoring) or sampled for benchmarks (DMR data) as potential problems from stormwater during the previous permit term.

4. Description of Control Measures to Meet Technology- and Water Quality-Based Effluent Limits

You must document the location and type of control measures you have installed and implemented at your site to achieve the non-numeric effluent limits in Part III.B.1.b and, where applicable, in Appendix D Sector-Specific Requirements for Industrial Activity, and the water quality-based effluent limits in Part III.B.2, and describe how you are addressing the control measure selection and design considerations, if applicable, in Part III.A.1.a. This documentation must describe how the control measures at your site address both the pollutant sources identified in Part III.C.3 and any stormwater run-on that commingles with any discharges covered under this permit.

5. Schedules and Procedures

a. Pertaining to Control Measures Used to Comply with the Effluent Limits in Part III.B.

The following must be documented in your SWPPP:

- i.) *Good Housekeeping (See Part III.B.1.b.ii or Appendix D)* – A schedule for regular pickup and disposal of waste materials, along with routine inspections for leaks and conditions of drums, tanks and containers;
- ii.) *Maintenance (See Part III.B.1.b.iii or Appendix D)* – Preventative maintenance procedures, including regular inspections, testing, maintenance, and repair of all industrial equipment and systems, and 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;
- iii.) *Spill Prevention and Response Procedures (See Part III.B.1.b.iv or Appendix D)* – Procedures for preventing and responding to spills and leaks. 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 a NPDES permit for the facility, provided that you keep a copy of that other plan onsite and make it available for review consistent with Part III.C.8; and
- iv.) *Employee Training (See Part III.B.1.b.ix or Appendix D)* – The SWPPP must identify how often training will take place. All training must be held at least once per calendar year (or more often if employee turnover is high).
- v.) *Restoration Requirements* – You must identify the ongoing maintenance of restoration practices, non-structural practices, or ongoing trading required by this permit.

b. *Pertaining to Inspection and Monitoring*

- i.) You must document in your SWPPP your procedures for performing, as appropriate, the three types of inspections specified by this permit, including:
    - Routine facility inspections (see Part V.A.1);
    - Quarterly visual assessment of stormwater discharges (see Part V.A.3); and
    - Comprehensive site inspections (see Part V.A.2).
  - ii.) For each type of inspection performed, your SWPPP must identify:
    - Person(s) or positions of person(s) responsible for inspection; and
    - Specific items to be covered by the inspection, including schedules for specific outfalls.
  - iii.) If benchmark monitoring is required for your industry or industries, per Appendix D your SWPPP must document:
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- Locations where samples are collected, including any determination that two or more outfalls are substantially identical;
  - Parameters for sampling and the frequency of sampling for each parameter;
  - Schedules for monitoring at your facility;
  - Any numeric control values (benchmarks, TMDL-related requirements, or other requirements) applicable to discharges from each outfall; and
  - Procedures (e.g., responsible staff, logistics, laboratory to be used, etc.) for gathering storm event data, as specified in Part V.C.
- iv.)* You must document the following in your SWPPP if you plan to use the substantially identical outfall exception for your quarterly visual assessment requirements in Part V.A.3 or your benchmark monitoring requirements in Part V.B:
- Location of each of the substantially identical outfalls;
  - Description of the general industrial activities conducted in the drainage area of each outfall;
  - Description of the control measures implemented in the drainage area of each outfall;
  - Description of the exposed materials located in the drainage area of each outfall 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%); and
  - Why the outfalls are expected to discharge substantially identical effluents.
- v.)* If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections and quarterly visual assessments, you must include in your SWPPP the information to support this claim as required by Parts V.A.4. If you are invoking the exception for inactive and unstaffed sites for benchmark monitoring, you must include in your SWPPP the information to support this claim as required by Part V.B.5.

## 6. Signature Requirements

You must sign and date your SWPPP in accordance with Part II.C, including the date of signature.

## 7. Required SWPPP Modifications

You must modify your SWPPP whenever necessary to address any of the triggering conditions for corrective action in Part IV and to ensure that they do not reoccur, or to reflect changes implemented when a review following the triggering conditions in Part IV.B indicates that changes to your control measures are necessary to meet the effluent limits in this permit. Changes to your SWPPP document must be made in accordance with the corrective action deadlines in Parts IV.A and IV.B, and must be signed and dated in accordance with Part II.C.

## 8. Documentation Requirements

You must retain a copy of the current SWPPP required by this permit at your facility. This SWPPP may be paper or stored as an electronic file accessible by the site, however it must be immediately available to employees at the facility and to the Department. The Department encourages you to post your SWPPP online and provide the website address on your NOI. You are required to keep the following inspection, monitoring, and certification records with your SWPPP that together keep your records complete and up-to-date, and demonstrate your full compliance with the conditions of this permit:

- a. A copy of the NOI submitted to the Department along with any correspondence exchanged between you and the Department specific to coverage under this permit;
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- b. A copy of this permit (an electronic copy easily available to SWPPP personnel is also acceptable);
- c. A copy of the relevant portion of any other facility document referred to in your SWPPP, such as a Spill Prevention, Control and Countermeasure (SPCC) Plan;
- d. Descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to Waters of This State, through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases (see Part III.B.1.b.iv);
- e. Records of employee training, including date training received (see Part III.B.1.b.ix);
- f. Documentation of maintenance and repairs of control measures, including the date(s) of regular maintenance, date(s) of discovery of areas in need of repair/replacement, and for repairs, date(s) that the control measure(s) returned to full function, and the justification for any extended maintenance/repair schedules (see Part III.B.1.b.iii);
- g. All inspection reports, including the Routine Facility Inspection documentation (see Part V.A.1), the Quarterly Visual Monitoring Form in Appendix B, and the Comprehensive Site Inspection reports (see Part V.A.2);
- h. Description of any deviations from the schedule for visual assessments and/or monitoring, and the reason for the deviations (e.g., adverse weather or it was impracticable to collect samples within the first 30 minutes of a measurable storm event) (see Parts V.C.5);
- i. Description of any corrective action (Part IV.A and Part IV.B) taken at your site, including triggering event and dates when problems were discovered, and modifications occurred as required under Part IV.C;
- j. Documentation of any benchmark exceedances and how they were responded to, including either (1) corrective action taken, (2) a finding that the exceedance was due to natural background pollutant levels, or (3) a finding that no further pollutant reductions were technologically available and economically practicable and achievable in light of best industry practice consistent with Part IV ;
- k. Documentation to support any determination that pollutants of concern are not expected to be present above natural background levels if you discharge directly to impaired waters, and that such pollutants were not detected in your discharge or were solely attributable to natural background sources.
- l. Schedule of compliance for nutrient control measure planning per Part III.A.2.

If during the term of this permit, your site becomes inactive, you must contact the Department immediately and provide, in writing, the date of inactivity, the facility contact phone number and the location of the SWPPP and additional documentation. These must be made available during normal working hours. Note inactivity does not refer to seasonal closures.

#### **D. Additional Requirements for Facilities Subject To SARA Title III, Section 313 Requirements**

If you are subject to SARA Title III, Section 313 (42 U.S.C.11023) reporting requirements, in your SWPPP you must, in addition to the requirements of this Part, provide additional narrative on the preventive measures used to eliminate the exposure of these chemicals to stormwater run-on or run-off. To identify if your facility is subject to this requirement, visit the Maryland Department of the Environment's Community Right-to-Know website (<http://www.mde.state.md.us>). A list of the Section 313 chemicals can be found at the EPA's LIST OF LISTS Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-To-Know Act (EPCRA) and Section 112(r) of the Clean Air Act

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(<http://www.epa.gov/>). Additionally, SARA Title III, Section 313 water priority chemicals are often identified on Material Data Safety Sheets (MSDS).

## **PART IV. CORRECTIVE ACTIONS AND ADDITIONAL IMPLEMENTATION MEASURES (AIM)**

### **A. Corrective Action**

#### **1. Conditions Requiring SWPPP Review and Revision to Ensure Effluent Limits are Met**

When any of the following conditions occur, or are detected during an inspection, monitoring or other means, or the Department or the operator of the MS4 through which you discharge informs you that any of the following conditions have occurred, you must review and revise, as appropriate, your SWPPP (e.g., sources of pollution; spill and leak procedures; non-stormwater discharges; the selection, design, installation, and implementation of your control measures) so that this permit's effluent limits are met and pollutant discharges are minimized:

- a. an unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another NPDES permit) occurs at your facility;
- b. a discharge violates a numeric effluent limit;
- c. 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;
- d. a required control measure was never installed, was installed incorrectly, or not in accordance with Parts III.A, III. B and/or in Appendix D, or is not being properly operated and maintained; or
- e. whenever a visual assessment (Part V.A.3) shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam).

#### **2. Corrective Action Deadlines**

- a. **Immediate Actions.** You must immediately take all reasonable steps to minimize or prevent the discharge of pollutants until you can implement a permanent solution, including cleaning up any contaminated surfaces so that the material will not discharge in subsequent storm events. In Part IV, the term "immediately" means that the day you find a condition requiring corrective action, you must take all reasonable steps to minimize or prevent the discharge of pollutants until you can implement a permanent solution. However, if you identify a problem too late in the work day to initiate corrective action, you must perform the corrective action the following work day morning. The term "all reasonable steps" means you must respond to the conditions triggering the corrective action, such as cleaning up any exposed materials that may be discharged in a storm event (e.g., through sweeping, vacuuming) or making arrangements (i.e., scheduling) for a new Stormwater Control to be installed.
  - b. **Subsequent Actions.** If additional actions are necessary beyond those implemented pursuant to Part IV.A.2.a, you must complete the corrective actions (e.g., install a new or modified control and make it operational, complete the repair) before the next storm event if possible or within no more than 14 calendar days from the time of discovery that the condition in IV.A.1 is not met. If it is infeasible to complete the
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corrective action within 14 calendar days, you must document why it is infeasible to complete the corrective action within the 14-day timeframe. You must also identify your schedule for initiating the work and complete the corrective action identified as soon as practicable after the 14-day timeframe but no longer than 45 days after discovery. If the completion of corrective action will exceed the 45-day timeframe, you may take the minimum additional time necessary to complete the corrective action, provided that you notify the Department Compliance program of your intention to exceed 45 days, your rationale for an extension, and a completion date, which you must also include in your corrective action documentation (see Part IV.C). Where your corrective actions result in changes to any of the controls or procedures documented in your SWPPP, you must modify your SWPPP accordingly within 14 calendar days of completing corrective action work. These time intervals are not grace periods, but are schedules considered reasonable for documenting your findings and for making repairs and improvements. They are included in this permit to ensure that the conditions prompting the need for these repairs and improvements are not allowed to persist indefinitely.

**3. Effect of Corrective Action**

If the event triggering the review is a permit violation (e.g., non-compliance with an effluent limit), correcting it does not remove the original violation. Additionally, failing to take corrective action in accordance with this section is an additional permit violation. The Department may consider the appropriateness and promptness of corrective action in determining enforcement responses to permit violations.

**4. Substantially Identical Outfalls**

If the event triggering corrective action is linked to an outfall that represents other substantially identical outfalls, your review must assess the need for corrective action for each outfall represented by the outfall that triggered the review. Any necessary changes to control measures that affect these other outfalls must also be made before the next storm event if possible, or as soon as practicable following that storm event. Any corrective actions must be conducted within the timeframes set forth in Part IV.A.2.

**B. Additional Implementation Measures (AIM)**

If any of the following events in Parts IV.B.1, IV.B.2, or IV.B.3 occur, you must follow the response procedures described in those parts, called “additional implementation measures” or “AIM.” There are multiple AIM levels: AIM Benchmark Action Level 1 through Benchmark Action Level 3. You are required to respond to different AIM levels which prescribe increasingly robust responses depending on the nature, duration, and magnitude of the benchmark exceedance. In the context of the following parts “year you are subject to benchmarks” means 4 quarters of monitoring. See Part IV.B.4 for AIM exceptions.

**1. Benchmark Action Level 1 (AIM Level 1):**

- a. AIM Level 1 Triggering Events.** If, during the first year you are subject to benchmarks (Year 1), any of the following events occur, you are in AIM Level 1. You must follow the AIM Level 1 responses (Part IV.B.1.b) and deadlines (Part IV.B.1.c).
- i.) One Annual Average Over the Benchmark Threshold.** If one annual average for a parameter is over the benchmark threshold during Year 1, you are in AIM Level 1. An annual average exceedance can occur from the average of four quarterly samples for a parameter, or from less than four samples with results such that an exceedance is mathematically certain (i.e., if the sum of quarterly
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sample results to date is already more than 4 times the benchmark threshold).

- ii.)* One Single Sampling Event Over 4 Times the Benchmark Threshold. If one single sampling event during Year 1 for a parameter is over 4 times the benchmark threshold, you are in AIM Level 1.

**b. AIM Level 1 Responses.** Except as provided in Part IV.B.4 (AIM Exceptions) if any of the triggering events in Part IV.B.1.a occur, you must:

- i.)* Review Stormwater Control Measures. Immediately review the selection, design, installation, and implementation of your control measures to determine if modifications are necessary to meet the benchmark threshold for the applicable parameter (Examples include: review sources of pollution, spill and leak procedures, and/or non-stormwater discharges; conducting a single comprehensive clean-up, making a change in subcontractor, implementing a new control measure, and/or increasing inspections.) and
- ii.)* Implement Additional Measures. After reviewing your control measures, you must implement additional implementation measures to ensure the effectiveness of your control measures to bring your exceedances below the parameter's benchmark threshold; or if you determine nothing further needs to be done with your control measures, you must document per Part III.C and include in your annual report why you expect your existing control measures to bring your exceedances below the parameter's benchmark threshold; and
- iii.)* Continue Quarterly Benchmark Monitoring. After compliance with (i) and (ii) in this Part, you must continue quarterly benchmark monitoring into the next year. You must also attach your updated Comprehensive Annual Report to your next DMR.

**c. AIM Level 1 Deadlines:** If any modifications related to control measures are necessary, you must implement those actions or modifications within 14 days of the occurrence of the triggering event under Part IV.B.1.a, unless doing so within 14 days is infeasible. If doing so within 14 days is infeasible, you must document per Part IV.C why it is infeasible and implement such modifications within 45 days.  
**Exception:** You do not have to implement any modifications if, with the Department agreement, you determine and document in your SWPPP that the exceedance is solely attributable to natural background sources or run-on sources, consistent with Part IV.B.5 (AIM Exceptions).

## 2. Benchmark Action Level 2: (AIM Level 2)

**a. AIM Level 2 Triggering Events.** If, during the second year you are subject to benchmarks (Year 2), any of the following events occur, you are in AIM Level 2. You must follow the AIM Level 2 responses (Part IV.B.2.b) and deadlines (Part IV.B.2.c).

- i.)* The second Annual Average Over the Benchmark Threshold. If your second annual average for a parameter is over the benchmark threshold during Year 2, you are in AIM Level 2. An annual average exceedance can occur from the average of four quarterly samples for a parameter, or from less than four samples with results such that an exceedance is mathematically certain (i.e., the sum of quarterly sample results to date is already more than four times the benchmark threshold).
  - ii.)* One Single Sampling Event Over 4 Times the Benchmark Threshold. If one single sampling event during your second year of coverage for a parameter is over 4 times the benchmark threshold, you are in AIM Level 2.
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- b. AIM Level 2 Responses.** Except as provided in Part IV.B.4 (AIM Exceptions), if any of the triggering events in IV.B.2.a occur, you must:
- i.)** Install Permanent Controls. Install structural source controls (e.g. permanent controls such as permanent cover, berms, and secondary containment), and/or treatment controls (e.g., sand filters, hydrodynamic separators, oil-water separators, retention ponds, the use of Chemical Additives (Part I.E.5), and infiltration structures), except as provided in Part IV.B.5 (AIM Exceptions). The treatment technologies or treatment train you install must be appropriate for the pollutants that triggered AIM Tier 2 and must be more rigorous than the pollution prevention-type measures employed under AIM Level 1 in Part IV.B.1. You must select controls with pollutant removal efficiencies that are sufficient to bring your exceedances below the benchmark threshold. You must have a professional engineer, stormwater professional or geologist assist with the installation of such controls for the discharge point in question and for substantially similar discharge points, unless you individually monitor those substantially similar discharge points and demonstrate that AIM Level 2 requirements are not triggered at those discharge points; and/or
  - ii.)** Alternative Option: As an alternative or adjunct to structural source controls and/or treatment controls, you may increase impervious surface restoration for your industrial stormwater about the baseline required by this permit, if such an approach is appropriate and feasible for your site-specific conditions. If this approach is feasible, the execution must be compliant with regulations for ground water protection and underground injection control (UIC). The analysis that shows infiltration/retention is appropriate for your site-specific conditions must be provided to the Department BEFORE you can choose this option and the Department must concur with your conclusions. Successful compliance with the provisions in this part may allow the Department to waive benchmark monitoring requirements (if this removes an outfall) and may generate marketable credits (refer to Part III.A); and
  - iii.)** Continue Quarterly Benchmark Monitoring. After compliance with (i) and/or (ii) (if the Department approves) in this Part, you must continue quarterly benchmark monitoring into the next year. You must also attach your updated Comprehensive Annual Report to your next DMR.
- c. AIM Level 2 Deadlines.** You must install the appropriate structural source and/or treatment control measures within 30 days of the occurrence of the triggering event under Part IV.B.2.a. If it is not feasible within 30 days, you may take up to 90 days to install such measures, documenting in your SWPPP why it is infeasible to install the measure within 30 days. The Department may also grant you an extension beyond 90 days, based on an appropriate demonstration by you, the operator. Exception: You do not have to install structural source controls or treatment controls if, with the Department agreement, you determine and document in your SWPPP that the exceedance is solely attributable to natural background sources or run-on sources, consistent with Part IV.B.4 (AIM Exceptions).
- 3. Benchmark Action Level 3+: (AIM Level 3)**
- a. AIM Level 3 Triggering Events.** If during the third or subsequent year you are subject to benchmarks (Year 3+) any of the following events occur, you are in AIM Level 3. You must follow the AIM Level 3 responses (Part IV.B.3.b) and deadlines (Part IV.B.3.c).
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- i.)* The fourth Annual Average Over the Benchmark Threshold. If your third or subsequent year's annual average for a parameter is over the benchmark threshold during Year 3+, you are in AIM Level 3. An annual average exceedance can occur from the average of four quarterly samples for a parameter, or from less than four samples with results such that an exceedance is mathematically certain (i.e., the sum of quarterly sample results to date is already more than four times the benchmark threshold).
  - ii.)* One Single Sampling Event Over 4 Times the Benchmark Threshold. If one single sampling event during your third or subsequent year of coverage for a parameter is over 4 times the benchmark threshold, you are in AIM Level 3.
- b. AIM Level 3 Responses.** Except as provided in Part IV.B.4 (AIM Exceptions), if any of the triggering events in IV.B.3.a occur, you must:
- i.)* consult a professional engineer, stormwater professional or geologist to prepare an action plan. You may take up to 30 days to select the professional, and an additional 30 days to prepare the action plan for the Department, which must include milestone dates and either option below:
    - installing additional structural source controls (see Part IV.B.2.b.i), enhancing existing structural source controls, enclosing operations in storm resistant shelters (see Part III.B.1.a.i) and/or addition of treatment controls or
    - an adequate demonstration to the Department that your discharge does not result in any exceedance of water quality standards and the Department approves such demonstration within 60 days of receipt (the Department may take up to 180 days upon notice to you before the 60th day that the Department needs such extra time). The demonstration to the Department, which shall be made publicly available, must include the following minimum elements in order to be considered for approval by the Department:
      - the water quality standards applicable to the receiving water;
      - the flow rate of the stormwater discharge;
      - the instream flow rates of the receiving water immediately upstream and downstream of the discharge point;
      - the ambient concentration of the parameter(s) of concern in the receiving water immediately upstream and downstream of the discharge point demonstrated by full-storm composite sampling;
      - the concentration of the parameter(s) of concern in the stormwater discharge demonstrated by full-storm, flow-weighted composite sampling;
      - any relevant dilution factors applicable to the discharge; and
      - the hardness of the receiving water.

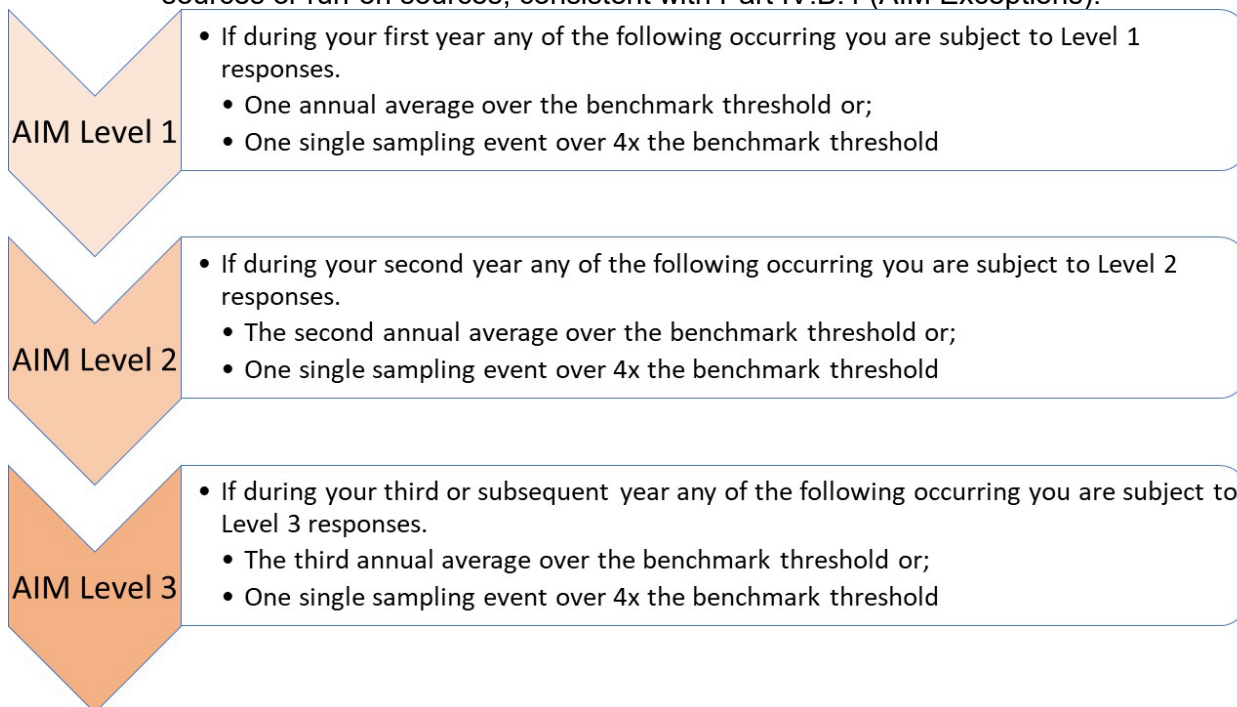
If the Department disapproves such demonstration within 60 days (or 180 days if the Department notifies you that it needs more than 60 days), you must install structural source controls and/or treatment controls within 30 days of such disapproval (or 60 days if you document in your SWPPP why it is infeasible within 30 days; the Department may also grant an extension beyond 60 days based on an appropriate demonstration by you, the operator). It is recommended that you work with the Department well in advance of the required demonstration and prepare to install controls if the demonstration cannot be approved. If the Department does not reject the plan within the required 60 days or does not provide for an extension, you are obligated to proceed with plan implementation. However, the Department may impose additional requirements.

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- ii.) If you continue to exceed the quarterly benchmark threshold for the same parameter and cannot demonstrate at least a 20% reduction from the previous year performance, even after installation of structural source controls or treatment controls as required in Part IV.B.3.b.i, the Department will revoke coverage under this permit through the development of an individual permit to address site specific water quality limits, or a final determination to deny permit coverage, unless you are under a consent order.
- iii.) Continue Quarterly Benchmark Monitoring. After compliance with (i), or (ii), in this Part, you must continue quarterly benchmark monitoring into the next year. You must also attach your updated Comprehensive Annual Report to your next DMR.

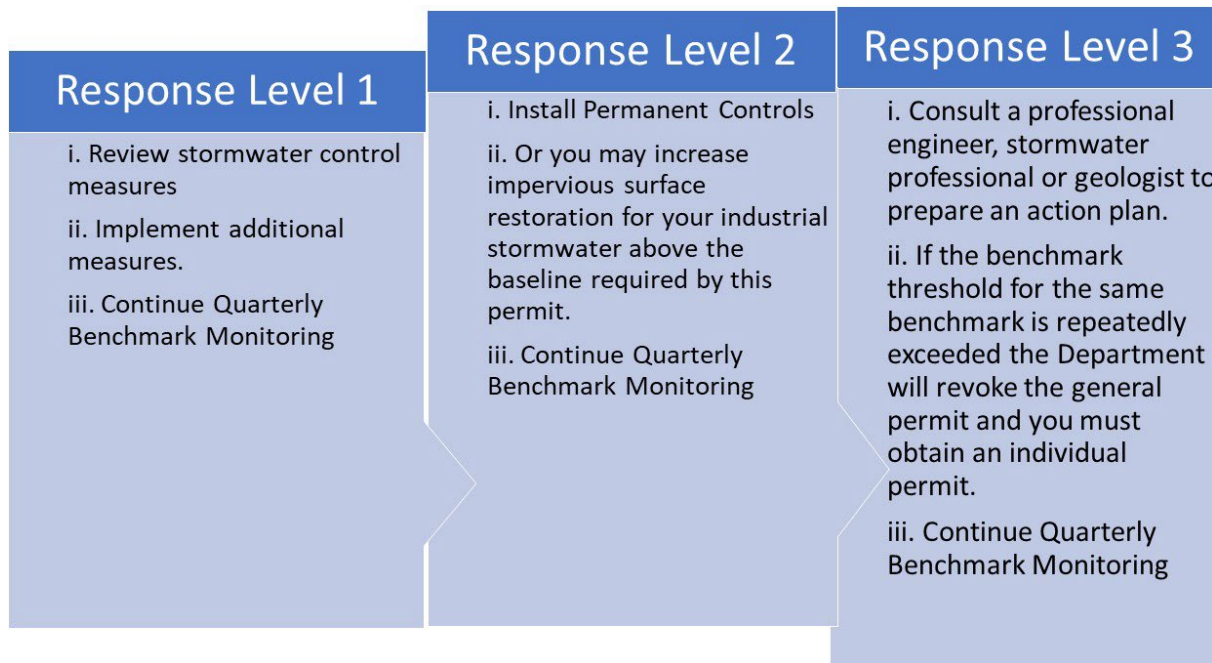
c. **AIM Level 3 Deadlines.** You must install the appropriate structural source and/or treatment control measures within 90 days of the occurrence of the triggering event under Part IV.B.3.a. If it is not feasible within 90 days, you may take up to an additional 30 days to install such measures, documenting in your SWPPP why it is infeasible to install the measure within 90 days. The Department may also grant you an extension beyond 120 days, based on an appropriate demonstration by you, the operator. Exception: You do not have to install structural source controls or treatment controls if, with the Department agreement, you determine and document in your SWPPP that the exceedance is solely attributable to natural background sources or run-on sources, consistent with Part IV.B.4 (AIM Exceptions).



The above image shows a simplified view of how a site would progress through the AIM levels.



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The above image shows the actions a site is required to take as they progress through the aim levels. Refer to IV.B for the detailed requirements.

**4. AIM Exceptions.**

At any point or Benchmark Action Level of AIM, the below exceptions from AIM requirements and additional benchmark monitoring below may apply. You must still review your stormwater control measures, SWPPP, and other on-site activities to determine if actions or modifications are necessary or appropriate.

- a. Natural Background Pollutant Levels:** You are not required to perform AIM or additional benchmark monitoring for any parameters for which you can demonstrate with Department agreement that the benchmark exceedance is attributable solely to the presence of that pollutant in the natural background (i.e. you would not have exceeded the benchmark if it were not for the contribution of that natural background pollutant). You are not required to perform corrective action or additional benchmark monitoring provided that all the following conditions are met, and you submit your analysis and documentation to the Department’s Permitting Program:
  - i.)** The four-quarter average concentration of your benchmark monitoring results (or fewer than four-quarters of data that trigger an exceedance) is less than or equal to the concentration of that pollutant in the natural background; and
  - ii.)** You document and maintain with the SWPPP as required in Part III.C, your supporting rationale for concluding that benchmark exceedances are in fact attributable solely to natural background pollutant levels. You must include in your supporting rationale any data previously collected by you or others (including literature studies) that describe the levels of natural background pollutants in your stormwater discharge; and
  - iii.)** You notify the Departments Permitting Program and get concurrence, and include the concurrence on your final quarterly benchmark monitoring report that the benchmark exceedances are attributable due to natural background pollutant levels. The Department will take into consideration any impairments for that pollutant, potential impacts to receiving waters, in addition to the methodologies and information provided (refer to Part III.B.2).

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Natural background pollutants are those substances that are naturally occurring in soils or groundwater. Natural background pollutants do not include legacy pollutants from earlier activity on your site, or pollutants in run-on from neighboring sources which are not naturally occurring, such as other industrial facilities or roadways.

- b. Run-On:** You are not required to perform AIM or additional benchmark monitoring for any parameters for which you can demonstrate and obtain the Department's agreement that run-on from a neighboring source (e.g., a source external to your facility) is the cause of the exceedance, provided that all the following conditions are met and you submit your analysis and documentation to the Department for concurrence:
- i.)* After reviewing and revising your SWPPP, as appropriate, you should notify the other facility or entity contributing run-on to your discharges and request that they abate their pollutant contribution.
  - ii.)* If the other facility or entity fails to take action to address their discharges or sources of pollutants, you should contact the Department's Compliance Program.
- c. Due to an abnormal event:** You must immediately document per Part IV.C that the AIM triggering event was abnormal, a description explaining what caused the abnormal event, and how any measures taken within 14 days of such event will prevent a reoccurrence of the exceedance. You must also collect a sample during the next measurable storm event to demonstrate that the result is less than the benchmark threshold, in which case you do not trigger any AIM requirements based on the abnormal event. You must report the result of this sample in NetDMR in lieu of the result from the sample that caused the AIM triggering event. You may avail yourself of the "abnormal" demonstration opportunity at any AIM Level, one time per parameter, and one time per discharge point, which shall include substantially identical discharge points (SIDP), provided you qualify for the exception.
- d. For Aluminum and Copper benchmark parameters only: Demonstrated to not result in an exceedance of your facility-specific value using the national recommended water quality criteria in-lieu of the applicable benchmark threshold:** To be eligible for the exception, you must demonstrate to the Department that your stormwater discharge(s) that exceeded the applicable benchmark threshold would not result in an exceedance of a derived facility-specific value. The demonstration to the Department, which will be made publicly available, must meet the minimum elements below in order to be considered for and approved by the Department. If you exceed the benchmark threshold for aluminum or copper, you must still comply with any applicable AIM requirements and additional benchmark monitoring until the demonstration is made to and approved by the Department. In this case, the Department suggests that samples collected for any continued benchmark monitoring also be analyzed for the required input parameters for each model for efficiency. If you are an existing operator and you anticipate an exceedance of the benchmark(s) based on previous monitoring data and expect to utilize this exception(s), the Department recommends you begin the required data collection in your first year of permit coverage.
- i.) Aluminum (only for discharges to freshwater):*  
Conditions for this exception are:
    - Use of EPA's 2018 National Recommended Aluminum Aquatic Life Criteria: <https://www.epa.gov/wqc/aquatic-life-criteria-aluminum>;
    - In-stream waterbody sampling for the three water quality input parameters for the recommended criteria model: pH, total hardness, and dissolved organic carbon (DOC); and
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- Completion of sampling events sufficient to capture spatial and temporal variability. Sampling events must adequately represent each applicable season at the facility's location, which would likely be over the course of at least one year. An equal number of ambient waterbody samples must be collected at a single upstream and downstream location from the operator's discharge point(s) to the receiving Waters of this State. Where there exists no ambient source water upstream of the operator's discharge point(s) to the receiving waters of this State, samples of the ambient downstream waterbody conditions are sufficient.

The demonstration provided for aluminum to the Department must include, at minimum:

- A description of the sampling, analysis, and quality assurance procedures that were followed for data collection, following the guidance in Section 3 of EPA's Industrial Stormwater Monitoring and Sampling Guide. [https://mde.maryland.gov/programs/Permits/WaterManagementPermits/Documents/GDP%20Stormwater/EPA%20Industrial%20Stormwater%20Guidance/EPA\\_Monitoring\\_Guide.pdf](https://mde.maryland.gov/programs/Permits/WaterManagementPermits/Documents/GDP%20Stormwater/EPA%20Industrial%20Stormwater%20Guidance/EPA_Monitoring_Guide.pdf) ;
- The input parameters and export of results from the Aluminum Criteria Calculator, available at: <https://mdewwp.page.link/ISWGuidance>; and,
- A narrative summary of results.

*ii.)* Copper (only for discharges to freshwater):

Conditions for this exception are:

- Use of EPA's 2007 National Recommended Freshwater Copper Aquatic Life Criteria: <https://www.epa.gov/wqc/aquatic-life-criteria-copper>;
- In-stream waterbody sampling for the 10 water quality input parameters to the BLM for copper: pH; dissolved organic carbon (DOC); alkalinity; temperature; major cations (calcium, magnesium, sodium, and potassium); and major anions (sulfate, chloride);
- The water quality input parameters, with the exception of temperature, must fall within the range of conditions recommended for use in the Biotic Ligand Model (BLM), found in Table 1-1 of the Data Requirements document: <https://www.epa.gov/sites/production/files/2015-11/documents/copperdata-requirements-training.pdf>; and
- Completion of sampling events sufficient to capture spatial and temporal variability. Because some of the BLM input parameters are known to vary seasonally, the Department suggests a possible starting point of at least one sampling event per season. Sampling events must adequately represent each applicable season at the facility's location, which would likely be over the course of at least one year. An equal number of ambient waterbody samples must be collected at a single upstream and downstream location from the operator's discharge point(s) to the receiving Waters of this State. Where there exists no ambient source water upstream of the operator's discharge point(s) to the receiving Waters of this State, samples of the ambient downstream waterbody conditions are sufficient.

The demonstration provided for copper to the Department must include, at minimum:

- A description of the sampling, analysis, and quality assurance procedures that were followed for data collection, following the guidance in Section 3 of EPA's Industrial Stormwater Monitoring and Sampling Guide. <https://mde.maryland.gov/programs/Permits/WaterManagementPermits/Documents/GDP%20Stormwater/EPA%20Industrial%20Stormwater%20Guidance>
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ce/EPA\_Monitoring\_Guide.pdf;

- A discussion of how the data collected reflects the site-specific characteristics and how the operator considered special circumstances that may affect copper toxicity throughout the expected range of receiving water conditions;
- The input file and export of the results from the BLM software, which can be requested at: <https://www.epa.gov/wqs-tech/copper-biotic-ligandmodel>; and
- A narrative summary of results.

### C. Corrective Action and AIM Documentation

#### 1. Documentation within 24 Hours.

You must document the existence of any of the conditions listed in Parts IV.A.1, IV.B.1.a, IV.B.2.a, and/or IV.B.3.a within 24 hours of becoming aware of such condition. You are not required to submit this documentation to the Department, unless specifically required or requested to do so. However, you must summarize your findings in the annual report per Part V.A.2. Include the following information in your documentation:

- Description of the condition or event triggering the need for corrective action review and/or AIM response. For any spills or leaks, include the following information: a description of the incident including material, date/time, amount, location, and reason for spill, and any leaks, spills or other releases that resulted in discharges of pollutants to Waters of this state, through stormwater or otherwise;
- Date the condition/triggering event was identified;
- Description of immediate actions taken pursuant to Part IV.A.2.a to minimize or prevent the discharge of pollutants. For any spills or leaks, include response actions, the date/time clean-up completed, notifications made, and staff involved. Also include any measures taken to prevent the reoccurrence of such releases (see Part III.B.1.b.iv); and
- A statement, signed and certified in accordance with Part II.C.1.

#### 2. Documentation within 14 Days.

You must also document the corrective actions and/or AIM responses you took or will take as a result of the conditions listed in IV.A.1, IV.B.1.a, IV.B.2.a, and/or IV.B.3.a within 14 days from the time of discovery of any of those conditions/triggering events. Provide the dates when you initiated and completed (or expect to complete) each corrective action and/or AIM response. If infeasible to complete the necessary corrective actions and/or AIM responses within the specified timeframe, per Parts IV.A.2, IV.B.1.c, IV.B.2.c, and/or IV.B.3.c, you must document your rationale and schedule for installing the controls and making them operational as soon as practicable after the specified timeframe. If you notified the Department regarding an allowed extension of the specified timeframe, you must document your rationale for an extension, and attach your documented rationale to your next discharge monitoring report through NetDMR. Include any additional information and/or rationale that is required and/or applicable to the specified corrective action and/or AIM response in Part IV. You are not required to otherwise submit this documentation to the Department, unless specifically required or requested to do so. In addition, you must summarize your corrective actions and/or AIM responses in the annual report required in Part V.A.2.

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## **PART V. INSPECTIONS, MONITORING, AND REPORTING**

### **A. Site Inspections and Evaluations**

You must conduct the following inspections or evaluations at your facility in accordance with the monitoring procedures outlined in Part V.C. You must keep a copy of the documentation from all inspections and evaluations onsite with your SWPPP per Part III.C.8.g.

#### **1. Routine Facility Inspection**

At least once per quarter, you must conduct a site assessment that will review the effectiveness of the SWPPP. At least once each calendar year, the routine facility inspection must be conducted during a period when a stormwater discharge is happening. The facility inspections must be documented with a checklist (refer to Part V.A.2.a.i - Part V.A.2.a.viii for a minimum list of what to include) or other summary signed in accordance with Part II.C.1 of this permit, by qualified personnel, with at least one member of your stormwater pollution prevention team participating. The checklist must include a certification that the site is in compliance with the SWPPP and this permit, or a record of the deficiencies and necessary follow up actions. Refer to Part IV.C Corrective Action and AIM Documentation and Part IV.A.2 Corrective Action Deadlines for appropriate time frames.

#### **2. Comprehensive Site Compliance Evaluation**

You must conduct a comprehensive site compliance evaluation once a year. The evaluation must be performed by qualified personnel who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility and who can evaluate the effectiveness of all existing BMPs. The personnel conducting the evaluation may be either facility employees (such as pollution prevention team members) or contractors you hire. If a scheduled compliance evaluation overlaps with a routine facility inspection, the annual compliance evaluation may be used as one of the four routine facility inspections. The Comprehensive Site Compliance Evaluation must be documented and signed in accordance with Part II.C.1 of this permit.

- a.** Evaluations must include all areas where industrial materials or activities are exposed to stormwater, at a minimum:
    - i.)** Industrial materials, residue or trash that may have or could come into contact with stormwater;
    - ii.)** Leaks or spills from industrial equipment, drums, barrels, tanks or other containers that have occurred within the past three years;
    - iii.)** Offsite tracking of industrial or waste materials or sediment where vehicles enter or exit the site;
    - iv.)** Tracking or blowing of raw, final, or waste materials from areas of no exposure to exposed areas;
    - v.)** Evidence of, or the potential for, pollutants entering the drainage system;
    - vi.)** Evidence of pollutants discharging to surface waters at all facility outfalls;
    - vii.)** The condition of and around any outfall, including flow dissipation measures to prevent scouring;
    - viii.)** Inspection of BMPs/control measures;
    - ix.)** Training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of BMPs (including those required for Chesapeake Bay Restoration); and
    - x.)** Visual and analytical monitoring results from the past year.
  - b.** A report must be written summarizing the scope of the evaluation, name(s) of personnel performing the evaluation, the date of the evaluation, and all observations relating to the implementation of the SWPPP. Based on the results of the evaluation, the SWPPP must be modified as necessary. Include a summary of any incomplete
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actions remaining related to Corrective Actions triggered under Part IV, and include the AIM Documentation as required under Part IV.C. If your EJScore is  $\geq 0.76$ , and you are required to report Benchmarks, then you must submit your annual Comprehensive Site Compliance Evaluation using NetDMR. EJScore is defined in Appendix E and identified on your NOI, and will be indicated on your authorization letter.

### 3. Quarterly Visual Sampling/Inspections

You are required to begin visual inspections in the first full quarter after you have been notified that you are covered by this permit. For example, if you obtain permit coverage in June, then your first monitoring quarter is July 1 - September 30 of that year. Once each quarter, you must collect a stormwater sample from each outfall (except in adverse weather conditions, substantially identical outfalls, or inactive and unstaffed sites as noted below) and assess the sample visually. Samples may be taken during any precipitation event (except as noted in Areas Subject to Snow below) where there is a measurable discharge and must be sampled within the first 30 minutes of the storm event. In the case of snowmelt, samples must be taken during a period with a measurable discharge from your site. These samples are not required to be collected consistent with 40 CFR 136 procedures but must be collected in such a manner that the samples are representative of the stormwater discharge.

- a. The Quarterly Visual Monitoring Form found in Appendix B of this permit must be completed for each sample, evaluated during the comprehensive site evaluation, and be kept with the SWPPP so as to be available to an inspector as necessary.
- b. Adverse Weather Conditions are those that are dangerous or create inaccessibility for personnel, such as local flooding, high winds, or electrical storms, or situations that otherwise make sampling impractical, such as drought or extended frozen conditions. When adverse weather conditions prevent the collection of samples during the quarter, a substitute sample must be taken during the next qualifying storm event. Documentation of the rationale for no visual assessment for the quarter must be included in SWPPP records.
- c. *Areas Subject to Snow*: In areas subject to snow, at least one quarterly visual assessment must capture snowmelt discharge. The assessment should identify the date when the sample was taken.
- d. *Substantially identical outfalls*: If your facility has two or more outfalls that you believe discharge substantially identical effluents, as documented in Part III.C.5.b, you may conduct quarterly visual assessments 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 assessments on a rotating basis of each substantially identical outfall throughout the period of your coverage under this permit. If stormwater contamination is identified through visual assessment performed at a substantially identical outfall, you must assess and modify your control measures as appropriate for each outfall represented by the monitored outfall.

### 4. Inactive and Unstaffed Sites Exceptions to Routine Facility Inspections.

The requirement to conduct routine facility inspections and visual monitoring on a quarterly basis does not apply at a facility that is inactive and unstaffed, as long as there are no industrial materials or activities exposed to stormwater. Such a facility is only required to conduct an annual comprehensive site inspection in accordance with the requirements of Part V.A.2. To invoke this exception, you must maintain a statement in your SWPPP pursuant to Part III.C.5.b.v 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 II.C.2. If circumstances change and

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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 quarterly facility inspections. Consistent with Part V.B.3.b.ii, you must indicate in a "Change NOI" form that the facility has materials or activities exposed to stormwater or has become active and/or staffed. If you are not qualified for this exception at the time you are authorized under this permit, but during the permit term you become qualified because your facility is inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, then you must include the same signed and certified statement as above and retain it with your records pursuant to Part III.C.5.b.v.

## **B. Industry Specific Benchmarks and Impaired Waters Monitoring Requirements**

This permit stipulates pollutant benchmark concentrations that may be applicable to your discharge (Part V.B.1). Samples and measurements taken for the purpose of monitoring must be representative of the volume and nature of the monitored activity. Impaired water monitoring requirements below (Part V.B.3) are based on the impairment status of the receiving waters (refer to Part III.B.3.b). Benchmark or impaired water monitoring, if required, must be conducted according to the monitoring below (Part V.C) or as specified for the impaired water by the Department (Part V.B.3).

### **1. Applicability of Benchmark Monitoring**

You must monitor for any benchmark parameters specified for the industrial sector(s), both primary industrial activity and any co-located industrial activities, applicable to your discharge. Your industry-specific benchmark concentrations are listed in the sector-specific sections of Appendix D. The benchmark concentrations are not effluent limitations; a benchmark exceedance, therefore, is not a permit violation. Benchmark monitoring data are primarily for your use to determine the overall effectiveness of your control measures and to assist you in knowing when Additional Implementation Measures (AIM) may be necessary to comply with the effluent limitations in Part III.B. Failure to conduct any required measures would be a permit violation.

If your facility is in one of the industrial sectors subject to benchmark concentrations that are hardness-dependent, you are required to submit to the Department with your first benchmark discharge monitoring report (Part V.B.4) a hardness value, established consistent with the procedures in Appendix C, which is representative of your receiving water, if you plan to modify your benchmark based on receiving water hardness.

At your discretion, you may take more than four samples during separate discharge events to determine the average benchmark parameter value for facility discharges.

### **2. Benchmark Monitoring Schedule**

You must conduct benchmark monitoring quarterly for four (4) full quarters, starting the first full monitoring period (found in Part V.C.7) that occurs, after registering under this permit. For example, if you obtain permit coverage in June, then your first monitoring period is July 1 – September 30. If the annual average for any parameter does not exceed the benchmark threshold, you have fulfilled your benchmark monitoring requirements for that parameter for the permit term and you can request to discontinue benchmark monitoring for that parameter by 1) entering all data for the parameters in NetDMR, 2) requesting the Department's Permit Program to verify your calculation and 3) receiving confirmation from the Department. For averaging purposes, use a value of zero for any individual sample parameter, analyzed using procedures consistent with Part V.C, which is determined to be less than the method detection limit. For sample values that fall between the method detection level and the quantitation limit (i.e., a confirmed detection but below the level that can be reliably quantified), use a value

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halfway between zero and the quantitation limit. You must comply with Part IV (Additional Implementation Measures) and continue quarterly benchmark monitoring for any parameter with data exceeding the benchmark threshold as specified in Part IV.

**3. Impaired Waters Monitoring.**

For the purposes of this permit, your facility is considered to discharge to an impaired water if the first Waters of This State to which you discharge is identified by the State or EPA pursuant to section 303(d) of the CWA as not meeting an applicable water quality standard (i.e., without an EPA-approved or - established TMDL, see Part V.B.3.a below), or has been removed from the 303(d) list either because the impairments are addressed by an EPA-approved or established TMDL or is covered by pollution control requirements that meet the requirements of 40 CFR 130.7(b)(1) (see Part V.B.3.b below). For discharges that enter a separate storm sewer system prior to discharge, the first Waters of this State to which you discharge is the waterbody that receives the stormwater discharge from the separate storm sewer system.

**a. Facilities Required to Monitor Discharges to Impaired Waters without an EPA-approved or established TMDL:**

Beginning in the first full quarter following your date of discharge authorization, you must monitor for pollutants of concern once per year at each discharge point (except substantially identical discharge points) discharging stormwater to impaired waters without an EPA-approved or established TMDL, as follows:

- i.)* Determine which pollutant of concern to monitor for:
- Review the potential pollutants you have listed in your SWPPP (Part III.C.3) and any sector specific benchmark monitoring pollutants, and compare these to the list of pollutants for which the waterbody is impaired and for which a standard analytical method exists (see 40 CFR Part 136). The pollutant of concern will be where there is an overlap.
  - Except where otherwise directed by the Department, if the pollutant of concern for the impaired waterbody is suspended solids, turbidity, or sediment/sedimentation, you must monitor for Total Suspended Solids (TSS).
  - If a pollutant of concern is expressed in the form of an indicator or surrogate pollutant, you must monitor for that indicator or surrogate pollutant.
  - No monitoring is required when a waterbody's biological communities are impaired but no pollutant, including indicator or surrogate pollutants, is specified as causing the impairment, or when a waterbody's impairment is related to hydrologic modifications, impaired hydrology, or other non-pollutant.
  - Operators should consult the Department for any available guidance regarding required monitoring parameters under this part.
- ii.)* If the monitored pollutant is not detected in your discharge, or is within the acceptable range for a given parameter for the waterbody to meet its designated use (e.g., pH or temperature), for three consecutive years, or it is detected but you have determined that its presence is caused solely by natural background sources (see iv below), you may discontinue monitoring for that pollutant.
- iii.)* If the monitored pollutant is detected in your discharge, or is outside the acceptable range for a given parameter for the waterbody to meet its designated use (e.g., pH or temperature), for three consecutive years, or it is
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detected but you have determined that its presence is caused solely by natural background sources (see iv below), you must continue to monitor for the pollutant(s) annually until no longer detected, after which you may discontinue monitoring for that pollutant.

- iv.)** Natural Background Condition: To support a determination that the pollutant's presence is caused solely by natural background sources, you must document:
- An explanation of why you believe that the presence of the pollutant of concern in your discharge is not related to the activities or materials at your facility; and
  - Data and/or studies that tie the presence of the pollutant of concern in your discharge to natural background sources in the watershed.

You must submit this determination to the Department's Permitting Program and receive verification that the request was granted, and maintain request and verification with your SWPPP, as required by Part III.C.8.

Natural background pollutants include those that occur naturally as a result of native soils, and vegetation, wildlife, or ground water. Natural background pollutants do not include legacy pollutants from earlier activity on your site, or pollutants in run-on from neighboring sources that are not naturally occurring. However, you may be eligible to discontinue annual monitoring for pollutants that occur solely from these sources and should consult the Department's Compliance Program for related guidance.

- b.** Facilities Required to Monitor Discharges to Impaired Waters With an EPA-approved or established TMDL.

For stormwater discharges to waters for which there is an EPA-approved or established TMDL, you are not required to monitor for the pollutant(s) for which the TMDL was written unless the Department informs you, upon examination of the applicable TMDL and its wasteload allocation, that you are subject to such a requirement consistent with the assumptions and requirements of the applicable TMDL and its wasteload allocation. The Department's notice will include specifications on monitoring parameters and frequency. If there are questions, you may consult the Department's Compliance Program for guidance regarding required monitoring under this Part.

- c.** Impaired Water Exception for Inactive and Unstaffed Sites

The requirement for impaired waters monitoring does 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 do the following:

- i.)** Maintain a statement with your SWPPP stating 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) and sign and certify the statement in accordance with Part II.C.
- ii.)** 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 begin complying with the applicable impaired waters monitoring requirements under Part V.B as if you were in your first year of permit coverage. You must submit an NOI indicating this change in operations, now that your facility has materials or activities exposed to
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stormwater or has become active and/or staffed.

- iii.)* If you are not qualified for this exception at the time you are authorized under this permit, but during the permit term you become qualified because your facility is inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, then you must submit an NOI indicating this change in operations. You may discontinue impaired waters monitoring once you have submitted the NOI, and prepared and signed the certification statement described above concerning your facility's qualification for this special exception.

**4. Submitting Benchmark or Impaired Water Discharge Monitoring Reports (DMRs)**

You must summarize and submit benchmark or Impaired Water monitoring information electronically using NetDMR once you are granted access to this tool, unless you demonstrate a reasonable basis that precludes the use of NetDMR. Specific requirements regarding submittal of data and reports in hard copy form and for submittal using NetDMR are described below:

- a.** NetDMR is a U.S. EPA tool allowing regulated Clean Water Act permittees to submit monitoring reports electronically via a secure Internet application. You must apply for access to NetDMR at [www.epa.gov/netdmr](http://www.epa.gov/netdmr) and register for a NetDMR Webinar, unless you are able to demonstrate a reasonable basis, such as technical or administrative infeasibility, that precludes the use of NetDMR for submitting DMRs ("opt-out request"). Before you can submit official DMRs using NetDMR you must attend a training Webinar and successfully set-up and submit test monitoring results electronically. You must complete all requirements to gain access to NetDMR within six (6) months of authorization under this permit, including applying for access within one (1) month of being registered.
- b.** Opt-out requests must be submitted in writing to the Department for written approval at least sixty (60) days prior to the date you would be required under this permit to begin using NetDMR. This demonstration shall be valid for twelve (12) months from the date of the Department approval and shall thereupon expire. At such time, DMRs and reports shall be submitted electronically to the Department unless the permittee submits a renewed opt-out request and such request is approved by the Department. All opt-out requests and subsequent hardcopy DMRs should be sent to the following addresses with "Attn: DMRs":

Maryland Department of the Environment  
WMA – Compliance Program  
1800 Washington Blvd., Suite 425  
Baltimore, MD 21230

- c.** If you are required to perform monitoring and report for specific pollutants you must report the quarterly measurements no later than 28 days following the Monitoring Period (Part V. C.7), and according to the other Monitoring Procedures (Part V.C). Failure to sample and report is considered a permit violation.

**1. Benchmark Exception for Inactive and Unstaffed Sites**

The requirement for benchmark monitoring does 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 do the following:

- Maintain a statement onsite with your SWPPP stating 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) and sign and certify the statement in accordance with Part II.C; and
  - If circumstances change and industrial materials or activities become exposed to stormwater or your facility becomes active and/or staffed, this exception no
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longer applies and you must immediately begin complying with the applicable benchmark monitoring requirements under Part V.B as if you were in your first year of permit coverage. You must indicate in your first benchmark monitoring report that your facility has materials or activities exposed to stormwater or has become active and/or staffed.

- If you are not qualified for this exception at the time you are authorized under this permit, but during the permit term you become qualified because your facility is inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, then you must provide written notification to the Department's Compliance Program of this change in your next benchmark monitoring report. You may discontinue benchmark monitoring once you have notified the Department, and prepared and signed the certification statement described above concerning your facility's qualification for this special exception.

2. Substantially identical outfalls

If your facility has two or more outfalls that you believe discharge substantially identical effluents, as documented in Part III.C.5.b, you may perform benchmark or impaired water 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 benchmark or impaired water monitoring on a rotating basis of each substantially identical outfall throughout the period you are required to under this permit. If stormwater contamination is identified through benchmark monitoring performed at a substantially identical outfall, you must assess and modify your control measures as appropriate for each outfall represented by the monitored outfall.

3. Additional Monitoring Required by the Department.

The Department may notify you of additional discharge monitoring requirements that the Department determines are necessary to meet the permit's effluent limitations. Any such notice will briefly state the reasons for the monitoring, locations, and parameters to be monitored, frequency and period of monitoring, sample types, and reporting requirements.

**C. Monitoring Procedures**

You must collect and analyze stormwater samples and document monitoring activities for visual and benchmark monitoring consistently with the procedures described in this section and the industry specific benchmark monitoring requirements.

1. Monitored Outfalls

You must conduct monitoring as required by this permit at each outfall authorized by this permit, except when an outfall is exempt from monitoring as a substantially identical outfall. If your facility has two or more outfalls that you believe 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, you may monitor the effluent of just one of the outfalls and report that the results also apply to the substantially identical outfall(s). As required in Part III.C.5, your SWPPP must identify each outfall authorized by this permit and describe the rationale for any substantially identical outfall determinations.

2. Commingled Discharges

If discharges authorized by this permit commingle with discharges not authorized under this permit, any required sampling of the authorized discharges must be performed at a point before they mix with other waste streams, to the extent practicable. The following are some examples of mixed water source situations that should not be sampled.

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- a. A common ditch that carries stormwater from properties upstream. In this case, the stormwater from the permitted facility is mixed with other water. You should find a location or locations where your facility's stormwater alone can be sampled.
- b. A partially submerged storm sewer pipe where it discharges into the receiving water body. In this case, this final discharge point should not be used as a sampling point because the stormwater flow is mixed with the receiving water.
- c. A manhole that carries stormwater not only from the permitted facility but from other stormwater sources as well. If taking a grab sample from a manhole, you should make sure that the flow in that pipe is entirely from your facility.

### 3. Measurable Storm Events

All required monitoring must be performed on a storm event that results in an actual discharge from your site ("measurable storm event") that follows the preceding measurable storm event by at least 72 hours (3 days). The 72-hour (3-day) storm interval does not apply if you are able to document that less than a 72-hour (3-day) interval is representative for local storm events during the sampling period. In the case of snowmelt, the monitoring must be performed at a time when a measurable discharge occurs at your site.

For each monitoring event, except snowmelt monitoring, you must identify the date and duration (in hours) of the rainfall event, rainfall total (in inches) for that rainfall event, and time (in days) since the previous measurable storm event. For snowmelt monitoring, you must identify the date of the sampling event.

### 4. Sample Type

You must take a minimum of one grab sample from a discharge resulting from a measurable storm event as described above. Samples must be collected within the first 30 minutes of a measurable storm event. However, the Department does not advocate impractical or potentially unsafe sampling methods during periods of adverse weather conditions. Therefore, if it is not possible to collect the sample within the first 30 minutes of a measurable storm event, the sample must be collected as soon as practicable after the first 30 minutes and documentation must be kept with the SWPPP explaining why it was not possible to take samples within the first 30 minutes. In the case of snowmelt, samples must be taken during a period with a measurable discharge.

For benchmark monitoring, you may use a composite sampling method instead of taking grab samples as described above. This composite method may be either flow-weighted or time weighted. Flow-Weighted composite sample means a composite sample consisting of a mixture of aliquots collected at a constant time interval, where the volume of each aliquot is proportional to the flow rate of the discharge. Composite samples must be initiated during the first 30 minutes of the same storm event. If it is not possible to initiate composite sampling within the first 30 minutes of a measurable storm event, you must initiate composite sampling as soon as possible after the first 30 minutes and keep documentation with the SWPPP explaining why it was not possible to initiate composite sampling within the first 30 minutes. Composite sampling may not be used to measure parameters that have a short holding time for processing or that degrade or transform quickly such as pH, temperature, and oil and grease (O&G).

If you monitor any pollutant more frequently than required by the permit using test procedures approved under 40 CFR Part 136, or another method required for an industry-specific waste stream under 40 CFR subchapters N or O, the results of such monitoring shall be included in the calculation and reporting of the data submitted in the DMR. Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the Department.

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**5. Adverse Weather Conditions**

When adverse weather conditions, as described in Part V.A.3.b, prevent the collection of samples according to the relevant monitoring schedule, you must take a substitute sample during the next qualifying storm event. Adverse weather does not exempt you from having to file a benchmark monitoring report in accordance with your sampling schedule. You must keep a record with your SWPPP of any failure to monitor as specified, indicating the basis for not sampling during the usual reporting period.

**6. Representative Sampling**

You must take all required samples and measurements at times to be representative of the quantity and quality of the discharges during the specified monitoring periods. At a minimum, samples must be taken once every quarter unless otherwise specified.

The sampling and analytical methods used must conform to procedures for the analysis of pollutants as identified in [40 CFR 136](#) - "Guidelines Establishing Test Procedures for the Analysis of Pollutants" except for visual monitoring which is not subject to 40 CFR 136, or unless otherwise specified. You must select test procedures with quantitation limits at or below benchmark values for all benchmark parameters for which you are required to sample and for impaired waters based on guidance from the Department.

**7. Monitoring Periods**

Visual (Part V.A.3) and benchmark (Part V.B.2) monitoring are required on a quarterly basis, following these 3-month intervals:

- a. January 1 – March 31;
- b. April 1 – June 30;
- c. July 1 – September 30; and
- d. October 1 – December 31.

**8. Data Recording Requirements**

If you are required to perform monitoring, you must record the following information for each sample:

- a. The exact place, date, and time of sampling or measurement;
- b. The person(s) who performed the sampling or measurement;
- c. The dates and times the analyses were performed;
- d. The person(s) who performed the analyses;
- e. The analytical techniques or methods used; and
- f. The results of all required analyses.

**D. Additional Reporting Requirements**

In addition to the reporting requirements stipulated in Part IV, you must submit the following reports to the Department. If you discharge through an MS4, you must also submit these reports to the MS4 operator.

**1. Noncompliance which may Endanger Health or the Environment**

You must report any noncompliance which may endanger health or the environment to WSA Compliance within 24 hours. The following shall be included as information which must be reported under this paragraph.

- Any unanticipated bypass which exceeds any effluent limitation in the permit.
  - Any upset which exceeds any effluent limitation in the permit.
  - Violation of a maximum daily discharge limitation for any of the pollutants.
- a. 24-hour reporting – Any information must be provided orally within 24 hours from the time you become aware of the circumstances; and
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- b. 5-day follow-up reporting to the 24 hour reporting – A written submission must also be provided within five days of the time you become aware of the circumstances.

2. Hazardous Substances or Oil in Stormwater Discharge(s) Reporting

- a. This permit does not authorize the discharge of hazardous substances or oil resulting from an onsite spill.
- b. You must prevent the discharge of hazardous substances or oil in the stormwater discharge(s) from your facility in accordance with your SWPPP. This permit does not relieve you of the reporting requirements of 40 CFR part 117 and 40 CFR part 302. If a spill or discharge of hazardous substances or oil occurs you must do the following:
  - i.) Notify the Department by calling its Emergency Response Division at (866) 633-4686 and notify the National Response Center (NRC) at (800) 424-8802 or, in the Washington, DC metropolitan area, at (202) 426-2675 in accordance with the requirements of COMAR 26.10.01.03, 40 CFR 117 and 40 CFR 302 respectively as soon as he or she has knowledge of the discharge;
  - ii.) Submit to the Department a written description within 10 working days of knowledge of the incident including: the type and estimate of the amount of material released, the date it occurred, the circumstances leading to it, and steps to be taken in accordance with Part V.C.1.c, below, and any other information as required by COMAR 26.10.01.03; and
  - iii.) Modify the SWPPP within 14 calendar days of knowledge of the incident to (1) provide a description of the release, the circumstances leading to it, and the date it occurred and (2) identify measures to prevent the reoccurrence of respond to such releases and modify the plan where appropriate.

**E. Records Retention**

Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years (or longer as required by 40 CFR part 503), you shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report or application. This period may be extended by request of the Department at any time.

**PART VI. STANDARD PERMIT CONDITIONS**

**A. Duty to Comply**

You must comply at all times with the terms and conditions of this permit, the provisions of the Environment Article, Title 7, Subtitle 2 and Title 9, Subtitles 2 and 3 of the Annotated Code of Maryland, and the Clean Water Act, 33 U.S.C. § 1251 et seq. Any noncompliance with any of the requirements of this permit constitutes a violation of the Clean Water Act, and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit coverage. As detailed in Part IV (Corrective Actions) of this permit, failure to take any required corrective actions constitute an independent, additional violation of this permit and the Clean Water Act. As such, any actions and time periods specified for remedying noncompliance do not absolve parties of the initial underlying noncompliance. However, where corrective action is triggered by an event that does not itself constitute permit noncompliance, there is no permit violation provided you take the required corrective action within the relevant deadlines established in Part IV.

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**B. Property Rights.**

The issuance of this permit does not convey any property rights of any sort, nor any exclusive privileges, nor does it authorize any injury to private property nor any invasion of personal rights, nor any infringement of Federal, State or local laws or regulations.

**C. Water Construction and Obstruction**

This permit does not authorize you to construct or place physical structures, facilities, or debris or undertake related activities in any Waters of this State. Operations within the floodplain may require additional permit coverage and may justify flood insurance in those flood prone areas, especially due to climate change effects on increased frequency of flooding.

**D. Right of Entry**

You must permit the Secretary of the Department, the Regional Administrator for the EPA, or their authorized representatives, upon the presentation of credentials, to:

1. enter upon your premises where a discharges' source is located or where any records are required to be kept under the terms and conditions of this permit;
2. access and copy, at reasonable times, any records required to be kept under the terms and conditions of this permit;
3. inspect, at reasonable times, any monitoring equipment or monitoring method required in this permit;
4. inspect, at reasonable times, any collection, treatment, pollution management, or discharge facilities required under this permit;
5. sample, at reasonable times, any discharge of pollutants; and
6. take photographs (which may require direction for reasons of national security).

**E. Duty to Provide Information.**

You must provide within a reasonable time, any information which the Department may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with this permit to the Department. You must also provide copies of records required to be kept by this permit to the Department, upon request.

**F. Availability of Reports**

Except for data determined to be confidential under the Maryland Public Information Act and/or Section 308 of the Clean Water Act, 33 U.S.C. § 1318, all submitted data, plans or reports prepared pursuant to this permit, including self-inspection information, must be available for public inspection at the offices of the Department and the Regional Administrator of the Environmental Protection Agency.

**G. Submitting Additional or Corrected Information**

When you become aware that you failed to submit any relevant facts or submitted incorrect information in the NOI or in any other approved plans or report to the Department, you must submit the facts or information to the Department within 30 days.

**H. Removed Substances**

Wastes such as solids, sludges, or other pollutants removed from or resulting from treatment or control of wastewaters or facility operations, must be disposed of in a manner to prevent any wastes or runoff from wastes from contacting Waters of this State. You must comply with standards for sewage sludge use or disposal established under section 405(d) of the Federal Clean Water Act within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal.

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#### **I. Toxic Pollutants**

You must comply with effluent standards or prohibitions for toxic pollutants established under section 307(a) of the Federal Clean Water Act, or under Section 9-314 and Sections 9-322 to 9-328 of the Environment Article, Annotated Code of Maryland. You must be in compliance within the time provided in the regulations that establish these standards or prohibitions, even if this permit has not yet been modified to incorporate the requirement.

#### **J. Oil and Hazardous Substances Prohibited**

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve you from any responsibility, liability, or penalties to which the permittee may be subject under Section 311 of the Clean Water Act (33 U.S.C. § 1321), or under the Annotated Code of Maryland. Permittees may be subject to additional requirements and regulations dictated by the Department's Oil Control Program and Emergency Planning and Community Right-to-Know Act (EPCRA) (40 CFR 116). Any requirements listed in this permit which control grease, oil or fuel are to address potential pollutants not governed directly by Oil Pollution Prevention (40 CFR 112), as the handling and storage of fuel and other petroleum products has a potential to cause negative impacts to waters of this state.

#### **K. Proper Operation and Maintenance.**

You shall at all times properly operate and maintain all systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the installation and operation of backup, auxiliary, or similar systems or controls, by a permittee when necessary to achieve compliance with the conditions of the permit.

#### **L. Bypass**

Any bypass of treatment facilities necessary to maintain compliance with the terms and conditions of this permit is prohibited unless:

1. the bypass is unavoidable to prevent a loss of life, personal injury or substantial physical damage to property, damage to the treatment facilities which would cause them to become inoperable, or substantial and permanent loss of natural resources;
2. there are no feasible alternatives;
3. notification is received by the Department within 24 hours (if orally notified, then followed by a written submission within five calendar days of the permittee's becoming aware of the bypass). Where the need for a bypass is known (or should have been known) in advance, this notification shall be submitted to the Department for approval at least ten calendar days before the date of bypass or at the earliest possible date if the period of advance knowledge is less than ten calendar days; and
4. the bypass is allowed under conditions determined by the Department to be necessary to minimize adverse effects.

#### **M. Upset**

Conditions Necessary for Demonstration of an Upset. An upset shall constitute an affirmative defense to an action brought for noncompliance with technology-based effluent limitations only if the permittee demonstrates, through properly signed, contemporaneous operating logs, or other relevant evidence, that:

1. an upset occurred and that the permittee can identify the specific cause(s) of the upset;
  2. the permitted facility was at the time being operated in a prudent and workman-like manner and in compliance with proper operation and maintenance procedures;
  3. the permittee submitted a 24-hour notification of upset in accordance with the reporting requirements of Corrective Actions above;
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4. the permittee submitted, within five (5) calendar days of becoming aware of the upset, documentation to support and justify the upset; and
5. the permittee complied with any remedial measures required to minimize adverse impact.

**N. Need to Halt or Reduce Activity Not a Defense.**

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this general permit.

**O. Duty to Mitigate**

The permittee shall take all reasonable steps to minimize or prevent any adverse impact to Waters of this State or to human health resulting from noncompliance with any effluent limitations specified in this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

**P. Permit Actions.**

Authorization under this permit may be modified, revoked and reissued, or terminated for cause. At any time at the discretion of the Department or the U.S. Environmental Protection Agency, or if there is evidence indicating that stormwater discharges authorized by this permit cause, have the reasonable potential to cause or contribute to an excursion above any applicable water quality standard, the Department may require the owner or operator of such discharge to obtain an individual permit or alternative general permit coverage. A request by the permittee for a modification, revocation or reissuance, termination, or a notification of planned changes or anticipated noncompliance does not suspend the permittee's obligation to comply with all permit conditions.

**Q. Reopener Clause for Permits**

The Department may revoke this permit or modify this permit to include different limitations and requirements, in accordance with the procedures contained in COMAR 26.08.04.10 and 40 C.F.R. §§ 122.62, 122.63, 122.64 and 124.5, to comply with any applicable TMDL, or any effluent standard or limitation issued or approved under Sections 301, 304, and 307 of the Clean Water Act [33 USCS §§ 1311, 1314, 1317] if the effluent standard or limitation issued or approved:

1. contains different conditions or is otherwise more stringent than any effluent limitation in this permit; or
2. controls any pollutant not limited in this permit.

This permit, as modified or reissued under this section, must also contain any other requirements of the Act then applicable.

**R. Severability.**

The provisions of this permit are severable. If any provisions of this permit must be held invalid for any reason, the remaining provisions must remain in full force and effect. If the application of any provision of this permit to any circumstances is held invalid, its application to other circumstances must not be affected.

**S. Civil and Criminal Liability**

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under section 309 of the CWA, with Title 9 of the Environment Article, Annotated Code of Maryland, any applicable State or Federal law, or regulation under authority preserved by section 510 of the CWA.

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#### **T. Action on Violations**

The issuance or reissuance of this permit does not constitute a decision by the State not to proceed in an administrative, civil, or criminal action for any violations of State law or regulations occurring before the issuance or re-issuance of this permit, nor a waiver of the State's right to do so.

#### **U. Civil Penalties for Violations of Permit Conditions.**

In addition to civil penalties for violations of State water pollution control laws set forth in Section 9-342 of the Environment Article, Annotated Code of Maryland, the Clean Water Act and EPA regulations at 40 C.F.R. Part 19 provide that any person who violates Section 301, 302, 306, 307, 308, 318 or 405 of the Act, or any permit condition or limitation implementing any such sections in a permit issued under Section 402 of the Act or in a permit issued under Section 404 of the Act, is subject to a civil penalty not to exceed \$37,500 per day for each violation. Statutory penalties of the CWA are subject to the Civil Monetary Penalty Inflation Adjustment Rule (40 CFR 19.4). Nothing in this permit precludes the institution of any legal action or relieves You from any responsibilities, or penalties for which You are or may be subject to under the CWA, Title 9 Environmental Article or any applicable federal or State law.

#### **V. Criminal Penalties for Violations of Permit Conditions.**

In addition to the criminal penalties for violations of State water pollution control laws set forth in Section 9-343 of the Environment Article, Annotated Code of Maryland, the Clean Water Act provides that:

1. Any person who negligently violates Section 301, 302, 306, 307, 308, 311(b)(3), 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than one year, or both; In the case of a second or subsequent conviction for a negligent violation, a person shall be subject to a fine of not more than \$50,000 per day of violation or by imprisonment of not more than two years, or both;
  2. Any person who knowingly violates Section 301, 302, 306, 307, 308, 311(b)(3), 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than \$5,000 nor more than \$50,000 per day of violation, or by imprisonment for not more than three years, or both; in the case of a second or subsequent conviction for a knowing violation, a person shall be subject to a fine of not more than \$100,000 per day of violation, or imprisonment of not more than 6 years, or both;
  3. Any person who knowingly violates Sections 301, 302, 306, 307, 308, 311(b)(3), 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, and who knows at that time that he is placing another person in imminent danger of death or serious bodily injury, is subject to a fine of not more than \$250,000 or imprisonment for not more than 15 years, or both; in the case of a second or subsequent conviction for a knowing endangerment violation, a person shall be subject to a fine of not more than \$500,000 or by imprisonment of not more than 30 years, or both; an organization, as defined in Section 309(c)(3)(B)(iii) of the Act, shall, upon conviction of violating the imminent danger provision be subject to a fine of not more than \$1,000,000 for a first violation and up to \$2,000,000 for second or subsequent convictions;
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#### **W. Administrative Penalties for Violations of Permit Conditions.**

In addition to administrative penalties for violations of State water pollution control laws set forth in Section 9-342 of the Environment Article, Annotated Code of Maryland, the Clean Water Act provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act is subject to an administrative penalty, as follows:

1. Class I Penalty. Not to exceed the maximum amounts authorized by Section 309(g)(2)(A) of the Act and the Federal Civil Penalties Inflation Adjustment Act (28 U.S.C. § 2461 note) as amended by the Debt Collection Improvement Act (31 U.S.C. § 3701 note) (currently \$16,000 per violation, with the maximum amount of any Class I penalty assessed not to exceed \$37,500).
2. Class II Penalty. Not to exceed the maximum amounts authorized by Section 309(g)(2)(B) of the Act and the Federal Civil Penalties Inflation Adjustment Act (28 U.S.C. § 2461 note) as amended by the Debt Collection Improvement Act (31 U.S.C. § 3701 note) (currently \$16,000 per day for each day during which the violation continues, with the maximum amount of any Class II penalty not to exceed \$187,500).

#### **X. Penalties for Falsification and Tampering**

Per the Environment Article, §9-343, Annotated Code of Maryland, any person who knowingly makes any false material statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, or who knowingly falsifies, tampers with or renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both. Per the federal Clean Water Act, any person who knowingly falsifies, tampers with, or renders inaccurate any monitoring device or method required to be maintained under the Act, or who knowingly makes any false statement, representation, or certification in any records or other documents submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than two years, or by both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.

### **PART VII. AUTHORITY TO ISSUE GENERAL NPDES PERMITS**

On September 5, 1974, the Administrator of the EPA approved the proposal submitted by the State of Maryland for the operation of a permit program for discharges into navigable waters under Section 402 of the Federal Clean Water Act, 33 U.S.C. Section 1342.

On September 30, 1990, the Administrator of the EPA approved the proposal submitted by the State of Maryland for the operation of a general permit program.

Under the approvals described above, the general discharge permit is both a State of Maryland general discharge permit and a NPDES general permit.

*D. Lee Currey*  
D. Lee Currey (Nov 8, 2022 08:50 EST)

Nov 8, 2022

D. Lee Currey, Director  
Water and Science Administration

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## **Appendix A: Industry Specific Sectors**

## Appendix A: Industry Specific Sectors

These Industry Sector descriptions are categorized by Standard Industrial Classification (SIC), and in a few cases by "Activity Code". More detailed descriptions of the SIC codes can be found at Department of Labor's - Occupation, Safety and Health Administration (OSHA) website (<http://www.osha.gov/pls/imis/sicsearch.html>). References to "sectors" in this permit (e.g., sector-specific monitoring requirements) refer to these groupings.

SIC Code or Activity Code	Activity Represented
<b>SECTOR A: TIMBER PRODUCTS</b>	
2421	(Subsector A1) General Sawmills and Planing Mills
2491	(Subsector A2) Wood Preserving
2411	(Subsector A3) Log Storage and Handling
2426	Hardwood Dimension and Flooring Mills
2429, 2499	(Subsector A4) Special Product Sawmills, Not Elsewhere Classified and Wood Products, Not Elsewhere Classified
2431-2439 (except 2434, see Sector W)	Millwork, Veneer, Plywood, and Structural Wood
2441	Nailed and Lock Corner Wood Boxes and Shook
2448	Wood Pallets and Skids
2449	Wood Containers, Not Elsewhere Classified
2451, 2452	Wood Buildings and Mobile Homes
2493	Reconstituted Wood Products
<b>SECTOR B: PAPER AND ALLIED PRODUCTS</b>	
2631	Paperboard Mills
2611	Pulp Mills
2621	Paper Mills
2652-2657	Paperboard Containers and Boxes
2671-2679	Converted Paper and Paperboard Products, Except Containers and Boxes
<b>SECTOR C: CHEMICALS AND ALLIED PRODUCTS</b>	
2873-2879	(Subsector C1) Agricultural Chemicals (includes composting)
2812-2819	(Subsector C2) Industrial Inorganic Chemicals
2841-2844	(Subsector C3) Soaps, Detergents, and Cleaning Preparations; Perfumes, Cosmetics, and Other Toilet Preparations
2821-2824	Plastics Materials and Synthetic Resins, Synthetic Rubber, Cellulosic and Other Manmade Fibers Except Glass
2833-2836	Medicinal Chemicals and Botanical Products; Pharmaceutical Preparations; in vitro and in vivo Diagnostic Substances; and Biological Products, Except Diagnostic Substances
2851	Paints, Varnishes, Lacquers, Enamels, and Allied Products
2861-2869	Industrial Organic Chemicals
2891-2899	Miscellaneous Chemical Products
3952 (limited to list of inks and paints)	Inks and Paints, Including China Painting Enamels, India Ink, Drawing Ink, Platinum Paints for Burnt Wood or Leather Work, Paints for China Painting, Artist's Paints and Artist's Watercolors
2911	Petroleum Refining
<b>SECTOR D: ASPHALT PAVING AND ROOFING MATERIALS AND LUBRICANTS</b>	
2951, 2952	(Subsector D1) Asphalt Paving and Roofing Materials (except Bituminous concrete)
2992, 2999	Miscellaneous Products of Petroleum and Coal

SIC Code or Activity Code	Activity Represented
<b>SECTOR E: GLASS, CLAY, CEMENT, CONCRETE, AND GYPSUM PRODUCTS</b>	
3251-3259, 3261-3269	(Subsector E1) Structural Clay Products and Pottery and Related Products
3271-3275	(Subsector E2) Lime & Gypsum Products
3211	Flat Glass
3221, 3229	Glass and Glassware, Pressed or Blown
3231	Glass Products Made of Purchased Glass
3241	Hydraulic Cement
3281	Cut Stone and Stone Products
3291-3299	Abrasive, Asbestos, and Miscellaneous Nonmetallic Mineral Products
<b>SECTOR F: PRIMARY METALS</b>	
3312-3317	(Subsector F1) Steel Works, Blast Furnaces, and Rolling and Finishing Mills
3321-3325	(Subsector F2) Iron and Steel Foundries
3351-3357	(Subsector F3) Rolling, Drawing, and Extruding of Nonferrous Metals
3363-3369	(Subsector F4) Nonferrous Foundries (Castings)
3331-3339	Primary Smelting and Refining of Nonferrous Metals
3341	Secondary Smelting and Refining of Nonferrous Metals
3398, 3399	Miscellaneous Primary Metal Products
<b>SECTOR G: METAL MINING (ORE MINING AND DRESSING)</b>	
	(Reserved)
<b>SECTOR H: COAL MINES AND COAL MINING-RELATED FACILITIES</b>	
	(Reserved)
<b>SECTOR I: OIL AND GAS EXTRACTION AND REFINING</b>	
1311, 1321, 1381-1389	(Subsector I1) Crude Petroleum and Natural Gas, Natural Gas Liquids, Oil and Gas Field Services
<b>SECTOR J: MINERAL MINING AND DRESSING</b>	
	(Reserved)
<b>SECTOR K: HAZARDOUS WASTE TREATMENT, STORAGE, OR DISPOSAL FACILITIES</b>	
HZ	(Subsector K1) Hazardous Waste Treatment, Storage, or Disposal Facilities, including those that are operating under interim status or a permit under subtitle C of RCRA
<b>SECTOR L: LANDFILLS AND LAND APPLICATION SITES</b>	
LF, 4953	(Subsector L1) All Landfills with a refuse disposal permit or Land Application Sites with a marginal land permit
	(Subsector L2) All Landfills with a refuse disposal permit or Land Application Sites with a marginal land permit, except Municipal Solid Waste Landfill (MSWLF) Areas Closed in Accordance with 40 CFR 258.60
<b>SECTOR M: AUTOMOBILE SALVAGE YARDS</b>	
5015	Automobile Salvage Yards

SIC Code or Activity Code	Activity Represented
<b>SECTOR N: SCRAP RECYCLING FACILITIES</b>	
5093	(Subsector N1) Scrap Recycling and Waste Recycling Facilities except Source-Separated Recycling.
	(Subsector N2) Source-separated Recycling Facility. "Source-Separated Recycling" are facilities that only receive recyclable materials separated at the source from solid waste, primarily from non-industrial and residential sources (i.e., common consumer products including paper, newspaper, glass, cardboard, plastic containers, aluminum and tin cans); including recycling facilities commonly referred to as material recovery facilities (MRF). Additional separation of the collected recyclables can occur at the facility and still considered source-separated recycling, if the stream of material was separated at the source of any trash, commonly called single stream recycling in the state.
	(Subsector N3) Non-metallic Recycling Facility. Scrap made up entirely of paper, rags, or other non-metallic materials.
<b>SECTOR O: STEAM ELECTRIC GENERATING FACILITIES</b>	
SE	Steam Electric Generating Facilities, including coal handling sites
<b>SECTOR P: LAND TRANSPORTATION AND WAREHOUSING</b>	
4011, 4013	Railroad Transportation *
4111-4173	Local and Highway Passenger Transportation *
4212-4231 (except 4221-4226)	Motor Freight Transportation and Warehousing *
4311	United States Postal Service *
5171	Petroleum Bulk Stations and Terminals *
	* Only those facilities which have vehicle maintenance onsite (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication) or equipment cleaning operations are included for the facilities specified above in this Sector.
4221-4226	Storage facilities must include stormwater discharges from all areas (except access roads and rail lines) where material handling, equipment, or activities, raw materials, intermediate products, final products, waste materials, by-products, or industrial machinery are exposed to stormwater. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate produce, finished product, by-product, or waste product. Exception: Warehouses of either preassembly parts or finished products that are not located at an industrial facility (i.e. located off-site) are not required to have coverage.
<b>SECTOR Q: WATER TRANSPORTATION</b>	
4412-4499 (except 4493)	(Subsector Q1) Water Transportation Facilities
	Only those facilities listed which have vehicle maintenance shops or equipment cleaning operations are included in this sector. The facility associated with industrial activity are those portions involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication) or equipment cleaning operations.
<b>SECTOR R: SHIP AND BOAT BUILDING AND REPAIRING YARDS</b>	
3731, 3732	(Subsector R1) Ship and Boat Building or Repairing Yards

SIC Code or Activity Code	Activity Represented
<b>SECTOR S: AIR TRANSPORTATION FACILITIES</b>	
4512-4581	(Subsector S1) Air Transportation Facilities
	Only those facilities listed which have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations are included in this sector. The facility associated with industrial activity are those portions involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations or airport deicing operations.
<b>SECTOR T: TREATMENT WORKS</b>	
TW, 4952	Treatment Works treating domestic sewage or any other sewage sludge or wastewater treatment device or system, used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge that are located within the confines of the facility, with a design flow of 1.0 mgd or more, or required to have an approved pretreatment program under 40 CFR Part 403. Not included are farm lands, domestic gardens or lands used for sludge management where sludge is beneficially reused and which are not physically located in the confines of the facility, or areas that are in compliance with section 405 of the CWA .
<b>SECTOR U: FOOD AND KINDRED PRODUCTS</b>	
2041-2048	(Subsector U1) Grain Mill Products
2074-2079	(Subsector U2) Fats and Oils Products
2011-2015	Meat Products
2021-2026	Dairy Products
2032-2038	Canned, Frozen, and Preserved Fruits, Vegetables, and Food Specialties
2051-2053	Bakery Products
2061-2068	Sugar and Confectionery Products
2082-2087	Beverages
2091-2099	Miscellaneous Food Preparations and Kindred Products
2111-2141	Tobacco Products
<b>SECTOR V: TEXTILE MILLS, APPAREL, AND OTHER FABRIC PRODUCT MANUFACTURING; LEATHER AND LEATHER PRODUCTS</b>	
2211-2299	Textile Mill Products
2311-2399	Apparel and Other Finished Products Made from Fabrics and Similar Materials
3131-3199	Leather and Leather Products
<b>SECTOR W: FURNITURE AND FIXTURES</b>	
2434	Wood Kitchen Cabinets
2511-2599	Furniture and Fixtures
<b>SECTOR X: PRINTING AND PUBLISHING</b>	
2711-2796	Printing, Publishing, and Allied Industries
<b>SECTOR Y: RUBBER, MISCELLANEOUS PLASTIC PRODUCTS, AND MISCELLANEOUS MANUFACTURING INDUSTRIES</b>	
3011, 3021, 3052, 3053, 3061, 3069	(Subsector Y1) Tires and Inner Tubes, Rubber and Plastics Footwear, Gaskets, Packing and Sealing Devices, and Rubber and Plastic Hoses and Belting, Fabricated Rubber Products, Not Elsewhere Classified
3081-3089	Miscellaneous Plastics Products
3931	Musical Instruments
3942-3949	Dolls, Toys, Games, and Sporting and Athletic Goods



SIC Code or Activity Code	Activity Represented
3951-3955 (except 3952 – see Sector C)	Pens, Pencils, and Other Artists' Materials
3961, 3965	Costume Jewelry, Costume Novelties, Buttons, and Miscellaneous Notions, Except Precious Metal
3991-3999	Miscellaneous Manufacturing Industries
<b>SECTOR Z: LEATHER TANNING AND FINISHING</b>	
3111	Leather Tanning and Finishing
<b>SECTOR AA: FABRICATED METAL PRODUCTS</b>	
3411-3499, 3911-3915	Fabricated Metal Products, Fabricated Metal Coating and Engraving, and Allied Services, Jewelry, Silverware, and Plated Ware
<b>SECTOR AB: TRANSPORTATION EQUIPMENT, INDUSTRIAL OR COMMERCIAL MACHINERY</b>	
3511-3599 (except 3571-3579 see Sector AC)	Industrial and Commercial Machinery
3711-3799 (except 3731, 3732 see Sector R)	Transportation Equipment
<b>SECTOR AC: ELECTRONIC, ELECTRICAL, PHOTOGRAPHIC, AND OPTICAL GOODS</b>	
3571-3579	Computer and Office Equipment
3812-3873	Measuring, Analyzing, and Controlling Instruments; Photographic and Optical Goods, Watches, and Clocks
3612-3699	Electronic and Electrical Equipment and Components
<b>SECTOR AD.a: DEPARTMENT OF PUBLIC WORKS AND HIGHWAY MAINTENANCE FACILITIES</b>	
DPW, HM	Department of Public Works (DPW) and Highway Maintenance (HM) facilities that have operations including vehicle and equipment maintenance shops (vehicle and equipment rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and salt storage for road deicing activities. Department of public works and highway maintenance facilities where no vehicle repair is occurring are not required to apply for coverage. NOTE: Coverage under this permit is not required for a municipally owned and operated facility unless the facility is notified by the Department that coverage is needed, or the facility was covered under the 12-SW permit.
DPW, HM	(Subsector AD.a1) Department of Public Works (DPW) and Highway Maintenance (HM) facilities <u>that store or dewater street sweeping or stormdrain inlet cleaning debris.</u> NOTE: Coverage under this permit is not required for a municipally owned and operated facility unless the facility is notified by the Department that coverage is needed, or the facility was covered under the 12-SW permit.
<b>SECTOR AD.b: SCHOOL BUS MAINTENANCE FACILITIES</b>	
82xx	School Bus Maintenance facilities that have operations including vehicle and equipment maintenance shops (vehicle and equipment rehabilitation, mechanical repairs, painting, fueling and lubrication), and equipment cleaning operations. NOTE: Coverage under this permit is not required for a municipally owned and operated facility unless the facility is notified by the Department that coverage is needed, or the facility was covered under the 12-SW permit.

<b>SECTOR AD.d: SALT TERMINALS</b>	
5169	Salt Terminal operations. NOTE: Coverage under this permit is not required for a facility unless the facility is notified by the Department that coverage is needed, or the facility was covered under the 12-SW permit.
<b>SECTOR AD.e: INACTIVE LANDFILLS</b>	
LF	All Landfills <u>without</u> a refuse disposal permit that have been notified by the Department that coverage is needed, or the facility was covered under the 12-SW permit
<b>SECTOR AD: NON-CLASSIFIED FACILITIES</b>	
AD	Other stormwater discharges to waters of the state designated by the Department as needing a permit (see 40 CFR 122.26.(a)(9)(i)(C) & (D)) or any facility discharging stormwater associated with industrial activity not described by any Sectors A-AC. NOTE: Facilities may not elect to be covered under Sector AD. Only the Department may assign a facility to Sector AD.

## **Appendix B: Quarterly Visual Monitoring Form**

## Appendix B: Quarterly Visual Monitoring Form

*Fill out a separate form for each outfall sampled.*

<b>Sample Location</b>					
<b>Quarter / Year:</b>		<b>Date / Time Collected:</b>		<b>Date / Time Examined:</b>	
<b>Qualifying Storm Event?</b>	Yes	No	<b>Runoff Source:</b>	Rainfall	Snowmelt
<b>Collector's Name &amp; Title</b>					
<b>Examiner's Name &amp; Title</b>					
<b>Parameter</b>	<b>Parameter Description</b>		<b>Parameter Characteristics</b>		
<b>1. Color</b>	Does the stormwater appear to have any color? <b>Yes</b> <b>No (Clear)</b>		If Yes, describe: <i>Yellow Brown Red Gray</i> <i>Other:</i>		
<b>2. Clarity</b>	Is the stormwater <u>not</u> clear? <b>Yes</b> <b>No</b>		If not clear, which of the following best describes the clarity of the stormwater? <i>Suspended Solids Milky/Cloudy Opaque</i> <i>Other:</i>		
<b>3. Oil Sheen</b>	Can you see a rainbow effect or sheen on the water surface? <b>Yes</b> <b>No</b>		Which best describes the sheen? <i>Rainbow sheet Floating oil globules</i> <i>Other:</i>		
<b>4. Odor</b>	Does the sample have an odor? <b>Yes</b> <b>No</b>		If Yes, describe: <i>Chemical Musty Rotten Eggs</i> <i>Sewage Sour Milk Oil/Petroleum</i> <i>Other:</i>		
<b>5. Floating Solids</b>	Is there anything on the surface of the sample? <b>Yes</b> <b>No</b>		If Yes, describe: <i>Suds Oily Film Garbage</i> <i>Sewage Water Fowl Excrement</i> <i>Other:</i>		
<b>6. Suspended Solids</b>	Is there anything suspended in the sample? <b>Yes</b> <b>No</b>		Describe:		
<b>***Leave sample undisturbed for 30 minutes.***</b>					
<b>7. Settled Solids</b>	Is there anything settled on the bottom of the sample? <b>Yes</b> <b>No</b>		Describe: <i>(note type, size and material after sample is not disturbed for 30 minutes)</i>		
<b>8. Foam</b>	Does foam or material form on the top of the sample surface if you shake it? <b>Yes</b> <b>No</b>		Describe:		
<b>9. If there are any visible indicators of pollution identify (1) where the pollution may come from and (2) any corrective actions taken.</b>					

Stormwater Collector's Signature and Date:

Stormwater Examiner's Signature and Date:

*Note – Sample should be collected and analyzed in a colorless glass or plastic bottle.*

### **Instructions for Completing the Visual Monitoring Form**

Per PART V. INSPECTIONS, MONITORING, AND REPORTING, you must collect a stormwater sample from each outfall once each quarter for the entire permit term and conduct a visual assessment of each sample. You must follow the monitoring procedures outlined in Part V.C. These samples should be collected in such a manner that they are representative of the stormwater discharge from that outfall. Each assessment must be kept onsite with your SWPPP and available for inspection and review by the Department at anytime.

First, fill out all information on the top of the visual monitoring form. A qualifying storm event is any storm where there is a measurable discharge. Then, take a grab sample in a clear container. Evaluate the sample in a well-lit area for the following parameters:

1. **Color:** Record the best description of the sample color in the appropriate space on the form.
2. **Clarity:** This parameter refers to how cloudy the sample is. It is *usually* an indication of fewer pollutants in the water if the sample is clear or transparent. If the clarity has changed since the last sample, try to identify what might have caused this to happen.
  - **Clear** – Sample doesn't block any light; can be seen through regardless of color.
  - **Cloudy** – Sample blocks some light; objects not clear but can be identified looking through the sample.
  - **Very Cloudy** – Sample blocks most light; objects cannot be identified looking through the sample.
  - **Opaque** – Sample blocks all light; objects cannot be seen when looking through the sample.
3. **Oil Sheen:** Record whether or not an oil sheen is present. If a film of iridescent color is noted on the surface of the sample or a rainbow effect appears to be floating on the surface of the water, this usually indicates oil is present.
4. **Odor:** If sample has no odor other than natural rainwater or snowmelt, write "NO" on the visual monitoring form. Note the presence of any of the following odors if detected, such as gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), garbage, fishy, sweet/sugary, any other unusual odors not normally present in clean runoff from the area sampled.
5. **Floating Solids:** A contaminated flow may contain solids or liquids floating on the surface. Identifying floatables can aid in finding the source of the contamination. Examples of floatables are spoiled food products, oils, plant parts, solvents, sawdust, foams and fuel. Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Identify amount of floating solids as described below.
  - **High** – More than 20% of the surface of the sample is covered with floating solids.
  - **Moderate** – Less than 20% of the surface of the sample is covered with floating solids.
  - **Slight** – Only a few floating particles observed on the surface of the sample.
  - **None** – No floating solids present on the surface of the sample.
6. **Suspended solids:** Record whether or not suspended solids are present in the sample. Suspended solids are particles floating inside the column of water, not on top, and may contribute to changes in water color or clarity. Cracked or deteriorated concrete or peeling surface paint at an outfall usually indicates the presence of severely contaminated discharges. Contaminants causing this type of damage are usually very acidic or basic.

----- **WAIT 30 MINUTES** -----

Leave the sample undisturbed for 30 minutes to allow the water and anything in it to settle.

7. **Settled Solids:** After 30 minutes has passed, give a general description of the type of settled solids present (sand, decayed plant matter, rust particles, etc.) in the general comments section.
  8. **Foam:** After completing #7, shake the bottle gently. Record foam results on the form as they most closely match one of the descriptions listed below.
    - **None** – Most bubbles break down within ten (10) seconds of shaking; only a few large bubbles persist longer than ten (10) seconds.
    - **Moderate** – Many small bubbles are present but these bubbles persist for less than two (minutes) after shaking.
    - **High** – Many small bubbles are present and they persist longer than two (2) minutes after shaking.
  9. Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample. This should include the identified source if there are visible indicators present in the sample. The person performing test must sign and date each form.
-

**Appendix C: Calculating Fresh Water Benchmarks  
for Hardness Dependent Metals**

## Appendix C:

### Calculating for Fresh Water Benchmarks for Hardness Dependent Metals

**Overview** - For any sectors required to conduct benchmark samples for a hardness-dependent metal, per Appendix D, the following table includes 'hardness ranges' from which benchmark values are determined. To determine which hardness range to use, you must collect data on the hardness of your receiving water(s). Once the site-specific hardness data have been collected, the corresponding benchmark value for each metal is determined by comparing where the hardness data fall within 25 mg/L ranges, as shown in Table Appendix C-1. If the hardness is 100 mg/L, the metal benchmark values are still valid.

**Table Appendix C-1.** Hardness Ranges to Be Used to Determine Benchmark Values for Cadmium, Copper, Lead, Nickel, Silver, and Zinc.

All Units mg/L	Benchmark Values (mg/L, total)					
	Cadmium	Copper	Lead	Nickel	Silver	Zinc
0-25 mg/L	0.0005	0.0038	0.014	0.15	0.0007	0.04
25-50 mg/L	0.0008	0.0056	0.023	0.20	0.0007	0.05
50-75 mg/L	0.0013	0.0090	0.045	0.32	0.0017	0.08
75-100 mg/L	0.0018	0.0123	0.069	0.42	0.0030	0.11
100-125 mg/L	0.0023	0.0156	0.095	0.52	0.0046	0.13
125-150 mg/L	0.0029	0.0189	0.122	0.61	0.0065	0.16
150-175 mg/L	0.0034	0.0221	0.151	0.71	0.0087	0.18
175-200 mg/L	0.0039	0.0253	0.182	0.80	0.0112	0.20
200-225 mg/L	0.0045	0.0285	0.213	0.89	0.0138	0.23
225-250 mg/L	0.0050	0.0316	0.246	0.98	0.0168	0.25
250+ mg/L	0.0053	0.0332	0.262	1.02	0.0183	0.26

#### How to Determine Hardness for Hardness-Dependent Parameters.

You may select one of three methods to determine hardness, including; individual grab sampling, grab sampling by a group of operators which discharge to the same receiving water, or using third-party data. Regardless of the method used, you are responsible for documenting the procedures used for determining hardness values. Once the hardness value is established, you are required to include this information in your first benchmark report submitted to the Department so that the Department can make appropriate comparisons between your benchmark monitoring results and the corresponding benchmark. You must retain all report and monitoring data in accordance with Part III.C.8 of the permit. The three method options for determining hardness are detailed in the following sections.

##### 1. *Permittee Samples for Receiving Stream Hardness*

This method involves collecting samples in the receiving water and submitting these to a laboratory for analysis. If you elect to sample your receiving water(s) and submit samples for analysis, hardness must be determined from the closest intermittent or perennial stream downstream of your point of discharge. The sample can be collected during either dry or wet weather. Collection of the sample during wet weather is more representative of conditions during storm water discharges; however, collection of in-stream samples during wet weather events may be impracticable or present safety issues.

Hardness must be sampled and analyzed using approved methods as described in 40 CFR Part 136 (Guidelines Establishing Test Procedures for the Analysis of Pollutants).

##### 2. *Group Monitoring for Receiving Stream Hardness*

You can be part of a group of permittees discharging to the same receiving waters and collect samples that are representative of the hardness values for all members of the group. In this scenario, hardness of the receiving water must be determined using 40 CFR Part 136 procedures and the results shared by group members. To use the same results, hardness measurements must be taken on a stream reach within a reasonable distance of the discharge points of each of the group members.

##### 3. *Collection of Third-Party Hardness Data*

You can submit receiving stream hardness data collected by a third party provided the results are collected consistent with the approved 40 CFR Part 136 methods. These data may come from a local water utility, previously conducted stream reports, TMDLs, peer reviewed literature, other government publications, or data previously collected by the permittee. Data should be less than 10 years old.

Water quality data for many of the nation's surface waters are available on-line or by contacting EPA or a state environmental agency. EPA's data system STORET, short for STOrage and RETrieval, is a repository for receiving

water quality, biological, and physical data and is used by state environmental agencies, EPA and other federal agencies, universities, private citizens, and many others. Similarly, state environmental agencies and the U.S. Geological Service (USGS) also have water quality data available that, in some instances, can be accessed online. "Legacy STORET" codes for hardness include: 259 hardness, carbonate; 260 hardness, noncarbonated; and 261 calcium + magnesium, while more recent, "Modern STORET" data codes include: 00900 hardness, 00901 carbonate hardness, and 00902 noncarbonate hardness; or the discrete measurements of calcium (00915) and magnesium (00925) can be used to calculate hardness. Hardness data historically has been reported as "carbonate," "noncarbonate," or "Ca + Mg." If these are unavailable, then individual results for calcium (Ca) and magnesium (Mg) may be used to calculate hardness using the following equation:

$$\text{mg/L CaCO}_3 = 2.497 (\text{Ca mg/L}) + 4.118 (\text{Mg mg/L})$$

When interpreting the data for carbonate and non-carbonate hardness, note that total hardness is equivalent to the sum of carbonate and noncarbonate hardness if both forms are reported. If only carbonate hardness is reported, it is more than likely that noncarbonate hardness is absent and the total hardness is equivalent to the available carbonate hardness.



**Appendix D: Sector-Specific Requirements for  
Industrial Activity**

## Appendix D: Sector-Specific Requirements for Industrial Activity

You must comply with Appendix D sector-specific requirements associated with your primary industrial activity and any co-located industrial activities, as defined in Appendix A. The sector-specific requirements apply to those areas of your facility where those sector-specific activities occur. These sector-specific requirements are in addition to any requirements specified elsewhere in this permit.

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## Sector A – Timber Products.

### A.1 Covered Stormwater Discharges.

The requirements in Sector A apply to stormwater discharges associated with industrial activity from Timber Products facilities as identified by the SIC Codes specified under Sector A in Appendix A of the permit.

### A.2 Limitation on Coverage.

A.2.1 *Prohibition of Discharges.* (See also Part I.C Limitations on Coverage) Not covered by this permit: stormwater discharges from areas where there may be contact with the chemical formulations sprayed to provide surface protection. These discharges must be covered by a separate NPDES/State discharge permit.

A.2.2 Intentionally Left Blank

### A.3 Additional Technology-Based Effluent Limits.

A.3.1 *Good Housekeeping.* (See also Part III.B.1.b.ii) In areas where storage, loading and unloading, and material handling occur, perform good housekeeping to limit the discharge of wood debris, minimize the leachate generated from decaying wood materials, and minimize the generation of dust.

### A.4 Additional SWPPP Requirements.

A.4.1 *Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: processing areas, treatment chemical storage areas, treated wood and residue storage areas, wet decking areas, dry decking areas, untreated wood and residue storage areas, and treatment equipment storage areas.

A.4.2 *Inventory of Exposed Materials.* (See also Part III.C.3) Where such information exists, if your facility has used chlorophenolic, creosote, or chromium-copper-arsenic formulations for wood surface protection or preserving, document in your SWPPP the following: areas where contaminated soils, treatment equipment, and stored materials still remain and the management practices employed to minimize the contact of these materials with stormwater runoff.

A.4.3 *Description of Stormwater Management Controls.* (See also Part III.C.4) Document measures implemented to address the following activities and sources: log, lumber, and wood product storage areas; residue storage areas; loading and unloading areas; material handling areas; chemical storage areas; and equipment and vehicle maintenance, storage, and repair areas. If your facility performs wood surface protection and preservation activities, address the specific control measures, including any BMPs, for these activities.

### A.5 Additional Inspection Requirements.

See also Part V.A. If your facility performs wood surface protection and preservation activities, inspect processing areas, transport areas, and treated wood storage areas monthly to assess the usefulness of practices to minimize the deposit of treatment chemicals on unprotected soils and in areas that will come in contact with stormwater discharges.

### A.6 Sector-Specific Benchmarks

Tables A-1 through A-4 identify benchmarks that may apply to your specific subsectors of Sector A. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table A-1 - Subsector A1 Benchmarks (General Sawmills and Planing Mills for SIC 2421)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
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Chemical Oxygen Demand (COD)	120.0	mg/L	1/quarter	Grab
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater) <sup>1</sup>	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table A-2 - Subsector A2 Benchmarks (Wood Preserving for SIC 2491)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Arsenic (freshwater)	150	µg /L	1/quarter	Grab
Total Recoverable Arsenic (saltwater)	69	µg /L	1/quarter	Grab
Total Recoverable Copper (freshwater) <sup>1</sup>	14	µg /L	1/quarter	Grab
Total Recoverable Copper (saltwater)	4.8	µg /L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table A-3 - Subsector A3 Benchmarks (Log Storage and Handling for SIC 2411)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter	Grab

**Table A-4 - Subsector A4 Benchmarks (Special Products Sawmills, not elsewhere classified and Wood Products Facilities not elsewhere classified for SIC 2426 and 2499)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Chemical Oxygen Demand (COD)	120.0	mg/L	1/quarter	Grab
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter	Grab

**A.7 Effluent Limitations Based on Effluent Limitations Guidelines.**

Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas are required to meet specific effluent limits (40 CFR Part 429, Subpart I) and are therefore not covered by this permit. You must obtain an individual discharge permit to discharge this type of effluent.

## Sector B – Paper and Allied Products.

### B.1 Covered Stormwater Discharges.

The requirements in Sector B apply to stormwater discharges associated with industrial activity from Paper and Allied Manufacturing Products facilities as identified by the SIC Codes specified under Sector B in Appendix A of the permit.

### B.2 Sector-Specific Benchmarks

Table B-1 identifies benchmarks that may apply to your specific subsectors of Sector A. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table B-1 - Subsector B1 Benchmarks (Paperboard Mills for SIC Code 2631)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Chemical Oxygen Demand (COD)	120.0	mg/L	1/quarter	Grab

## Sector C – Chemical and Allied Products Manufacturing, and Refining.

### C.1 Covered Stormwater Discharges.

The requirements in Sector C apply to stormwater discharges associated with industrial activity from Chemical and Allied Products Manufacturing, and Refining facilities, as identified by the SIC Codes specified under Sector C in Appendix A of the permit.

### C.2 Limitations on Coverage.

**C.2.1 Prohibition of Non-Stormwater Discharges.** (See also Part I.C Limitations on Coverage) The following are not covered by this permit: non-stormwater discharges containing inks, paints, or substances (hazardous, nonhazardous, etc.) resulting from an onsite spill, including materials collected in drip pans; washwater from material handling and processing areas; and washwater from drum, tank, or container rinsing and cleaning.

**C.2.2 Prohibition of Contaminated Stormwater Discharges.** (See also Part I.C Limitations on Coverage) The following are not authorized by this permit from manufacturers or formulators of Aldrin/Dieldrin, DDT, Endrin, Toxaphene, Benzidine, or Polychlorinated Biphenyls (PCBs): All discharges from the manufacturing or incineration areas, loading and unloading areas, storage areas and other areas which are subject to direct contamination by these toxic pollutants as a result of the manufacturing process, including but not limited to: stormwater and other runoff; and water used for routine cleanup or cleanup of spills. These limitations do not apply to stormwater runoff or other discharges from areas subject to contamination solely by fallout from air emissions of these toxic pollutants; or to stormwater runoff that exceeds that from the ten-year 24-hour rainfall event. (See also effluent standards in 40 CFR Subchapter D Part 129)

### C.3 Sector-Specific Benchmarks

Tables C-1 through C-4 identifies benchmarks that may apply to your specific subsectors of Sector C. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table C-1 - Subsector C1 Benchmarks (Agricultural Chemicals for SIC 2873-2879)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Zinc <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.090	mg/L	1/quarter	Grab
Phosphorus	2.0	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table C-2 - Subsector C2 (Industrial Inorganic Chemicals for SIC 2812-2819) Benchmarks**

PARAMETER	Benchmark	Units	Frequency	Sample Type
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Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab

**Table C-3 – Subsector C3 (Soaps, Detergents, Cosmetics and Perfumes for SIC 2841 – 2844) Benchmarks**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Zinc <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.090	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table C-4 – Subsector C4 (Plastics, Synthetics, and Resins for SIC 2821-2824) Benchmarks**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Zinc <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.090	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**C.4 Effluent Limitations Based on Effluent Limitations Guidelines (Limitation)**

Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874) required to meet specific effluent limits (40 CFR Part 418, Subpart A) and are therefore not covered by this permit. You must obtain an individual discharge permit to discharge this type of effluent.



## Sector D – Asphalt Paving and Roofing Materials and Lubricant Manufacturing.

### D.1 Covered Stormwater Discharges.

The requirements in Sector D apply to stormwater discharges associated with industrial activity from Asphalt Paving and Roofing Materials and Lubricant Manufacturing facilities, as identified by the SIC Codes specified under Sector D in Appendix A of the permit.

### D.2 Limitations on Coverage.

The following stormwater discharges associated with industrial activity are not authorized by this permit (See also Part I.C Limitations on Coverage)

D.2.1 Discharges from petroleum refining facilities, including those that manufacture asphalt or asphalt products, that are subject to nationally established effluent limitation guidelines found in 40 CFR Part 419 (Petroleum Refining); or

D.2.2 Discharges from oil recycling facilities; or

D.2.3 Discharges associated with fats and oils rendering.

D.2.4 Discharges from bituminous concrete manufacturing facilities. These discharges are covered by a separate general permit, Maryland General Permit No. 15-MM or replacement.

### D.3 Sector-Specific Benchmarks and Visual Monitoring

Table D-1 identifies benchmarks that apply to the specific subsectors of Sector D. These benchmarks apply to both your primary industrial activity and any co-located industrial activities, which describe your site activities. Asphalt plants shutdown during winter months should note on the visual monitoring form for that quarter that no samples were taken due to the seasonal shutdown.

**Table D-1 Subsector D1 Benchmarks (Asphalt Paving and Roofing Materials SIC 2951, 2952)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter <sup>1</sup>	Grab

<sup>1</sup> For asphalt plants shutdown during the winter months, use report code “NODI-9” on your Discharge Monitoring Report (DMR) to indicate that quarter discharge benchmark will not be evaluated.

### D.4 Effluent Limitations Based on Effluent Limitations Guidelines.

Discharges from asphalt emulsion facilities are required to meet specific effluent limits (40 CFR Part 443, Subpart A) and are therefore not covered by this permit. You must obtain an alternative general or an individual discharge permit to discharge this type of effluent.

## Sector E – Glass, Clay, Cement, Concrete, and Gypsum Products.

### E.1 Covered Stormwater Discharges.

The requirements in Sector E apply to stormwater discharges associated with industrial activity from Glass, Clay, Cement, Concrete, and Gypsum Products facilities, as identified by the SIC Codes specified under Sector E in Appendix A of the permit.

### E.2 Additional Technology-Based Effluent Limits.

**E.2.1 Good Housekeeping Measures.** (See also Part III.B.1.b.ii) With good housekeeping, prevent or minimize the discharge of spilled cement, aggregate (including sand or gravel), kiln dust, fly ash, settled dust, or other significant material in stormwater from paved portions of the site that are exposed to stormwater. Consider sweeping regularly or using other equivalent measures to minimize the presence of these materials. Indicate in your SWPPP the frequency of sweeping or equivalent measures. Determine the frequency based on the amount of industrial activity occurring in the area and the frequency of precipitation, but it must be performed at least once a week if cement, aggregate, kiln dust, fly ash, or settled dust are being handled or processed. You must also prevent the exposure of fine granular solids (cement, fly ash, kiln dust, etc.) to stormwater, where practicable, by storing these materials in enclosed silos, hoppers, or buildings, or under other covering.

### E.3 Additional SWPPP Requirements.

**E.3.1 Drainage Area Site Map.** (See also Part III.C.2) Document in the SWPPP the locations of the following, as applicable: bag house or other dust control device; recycle/sedimentation pond, clarifier, or other device used for the treatment of process wastewater; and the areas that drain to the treatment device.

**E.3.2 Certification.** (See also Part III.C.3.d : Non-Stormwater Discharges) For facilities producing ready-mix concrete, concrete block, brick, or similar products applying for coverage under this permit, include in the non-stormwater discharge certification a description of measures that ensure that process waste waters resulting from washing trucks, mixers, transport buckets, forms, or other equipment are discharged in accordance with NPDES/State discharge permit requirements or are recycled.

### E.4 Sector-Specific Benchmarks.

Tables E-1 and E-2 identify benchmarks that apply to the specific subsectors of Sector E. These benchmarks apply to both your primary industrial activity and any co-located industrial activities, which describe your site activities. You may be subject to requirements for more than one sector/subsector.

**Table E-1 Subsector E1 Benchmarks (Clay Product Manufacturers SIC 3251-3259, 3261-3269)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab

**Table E-2 Subsector E2 Benchmarks (Concrete and Gypsum Product Manufacturers SIC 3271-3275)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter	Grab

### E.5 Effluent Limitations Based on Effluent Limitations Guidelines.

Discharges from material storage piles at cement manufacturing facilities are required to meet specific effluent limits (40 CFR Part 411, Subpart C) and are therefore not covered by this permit. You must obtain an alternative general or an individual discharge permit to discharge this type of effluent.

## Sector F – Primary Metals.

### F.1 Covered Stormwater Discharges.

The requirements in Sector F apply to stormwater discharges associated with industrial activity from Primary Metals facilities, as identified by the SIC Codes specified under Sector F in Appendix A of the permit.

### F.2 Additional Technology-Based Effluent Limits

**F.2.1 Good Housekeeping Measures.** (See also Part III.B.1.b.ii) As part of your good housekeeping program, include a cleaning and maintenance program for all impervious areas of the facility where particulate matter, dust, or debris may accumulate, especially areas where material loading and unloading, storage, handling, and processing occur; and, where practicable, the paving of areas where vehicle traffic or material storage occur but where vegetative or other stabilization methods are not practicable (institute a sweeping program in these areas too). For unstabilized areas where sweeping is not practicable, consider using stormwater management devices such as sediment traps, vegetative buffer strips, filter fabric fence, sediment filtering boom, gravel outlet protection, or other equivalent measures that effectively trap or remove sediment.

### F.3 Additional SWPPP Requirements.

**F.3.1 Drainage Area Site Map.** (See also Part III.C.2) Identify in the SWPPP where any of the following activities may be exposed to precipitation or surface runoff: storage or disposal of wastes such as spent solvents and baths, sand, slag and dross; liquid storage tanks and drums; processing areas including pollution control equipment (e.g., baghouses); and storage areas of raw material such as coal, coke, scrap, sand, fluxes, refractories, or metal in any form. In addition, indicate where an accumulation of significant amounts of particulate matter could occur from such sources as furnace or oven emissions, losses from coal and coke handling operations, etc., and could result in a discharge of pollutants to waters of the United States.

**F.3.2 Inventory of Exposed Material.** (See also Part III.C.3) Include in the inventory of materials handled at the site that potentially may be exposed to precipitation or runoff, areas where deposition of particulate matter from process air emissions or losses during material-handling activities are possible

**F.4 Additional Inspection Requirements.** (See also Part V.A) As part of conducting your quarterly routine facility inspections, address all potential sources of pollutants, including (if applicable) air pollution control equipment (e.g., baghouses, electrostatic precipitators, scrubbers, and cyclones), for any signs of degradation (e.g., leaks, corrosion, or improper operation) that could limit their efficiency and lead to excessive emissions. Consider monitoring air flow at inlets and outlets (or use equivalent measures) to check for leaks (e.g., particulate deposition) or blockage in ducts. Also inspect all process and material handling equipment (e.g., conveyors, cranes, and vehicles) for leaks, drips, or the potential loss of material; and material storage areas (e.g., piles, bins, or hoppers for storing coke, coal, scrap, or slag, as well as chemicals stored in tanks and drums) for signs of material losses due to wind or stormwater runoff.

### F.5 Sector-Specific Benchmarks.

Tables F-1 through F-4 identify benchmarks that apply to the specific subsectors of Sector E. These benchmarks apply to both your primary industrial activity and any co-located industrial activities, which describe your site activities.

**Table F-1 - Subsector F1 Benchmarks (Steel Works, Blast Furnaces, and Rolling and Finishing Mills for SIC 3312-3317)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab

Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater) <sup>1</sup>	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table F-2 - Subsector F2 Benchmarks (Iron and Steel Foundries for SIC 3321-3325)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab
Total Suspended Solids (TSS)	100.0	mg/L	1/quarter	Grab
Total Recoverable Copper (freshwater) <sup>1</sup>	14	µg /L	1/quarter	Grab
Total Recoverable Copper (saltwater)	4.8	µg /L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table F-3 - Subsector F3 Benchmarks (Rolling, Drawing, and Extruding of Nonferrous Metals for SIC 3351-3357)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Copper (freshwater) <sup>1</sup>	14	µg /L	1/quarter	Grab
Total Recoverable Copper (saltwater)	4.8	µg /L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**Table F-4 - Subsector F4 Benchmarks (Nonferrous Foundries (SIC 3363-3369))**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Copper (freshwater) <sup>1</sup>	14	µg /L	1/quarter	Grab
Total Recoverable Copper (saltwater)	4.8	µg /L	1/quarter	Grab

Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## **Sector G – Not currently covered in this permit.**

## **Sector H – Not currently covered in this permit.**

## **Sector I – Oil and Gas Extraction.**

### **I.1 Covered Stormwater Discharges.**

The requirements in Sector I apply to stormwater discharges associated with industrial activity from Oil and Gas Extraction facilities as identified by the SIC Codes specified under Sector I in Appendix A of the permit.

Discharges of stormwater runoff from field activities or operations associated with oil and gas exploration, production, processing, or treatment operations or transmission facilities are exempt from NPDES/ State discharge permit coverage unless, in accordance with 40 CFR 122.26(c)(1)(iii), the facility:

- Has had a discharge of stormwater resulting in the discharge of a reportable quantity for which notification is or was required pursuant to 40 CFR 117.21 or 40 CFR 302.6 at anytime since November 16, 1987; or
- Has had a discharge of stormwater resulting in the discharge of a reportable quantity for which notification is or was required pursuant to 40 CFR 110.6 at any time since November 16, 1987; or
- Contributes to a violation of a water quality standard.

Any stormwater discharges that require permit coverage as a result of meeting one of the conditions of 122.26(c)(1)(iii) may be covered under this permit unless otherwise required to obtain coverage under an alternative NPDES/State discharge general permit or an individual NPDES/State discharge permit as specified in Part I.C Limitations on Coverage.

### **I.2 Limitations on Coverage.**

*I.2.1 Stormwater Discharges Subject to Effluent Limitation Guidelines.* This permit does not authorize stormwater discharges from petroleum drilling operations that are subject to nationally established effluent limitation guidelines found at 40 CFR Part 435, respectively.

*I.2.2 Non-Stormwater Discharges.* (See also Part C.3.d: Non-Stormwater Discharges) Discharges of vehicle and equipment washwater, including tank cleaning operations, are not authorized by this permit. Alternatively, washwater discharges must be authorized under a separate NPDES/State discharge permit, or be discharged to a sanitary sewer in accordance with applicable industrial pretreatment requirements.

### **I.3 Additional Technology-Based Effluent Limits.**

*I.3.1 Vegetative Controls.* Implement vegetative practices designed to preserve existing vegetation, where attainable, and revegetate open areas as soon as practicable after grade drilling. Consider the following (or equivalent measures): temporary or permanent seeding, mulching, sod stabilization, vegetative buffer strips, and tree protection practices. Begin implementing appropriate vegetative practices on all disturbed areas within 14 days following the last activity in that area.

### **I.4 Additional SWPPP Requirements.**

*I.4.1 Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: Reportable Quantity (RQ) releases; locations used for the treatment, storage, or disposal of wastes; processing areas and storage areas; chemical mixing areas; construction and drilling areas; all areas subject to the effluent guidelines requirements for “No Discharge” in accordance with 40 CFR 435.32; and the structural controls to achieve compliance with the “No Discharge” requirements.

**I.4.2 Potential Pollutant Sources.** (See also Part III.C.3) Also document in your SWPPP the following sources and activities that have potential pollutants associated with them: chemical, cement, mud, or gel mixing activities; drilling or mining activities; and equipment cleaning and rehabilitation activities. In addition, include information about the reportable quantity (RQ) release that triggered the permit application requirements: the nature of the release (e.g., spill of oil from a drum storage area), amount of oil or hazardous substance released, amount of substance recovered, date of the release, cause of the release (e.g., poor handling techniques and lack of containment in the area), areas affected by the release (i.e., land and water), procedure to clean up release, actions or procedures implemented to prevent or improve response to a release, and remaining potential contamination of stormwater from release (taking into account human health risks, the control of drinking water intakes, and the designated uses of the receiving water).

**I.4.3 Erosion and Sedimentation Control.** (See also Part III.B.1.b.v) Unless covered by the current Construction General Permit (CGP), the additional documentation requirements for sediment and erosion controls for well drillings and sand/shale mining areas include the following:

**I.4.3.1 Site Description.** Also include a description in your SWPPP of the nature of the exploration activity, estimates of the total area of site and area disturbed due to exploration activity, an estimate of runoff coefficient of the site, a site drainage map, including approximate slopes, and the names of all receiving waters.

**I.4.3.2 Vegetative Controls.** Document vegetative practices used consistent with Part I.3.1 in the SWPPP.

**I.5 Additional Inspection Requirements.**

All erosion and sedimentation control measures must be inspected every 7 days.

**I.6 Sector-Specific Benchmarks.**

Table I-1 identifies benchmarks that apply to the specific subsectors of Sector E. These benchmarks apply to both your primary industrial activity and any co-located industrial activities, which describe your site activities.

**Table I-1 - Subsector I1 Benchmarks (Crude Petroleum and Natural Gas; Natural Gas Liquids; Oil and Gas Field Services (SIC 1311, 1321, 1381-1389))**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Ammonia	2.14	mg/L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Recoverable Nickel (freshwater) <sup>1</sup>	520	µg /L	1/quarter	Grab
Total Recoverable Nickel (saltwater) <sup>1</sup>	74	µg /L	1/quarter	Grab
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.



## **Sector J – Not currently covered in this permit.**

## **Sector K – Hazardous Waste Treatment, Storage, or Disposal Facilities.**

### **K.1 Covered Stormwater Discharges.**

The requirements in Sector K apply to stormwater discharges associated with industrial activity from Hazardous Waste Treatment, Storage, or Disposal facilities (TSDFs) as identified by the Activity Code specified under Sector K in Appendix A of the permit.

### **K.2 Industrial Activities Covered by Sector K.**

This permit authorizes stormwater discharges associated with industrial activity from facilities that treat, store, or dispose of hazardous wastes, including those that are operating under interim status or a permit under subtitle C of RCRA and disposal facilities that have been properly closed and capped, although considered inactive.

### **K.3 Limitations on Coverage.**

*Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following are not authorized by this permit: leachate, gas collection condensate, drained free liquids, contaminated ground water, laboratory-derived wastewater, and contact washwater from washing truck and railcar exteriors and surface areas that have come in direct contact with solid waste at the landfill facility. Note: Any leachate for this sector is considered a wastewater and any stormwater discharge combined with this leachate/wastewater is not authorized under this permit.

### **K.4 Definitions.**

**K.4.1 Contaminated stormwater** - stormwater that comes into direct contact with landfill wastes, the waste handling and treatment areas, or landfill wastewater as defined in Part K.4.5. Some specific areas of a landfill that may produce contaminated stormwater include (but are not limited to) the open face of an active landfill with exposed waste (no cover added); the areas around wastewater treatment operations; trucks, equipment, or machinery that has been in direct contact with the waste; and waste dumping areas.

**K.4.2 Drained free liquids** - aqueous wastes drained from waste containers (e.g., drums) prior to landfilling.

**K.4.3 Landfill** - an area of land or an excavation in which wastes are placed for permanent disposal, but that is not a land application or land treatment unit, surface impoundment, underground injection well, waste pile, salt dome formation, salt bed formation, underground mine, or cave as these terms are defined in 40 CFR 257.2, 258.2, and 260.10.

**K.4.4 Landfill wastewater** - as defined in 40 CFR Part 445 (Landfills Point Source Category), all wastewater associated with, or produced by, landfilling activities except for sanitary wastewater, non-contaminated stormwater, contaminated groundwater, and wastewater from recovery pumping wells. Landfill wastewater includes, but is not limited to, leachate, gas collection condensate, drained free liquids, laboratory derived wastewater, contaminated stormwater, and contact washwater from washing truck, equipment, and railcar exteriors and surface areas that have come in direct contact with solid waste at the landfill facility.

**K.4.5 Non-contaminated stormwater** - stormwater that does not come into direct contact with landfill wastes, the waste handling and treatment areas, or landfill wastewater as defined in Part K.4.4. Non-contaminated stormwater includes stormwater that flows off the cap, cover, intermediate cover, daily cover, and/or final cover of the landfill.

### **K.5 Sector-Specific Benchmarks.**

Table K-1 identifies benchmarks that apply to the specific subsectors of Sector K. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table K-1 - Subsector K1 Benchmarks (ALL - Industrial Activity Code “HZ”. Benchmarks only applicable to discharges not subject to effluent limitations in 40 CFR Part 445 Subpart A (see below).)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Ammonia	2.14	mg/L	1/quarter	Grab
Chemical Oxygen Demand (COD)	120.0	mg/L	1/quarter	Grab
Total Recoverable Arsenic (freshwater)	150	µg /L	1/quarter	Grab
Total Recoverable Arsenic (saltwater)	69	µg /L	1/quarter	Grab
Recoverable Cadmium (freshwater)	1.8	µg /L	1/quarter	Grab
Recoverable Cadmium (saltwater)	33	µg /L	1/quarter	Grab
Recoverable Cyanide (freshwater)	22	µg /L	1/quarter	Grab
Recoverable Cyanide (saltwater)	1	µg /L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Recoverable Mercury (freshwater) <sup>1</sup>	1.4	µg /L	1/quarter	Grab
Total Recoverable Mercury (saltwater)	1.8	µg /L	1/quarter	Grab
Total Recoverable Selenium (freshwater) <sup>1</sup>	3.1	µg /L	1/quarter	Grab
Total Recoverable Selenium (saltwater)	290	µg /L	1/quarter	Grab
Total Silver (freshwater) <sup>1</sup>	4.6	µg /L	1/quarter	Grab
Total Silver (saltwater)	1.9	µg /L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

**K.6 Effluent Limitations Based on Effluent Limitations Guidelines.**

Discharges from hazardous waste landfills that are required to meet specific effluent limits (40 CFR Part 445, Subpart A) are not covered by this permit. As set forth at 40 CFR Part 445 Subpart A, numeric limitations apply to contaminated stormwater discharges from hazardous waste landfills subject to the provisions of RCRA Subtitle C at 40 CFR Parts 264 (Subpart N) and 265 (Subpart N) except for any of the following facilities:

- (a) landfills operated in conjunction with other industrial or commercial operations when the landfill receives only wastes generated by the industrial or commercial operation directly associated with the landfill;

- (b) landfills operated in conjunction with other industrial or commercial operations when the landfill receives wastes generated by the industrial or commercial operation directly associated with the landfill and also receives other wastes, provided that the other wastes received for disposal are generated by a facility that is subject to the same provisions in 40 CFR Subchapter N as the industrial or commercial operation or that the other wastes received are of similar nature to the wastes generated by the industrial or commercial operation;
- (c) landfills operated in conjunction with Centralized Waste Treatment (CWT) facilities subject to 40 CFR Part 437, so long as the CWT facility commingles the landfill wastewater with other non-landfill wastewater for discharge. A landfill directly associated with a CWT facility is subject to this part if the CWT facility discharges landfill wastewater separately from other CWT wastewater or commingles the wastewater from its landfill only with wastewater from other landfills; or
- (d) landfills operated in conjunction with other industrial or commercial operations when the landfill receives wastes from public service activities, so long as the company owning the landfill does not receive a fee or other remuneration for the disposal service.

You must obtain an individual discharge permit to discharge this type of contaminated stormwater.

## **Sector L – Landfills and Land Application Sites.**

### **L.1 Covered Stormwater Discharges.**

The requirements in Sector L apply to stormwater discharges associated with industrial activity from Landfills and Land Application Sites as identified by the Activity Code specified under Sector L in Appendix A of the permit.

### **L.2 Industrial Activities Covered by Sector L.**

This permit may authorize stormwater discharges for Sector L facilities associated with waste disposal at landfills and land application sites that receive or have received industrial waste, including sites subject to regulation under Subtitle D of RCRA. This permit does not cover discharges from landfills that receive only municipal wastes.

### **L.3 Limitations on Coverage.**

L.3.1 *Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following discharges are not authorized by this permit: leachate, gas collection condensate, drained free liquids, contaminated ground water, laboratory wastewater, and contact washwater from washing truck and railcar exteriors and surface areas that have come in direct contact with solid waste at the landfill facility.

### **L.4 Definitions.**

L.4.1 *Contaminated stormwater* - stormwater that comes into direct contact with landfill wastes, the waste handling and treatment areas, or landfill wastewater. Some areas of a landfill that may produce contaminated stormwater include (but are not limited to) the open face of an active landfill with exposed waste (no cover added); the areas around wastewater treatment operations; trucks, equipment, or machinery that has been in direct contact with the waste; and waste dumping areas.

L.4.2 *Drained free liquids* - aqueous wastes drained from waste containers (e.g., drums) prior to landfilling.

L.4.3 *Landfill wastewater* - as defined in 40 CFR Part 445 (Landfills Point Source Category) all wastewater associated with, or produced by, landfilling activities except for sanitary wastewater, non-contaminated stormwater, contaminated groundwater, and wastewater from recovery pumping wells. Landfill process wastewater includes, but is not limited to, leachate; gas collection condensate; drained free liquids; laboratory-derived wastewater; contaminated stormwater; and contact washwater from washing truck, equipment, and railcar exteriors and surface areas that have come in direct contact with solid waste at the landfill facility.

L.4.4 *Non-contaminated stormwater* - stormwater that does not come into direct contact with landfill wastes, the waste handling and treatment areas, or landfill wastewater. Non-contaminated stormwater includes stormwater that flows off the cap, cover, intermediate cover, daily cover, and/or final cover of the landfill.

### **L.5 Additional Technology-Based Effluent Limits.**

L.5.1 *Preventive Maintenance Program.* (See also Part III.B.1.b.iii) As part of your preventive maintenance program, maintain the following: all elements of leachate collection and treatment systems, to prevent commingling of leachate with stormwater; the integrity and effectiveness of any intermediate or final cover (including repairing the cover as necessary), to minimize the effects of settlement, sinking, and erosion. Note: Any leachate for this sector is considered a wastewater and any stormwater discharge combined with this leachate/wastewater is not authorized under this permit.

L.5.2 *Erosion and Sedimentation Control.* (See also Part III.B.1.b.v) Provide temporary stabilization (e.g., temporary seeding, mulching, and placing geotextiles on the inactive portions of stockpiles) for the following: materials stockpiled for daily, intermediate, and final cover; inactive areas of the landfill; landfills that have gotten final covers but where vegetation has yet to establish itself; and land application sites where waste application has been completed but final vegetation has not yet been established.

L.5.3 *Unauthorized Discharge Test Certification.* (See also Part III.C.3.d: Non-Stormwater Discharges) The discharge test and certification must also be conducted for the presence of leachate and vehicle washwater.

L.5.4 *Use of Chemical Additives.* If you are using chemical additives (defined in Appendix A) for control of sediment (such as polymers or flocculants) at your site, you must comply with the requirements identified in this section. You shall refer to the most current version of Standards for Use of Chemical Additives for Sediment Control document available on the Department's website for specific instructions on information which must be included in your SWPPP, additional requirements, and assistance in applying for additive use.

- The use of chemical additives for sediment control should only be considered in the event that water quality standards cannot be met using conventional best management practices.
- Should the use of chemical additives be necessary, you must utilize conventional best management practices for E&SCs at a location prior to and after the application of chemical additives.
- Additives may only be applied where treated stormwater is directed to a sediment control (e.g., sediment basin, perimeter control) prior to discharge. This permit intends to authorize additives used to create flocculation of suspended materials in stormwater or groundwater. It does not authorize use of additives for bank or soil stabilization.
- Chemical additives must be approved by the Department prior to use. The Department maintains a current list of pre-approved polymers/flocculants including approved application method and maximum allowable dosage concentration or application rate on its website (<https://mdewwp.page.link/MDFlocs>).
- If you wish to use a chemical additive which is not found on the approved list, you must request approval by following the Department's Procedures for Review of Chemical Additives for Sediment Control. You may not begin use of any chemical additive absent from the pre-approved list until you receive written approval from the Department.
- You are required to identify all additives you will be using in your SWPPP, and any cationic chemical additives in your Notice of Intent (pursuant to Part II.A.1 of this permit). If you wish to change to or add another preapproved chemical, you shall provide notification to the Industrial Stormwater Permits Division of the Department within 30 days of commencing the use of the new pre-approved additive.
- You must minimize exposure of stored chemicals to stormwater. Store all treatment chemicals in leakproof containers that are kept under storm-resistant cover and surrounded by secondary containment structures (e.g., spill berms, decks, spill containment pallets), or provide equivalent measures designed and maintained to minimize the potential discharge of treatment chemicals in stormwater or by any other means (e.g., storing chemicals in a covered area, having a spill kit available on site and ensuring personnel are available to respond expeditiously in the event of a leak or spill).
- You must comply with relevant local requirements affecting the use of chemical additives. If requested by the E&SC plan approval authority, provide a Safety Data Sheet (SDS) with your E&SC plan.
- You must use chemical additives and chemical treatment systems in accordance with good engineering practices, and with dosing specifications and sediment removal design specifications provided by the provider/supplier of the applicable chemicals.
- You must document any departures from good engineering practices or dosing specifications and sediment removal design specifications provided by the provider/supplier of the applicable chemicals.
- Selection of additives and dosing rates should be determined based on site-specific test results. Documentation of the chemical selection process and dosing rate determination shall be included in your SWPPP. Dosing rates cannot exceed those found on the Department's list of pre-approved additives.
- Ensure that all persons who handle and use chemical additives at the site are provided with appropriate, product-specific training. At a minimum, this training must cover proper dosing requirements and safe handling practices.

- You must notify and receive written approval from the Department's Industrial Stormwater Permits Division of the Department at least 7 days prior to using cationic chemical additives (as defined in Appendix E). Use of anionic chemical additives requires notice once on the NOI to indicate additives are being used, however when changing additives for better results, only SWPPP updates are required. For anionic the notice to the Department must occur no later than a week (7 days) after you begin using a product.
- To receive authorization to use cationic chemical additives under this permit, you must identify in your SWPPP appropriate controls and implementation procedures (including where the chemical is applied, description of active treatment systems required, dosing, filtering, pH monitoring, etc.) designed to ensure that your use of cationic chemical additives will not lead to a violation of water quality standards. See the Standards for Use of Chemical Additives for Sediment Control document for additional instructions for completing your SWPPP and requesting use of cationic chemical additives.
- A copy of the SWPPP section regarding use of cationic chemical additives must be submitted along with the NOI and Request for Use of Cationic Chemical Additives form. You are required to comply with all such requirements if the Department has authorized you to use cationic chemical additives at your site.
- Depending on the additive selected for use, you may be required to sample discharges and test for residuals or other components. Any such monitoring requirement will be laid out in your authorization letter. Results of required monitoring shall be maintained with the SWPPP and made available if requested by Department personnel.
- Authorization is conditioned on your compliance with additional requirements necessary to ensure that the use of such chemicals will not cause an exceedance of water quality standards. If you use polymers and/or other chemical treatments as part of your controls, you must identify the polymers and/or chemicals used and the purpose in your SWPPP.

## **L.6 Additional SWPPP Requirements.**

L.6.1 *Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: active and closed landfill cells or trenches, active and closed land application areas, locations where open dumping is occurring or has occurred, locations of any known leachate springs or other areas where uncontrolled leachate may commingle with runoff, and leachate collection and handling systems.

L.6.2 *Summary of Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP the following sources and activities that have potential pollutants associated with them: fertilizer, herbicide, and pesticide application; earth and soil moving; waste hauling and loading or unloading; outdoor storage of significant materials, including daily, interim, and final cover material stockpiles as well as temporary waste storage areas; exposure of active and inactive landfill and land application areas; uncontrolled leachate flows; and failure or leaks from leachate collection and treatment systems.

## **L.7 Additional Inspection Requirements.** (See also Part V.A)

L.7.1 *Inspections of Active Sites.* Except in arid and semi-arid climates, inspect operating landfills and land application sites at least once every 7 days. Focus on areas of landfills that have not yet been finally stabilized; active land application areas, areas used for storage of material and wastes that are exposed to precipitation, stabilization, and structural control measures; leachate collection and treatment systems; and locations where equipment and waste trucks enter and exit the site. Ensure that sediment and erosion control measures are operating properly. For stabilized sites and areas where land application has been completed, or where the climate is arid or semi-arid, conduct inspections at least once every month.

L.7.2 *Inspections of Inactive Sites.* Inspect inactive landfills and land application sites at least quarterly. Qualified personnel must inspect landfill stabilization and structural erosion control measures, leachate collection and treatment systems, and all closed land application areas.

**L.8 Additional Post-Authorization Documentation Requirements.**

L.8.1 *Recordkeeping and Internal Reporting.* Keep records with your SWPPP of the types of wastes disposed of in each cell or trench of a landfill or open dump. For land application sites, track the types and quantities of wastes applied in specific areas.

**L.9 Sector-Specific Benchmarks**

Tables L-1 and L-2 identify benchmarks that may apply to your specific subsectors of Sector L. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table L-1 - Subsector L1 Benchmarks - Landfills and Land Application Sites**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100	mg/L	1/quarter	Grab

**Table L-2 - Subsector L2 Benchmarks - Landfills and Land Application Sites, except Municipal Solid Waste Landfill (MSWLF) Areas Closed in Accordance with 40 CFR 258.60**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Iron	3.0	mg/L	1/quarter	Grab

**L.10. Effluent Limitations Based on Effluent Limitations Guidelines.**

Discharges from non-hazardous waste landfills are required to meet specific effluent limits (40 CFR Part 445, Subpart B) and are therefore not covered by this permit. As set forth at 40 CFR Part 445 Subpart B, numeric limitations apply to contaminated stormwater discharges from MSWLFs that have not been closed in accordance with 40 CFR 258.60, and to contaminated stormwater discharges from those landfills that are subject to the provisions of 40 CFR Part 257 except for discharges from any of the following facilities:

- (a) landfills operated in conjunction with other industrial or commercial operations, when the landfill receives only wastes generated by the industrial or commercial operation directly associated with the landfill;
- (b) landfills operated in conjunction with other industrial or commercial operations, when the landfill receives wastes generated by the industrial or commercial operation directly associated with the landfill and also receives other wastes, provided that the other wastes received for disposal are generated by a facility that is subject to the same provisions in 40 CFR Subchapter N as the industrial or commercial operation, or that the other wastes received are of similar nature to the wastes generated by the industrial or commercial operation;
- (c) landfills operated in conjunction with CWT facilities subject to 40 CFR Part 437, so long as the CWT facility commingles the landfill wastewater with other non-landfill wastewater for discharge. A landfill directly associated with a CWT facility is subject to this part if the CWT facility discharges landfill wastewater separately from other CWT wastewater or commingles the wastewater from its landfill only with wastewater from other landfills; or

(d) landfills operated in conjunction with other industrial or commercial operations when the landfill receives wastes from public service activities, so long as the company owning the landfill does not receive a fee or other remuneration for the disposal service.

You must obtain an individual discharge permit to discharge this type of effluent.



## **Sector M – Automobile Salvage Yards.**

### **M.1 Covered Stormwater Discharges.**

The requirements in Sector M apply to stormwater discharges associated with industrial activity from Automobile Salvage Yards as identified by the SIC Code specified under Sector M in Appendix A of this permit.

### **M.2 Additional Technology-Based Effluent Limits.**

**M.2.1 *Spill and Leak Prevention Procedures.*** (See also Part III.B.1.b.iv) Drain vehicles intended to be dismantled of all fluids upon arrival at the site (or as soon thereafter as feasible), or employ some other equivalent means to prevent spills and leaks. You must establish clean-up mechanisms and procedures for all fluids (e.g. anti-freeze, used, oil, used fuel, etc.) for all locations that vehicles will be drained of fluids or any equipment receives fluids, and ensure all batteries from vehicles are protected from exposure to stormwater upon arrival at the site.

**M.2.2 *Employee Training.*** (See also Part III.B.1.b.ix) If applicable to your facility, address the following areas (at a minimum) in your employee training program: proper handling (collection, storage, clean up, and disposal) of oil, used mineral spirits, anti-freeze, mercury switches, and solvents. Also address leak detection and proper clean up procedures of all fluids.

**M.2.3 *Management of Runoff.*** (See also Part III.B.1.b.vi) Consider the following management practices: berms or drainage ditches on the property line (to help prevent run-on from neighboring properties); berms for uncovered outdoor storage of oily parts, engine blocks, and above-ground liquid storage; installation of detention ponds; and installation of filtering devices and oil and water separators.

### **M.3 Additional SWPPP Requirements.**

**M.3.1 *Drainage Area Site Map.*** (See also Part III.C.2) Identify locations used for dismantling, storage, and maintenance of used motor vehicle parts. Also identify where any of the following may be exposed to precipitation or surface runoff: dismantling areas, parts (e.g., engine blocks, tires, hub caps, batteries, hoods, mufflers) storage areas, and liquid storage tanks and drums for fuel and other fluids. Note: To avoid groundwater contamination, draining must occur on impervious areas.

**M.3.2 *Potential Pollutant Sources.*** (See also Part III.C.3) Assess the potential for the following to contribute pollutants to stormwater discharges: vehicle storage areas, dismantling areas, parts storage areas (e.g., engine blocks, tires, hub caps, batteries, hoods, mufflers), and fueling stations. Facilities that crush vehicles produce a residual fluid that contains petroleum, metal and glass fines. These byproducts will need to be identified as potential pollutants and measures shall be identified to ensure they do not commingle with stormwater. Fluids collected must be handled appropriately.

**M.4 Additional Inspection Requirements.** (See also Part V.A) Immediately (or as soon thereafter as feasible) inspect vehicles arriving at the site for leaks, and address leaks when identified. Inspect quarterly for signs of leakage all equipment containing oily parts, hydraulic fluids, any other types of fluids, or mercury switches. Also, inspect quarterly for signs of leakage all vessels and areas where hazardous materials and general automotive fluids are stored, including, but not limited to, mercury switches, brake fluid, transmission fluid, radiator water, and antifreeze.

### **M.5 Sector-Specific Benchmarks.**

Table M-1 identifies benchmarks that may apply to your specific subsectors of Sector M. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table M-1 - Sector M Benchmarks (Automobile Salvage Yards)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100	mg/L	1/quarter	Grab
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab
Total Iron	3.0	mg/L	1/quarter	Grab
Total Recoverable Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Recoverable Lead (saltwater)	0.21	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## **Sector N – Scrap Recycling and Waste Recycling Facilities.**

### **N.1 Covered Stormwater Discharges.**

The requirements in Sector N apply to stormwater discharges associated with industrial activity from Scrap Recycling and Waste Recycling facilities as identified by the SIC Code specified under Sector N in Appendix A of the permit.

### **N.2 Limitation on Coverage.**

*N.2.1 Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) Non-stormwater discharges from turnings containment areas are not covered by this permit (see also Part N.3.2.3). Discharges from containment areas in the absence of a storm event are prohibited unless covered by a separate NPDES/State discharge permit.

### **N.3 Additional Technology-Based Effluent Limits.**

*N.3.1 Scrap and Waste Recycling Facilities (Non-Source Separated, Nonliquid Recyclable Materials).*

Requirements for facilities that receive, process, and do wholesale distribution of nonliquid recyclable wastes (e.g., ferrous and nonferrous metals, plastics, glass, cardboard, and paper). These facilities may receive both nonrecyclable and recyclable materials.

*N.3.1.1 Inbound Recyclable and Waste Material Control Program.* Minimize the chance of accepting materials that could be significant sources of pollutants by conducting inspections of inbound recyclables and waste materials. Following are some control measure options: (a) provide information and education to suppliers of scrap and recyclable waste materials on draining and properly disposing of residual fluids (e.g., from vehicles and equipment engines, radiators and transmissions, oil filled transformers, and individual containers or drums) and removal of mercury switches from vehicles before delivery to your facility; (b) establish procedures to minimize the potential of any residual fluids from coming into contact with precipitation or runoff; (c) establish procedures for accepting scrap lead-acid batteries (additional requirements for the handling, storage, and disposal or recycling of batteries are contained in the scrap lead-acid battery program provisions in Part N.3.2.6); (d) provide training targeted for those personnel engaged in the inspection and acceptance of inbound recyclable materials, including: education on draining and proper disposal of residual fluids (e.g., from vehicles and equipment engines, radiators and transmissions, oil filled transformers, and individual containers or drums) and removal of mercury switches from vehicles when not completed by suppliers; and (e) establish procedures to ensure that liquid wastes, including used oil, are stored in materially compatible and non-leaking containers and are disposed of or recycled in accordance with the Resource Conservation and Recovery Act (RCRA).

*N.3.1.2 Scrap and Waste Material Stockpiles and Storage (Outdoor).* Minimize contact of stormwater runoff with stockpiled materials, processed materials, and nonrecyclable wastes. Following are some control measure options: (a) permanent or semi-permanent covers; (b) sediment traps, vegetated swales and strips, catch basin filters, and sand filters to facilitate settling or filtering of pollutants; (c) dikes, berms, containment trenches, culverts, and surface grading to divert runoff from storage areas; (d) silt fencing/bio-logs; and (e) oil and water separators, sumps, and dry absorbents for areas where potential sources of residual fluids are stockpiled (e.g., automobile engine storage areas).

*N.3.1.3 Stockpiling of Turnings Exposed to Cutting Fluids (Outdoor Storage).* Minimize contact of surface runoff with residual cutting fluids by: (a) storing all turnings exposed to cutting fluids under some form of permanent or semi-permanent cover, or (b) establishing dedicated containment areas for all turnings that have been exposed to cutting fluids. Any containment areas must be constructed of concrete, asphalt, or other equivalent types of impermeable material and include a barrier (e.g., berms, curbing, elevated pads) to prevent contact with stormwater run-on. Stormwater runoff from these areas can be discharged, provided that any runoff is first collected and treated by an oil and water separator or its equivalent. You

must regularly maintain the oil and water separator (or its equivalent) and properly dispose of or recycle collected residual fluids.

*N.3.1.4 Scrap and Waste Material Stockpiles and Storage (Covered or Indoor Storage).* Minimize contact of residual liquids and particulate matter from materials stored indoors or under cover with surface runoff. Following are some control measure options: (a) good housekeeping measures, including the use of dry absorbents or wet vacuuming to contain, dispose of, or recycle residual liquids originating from recyclable containers, or mercury spill kits for spills from storage of mercury switches; (b) not allowing washwater from tipping floors or other processing areas to discharge to the storm sewer system; and (c) disconnecting or sealing off all floor drains connected to the storm sewer system.

*N.3.1.5 Scrap and Recyclable Waste Processing Areas.* Minimize surface runoff from coming in contact with scrap processing equipment. Pay attention to operations that generate visible amounts of particulate residue (e.g., shredding) to minimize the contact of accumulated particulate matter and residual fluids with runoff (i.e., through good housekeeping, preventive maintenance, etc.). Following are some control measure options: (a) regularly inspect equipment for spills or leaks and malfunctioning, worn, or corroded parts or equipment; (b) establish a preventive maintenance program for processing equipment; (c) use dry-absorbents or other cleanup practices to collect and dispose of or recycle spilled or leaking fluids or use mercury spill kits for spills from storage of mercury switches; (d) on unattended hydraulic reservoirs over 150 gallons in capacity, install protection devices such as low-level alarms or equivalent devices, or secondary containment that can hold the entire volume of the reservoir; (e) containment or diversion structures such as dikes, berms, culverts, trenches, elevated concrete pads, and grading to minimize contact of stormwater runoff with outdoor processing equipment or stored materials; (f) oil and water separators or sumps; (g) permanent or semi-permanent covers in processing areas where there are residual fluids and grease; (h) retention or detention ponds or basins; sediment traps, and vegetated swales or strips (for pollutant settling and filtration); (i) catch basin filters or sand filters.

*N.3.1.6 Scrap Lead-Acid Battery Program.* Properly handle, store, and dispose of scrap lead-acid batteries. Following are some control measure options (a) segregate scrap lead-acid batteries from other scrap materials; (b) properly handle, store, and dispose of cracked or broken batteries; (c) collect and dispose of leaking lead-acid battery fluid; (d) minimize or eliminate (if possible) exposure of scrap lead-acid batteries to precipitation or runoff; and (e) provide employee training for the management of scrap batteries.

*N.3.1.7 Spill Prevention and Response Procedures.* (See also Part III.B.1.b.iv) Install alarms and/or pump shutoff systems on outdoor equipment with hydraulic reservoirs exceeding 150 gallons in the event of a line break. Alternatively, a secondary containment system capable of holding the entire contents of the reservoir plus room for precipitation can be used. Use a mercury spill kit for any release of mercury from switches, anti-lock brake systems, and switch storage areas.

*N.3.1.8 Supplier Notification Program.* As appropriate, notify major suppliers which scrap materials will not be accepted at the facility or will be accepted only under certain conditions.

### N.3.2 Waste Recycling Facilities (Liquid Recyclable Materials).

*N.3.2.1 Waste Material Storage (Indoor).* Minimize or eliminate contact between residual liquids from waste materials stored indoors and from surface runoff. The plan may refer to applicable portions of other existing plans, such as Spill Prevention, Control, and Countermeasure (SPCC) plans required under 40 CFR Part 112. Following are some control measure options (a) procedures for material handling (including labeling and marking); (b) clean up spills and leaks with dry absorbent materials, a wet vacuum system; (c) appropriate maintained containment structures (trenching, curbing, gutters, etc.); and (d) a drainage system, including appurtenances (e.g., pumps or ejectors, manually operated valves), to handle discharges from diked or bermed areas, and properly maintained for continued operation. Drainage should be discharged to an appropriate treatment facility or sanitary sewer system, or otherwise disposed of properly.

These discharges may require coverage under a separate NPDES/ State discharge wastewater permit or industrial user permit under the pretreatment program.

**N.3.2.2 Waste Material Storage (Outdoor).** Minimize contact between stored residual liquids and precipitation or runoff. The plan may refer to applicable portions of other existing plans, such as SPCC plans required under 40 CFR Part 112. Discharges of precipitation from containment areas containing used oil must also be in accordance with applicable sections of 40 CFR Part 112. Following are some control measure options (a) appropriate containment structures (e.g., dikes, berms, curbing, pits) to store the volume of the largest tank, with sufficient extra capacity for precipitation; (b) drainage control and other diversionary structures; (c) corrosion protection and/or leak detection systems for storage tanks; and (d) dry-absorbent materials or a wet vacuum system to collect spills.

**N.3.2.3 Trucks and Rail Car Waste Transfer Areas.** Minimize pollutants in discharges from truck and rail car loading and unloading areas. Include measures to clean up minor spills and leaks resulting from the transfer of liquid wastes. Following are two control measure options: (a) containment and diversionary structures to minimize contact with precipitation or runoff, and (b) dry clean-up methods, wet vacuuming, roof coverings, or runoff controls.

**N.3.3 Recycling Facilities (Source-Separated Materials).** The following identifies considerations for facilities that receive only source-separated recyclables, primarily from non-industrial and residential sources.

**N.3.3.1 Inbound Recyclable Material Control.** Minimize the chance of accepting nonrecyclables (e.g., hazardous materials) that could be a significant source of pollutants by conducting inspections of inbound materials. Following are some control measure options: (a) providing information and education measures to inform suppliers of recyclables about acceptable and non-acceptable materials, (b) training drivers responsible for pickup of recycled material, (c) clearly marking public drop-off containers regarding which materials can be accepted, (d) rejecting nonrecyclable wastes or household hazardous wastes at the source, and (e) establishing procedures for handling and disposal of nonrecyclable material.

**N.3.3.2 Outdoor Storage.** Minimize exposure of recyclables to precipitation and runoff. Use good housekeeping measures to prevent accumulation of particulate matter and fluids, particularly in high traffic areas. Following are some control measure options (a) provide totally enclosed drop-off containers for the public; (b) install a sump and pump with each container pit and treat or discharge collected fluids to a sanitary sewer system; (c) provide dikes and curbs for secondary containment (e.g., around bales of recyclable waste paper); (d) divert surface water runoff away from outside material storage areas; (e) provide covers over containment bins, dumpsters, and roll-off boxes; and (f) store the equivalent of one day's volume of recyclable material indoors.

**N.3.3.3 Indoor Storage and Material Processing.** Minimize the release of pollutants from indoor storage and processing areas. Following are some control measure options (a) schedule routine good housekeeping measures for all storage and processing areas, (b) prohibit tipping floor washwater from draining to the storm sewer system, and (c) provide employee training on pollution prevention practices.

**N.3.3.4 Vehicle and Equipment Maintenance.** Following are some control measure options for areas where vehicle and equipment maintenance occur outdoors (a) prohibit vehicle and equipment washwater from discharging to the storm sewer system, (b) minimize or eliminate outdoor maintenance areas whenever possible, (c) establish spill prevention and clean-up procedures in fueling areas, (d) avoid topping off fuel tanks, (e) divert runoff from fueling areas, (f) store lubricants and hydraulic fluids indoors, and (g) provide employee training on proper handling and storage of hydraulic fluids and lubricants.

#### **N.4 Additional SWPPP Requirements.**

**N.4.1 Drainage Area Site Map.** (See also Part III.C.2) Document in your SWPPP the locations of any of the following activities or sources that may be exposed to precipitation or surface runoff: scrap and waste material

storage, outdoor scrap and waste processing equipment; and containment areas for turnings exposed to cutting fluids.

*N.4.2 Maintenance Schedules/Procedures for Collection, Handling, and Disposal or Recycling of Residual Fluids at Scrap and Waste Recycling Facilities.* If you are subject to Part N.3.1.3, your SWPPP must identify any applicable maintenance schedule and the procedures to collect, handle, and dispose of or recycle residual fluids.

**N.5 Additional Inspection Requirements.**

N.5.1 Inspections for Waste Recycling Facilities. The inspections must be performed quarterly, pursuant to Part V.A, and include, at a minimum, all areas where waste is generated, received, stored, treated, or disposed of and that are exposed to either precipitation or stormwater runoff.

**N.6 Sector-Specific Benchmarks**

Table N-1 identifies benchmarks that may apply to your specific subsectors of Sector N1 for Scrap Recycling and Waste Recycling Facilities except Source-Separated Recycling. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table N-1 - Subsector N1 Benchmarks (Scrap Recycling and Waste Recycling Facilities except Source-Separated Recycling)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Chemical Oxygen Demand (COD)	120	mg/L	1/quarter	Grab
Total Suspended Solids (TSS)	100	mg/L	1/quarter	Grab
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab
Total Recoverable Iron	3.0	mg/L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab
Total Recoverable Copper (freshwater) <sup>1</sup>	14	µg /L	1/quarter	Grab
Total Recoverable Copper (saltwater)	4.8	µg /L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## **Sector O – Steam Electric Generating Facilities.**

### **O.1 Covered Stormwater Discharges.**

The requirements in Sector O apply to stormwater discharges associated with industrial activity from Steam Electric Power Generating Facilities as identified by the Activity Code specified under Sector O in Appendix A.

### **O.2 Industrial Activities Covered by Sector O.**

This permit authorizes stormwater discharges from the following industrial activities at Sector O facilities:

O.2.1 steam electric power generation using coal, natural gas, oil, nuclear energy, etc., to produce a steam source, excluding coal handling areas;

O.2.2 Intentionally Left Blank

O.2.3 dual fuel facilities that could employ a steam boiler.

### **O.3 Limitations on Coverage.**

O.3.1 *Prohibition of Non-Stormwater Discharges.* Non-stormwater discharges subject to effluent limitations guidelines are not covered by this permit.

O.3.2 *Prohibition of Stormwater Discharges.* Stormwater discharges from the following are not covered by this permit:

O.3.2.1 ancillary facilities (e.g., fleet centers and substations) that are not contiguous to a steam electric power generating facility;

O.3.2.2 gas turbine facilities (providing the facility is not a dual-fuel facility that includes a steam boiler), and combined-cycle facilities where no supplemental fuel oil is burned (and the facility is not a dual-fuel facility that includes a steam boiler); and

O.3.2.3 cogeneration (combined heat and power) facilities utilizing a gas turbine; and

O.3.2.4 coal pile runoff, including effluent limitations established by 40 CFR Part 423.

**O.4 Additional Technology-Based Effluent Limits.** The following good housekeeping measures are required in addition to Part III.B.1.b.ii:

O.4.1 *Fugitive Dust Emissions.* Minimize fugitive dust emissions from coal handling areas. To minimize the tracking of coal dust offsite, consider procedures such as installing specially designed tires or washing vehicles in a designated area before they leave the site and controlling the wash water.

O.4.2 *Delivery Vehicles.* Minimize contamination of stormwater runoff from delivery vehicles arriving at the plant site. Consider procedures to inspect delivery vehicles arriving at the plant site and ensure overall integrity of the body or container and procedures to deal with leakage or spillage from vehicles or containers.

O.4.3 *Fuel Oil Unloading Areas.* Minimize contamination of precipitation or surface runoff from fuel oil unloading areas. Consider using containment curbs in unloading areas, having personnel familiar with spill prevention and response procedures present during deliveries to ensure that any leaks or spills are immediately contained and cleaned up, and using spill and overflow protection devices (e.g., drip pans, drip diapers, or other containment devices placed beneath fuel oil connectors to contain potential spillage during deliveries or from leaks at the connectors).

O.4.4 *Chemical Loading and Unloading.* Minimize contamination of precipitation or surface runoff from chemical loading and unloading areas. Consider using containment curbs at chemical loading and unloading areas to contain spills, having personnel familiar with spill prevention and response procedures present during

deliveries to ensure that any leaks or spills are immediately contained and cleaned up, and loading and unloading in covered areas and storing chemicals indoors.

*O.4.5 Miscellaneous Loading and Unloading Areas.* Minimize contamination of precipitation or surface runoff from loading and unloading areas. Consider covering the loading area; grading, berming, or curbing around the loading area to divert run-on; locating the loading and unloading equipment and vehicles so that leaks are contained in existing containment and flow diversion systems; or equivalent procedures.

*O.4.6 Liquid Storage Tanks.* Minimize contamination of surface runoff from above-ground liquid storage tanks. Consider protective guards around tanks, containment curbs, spill and overflow protection, dry cleanup methods, or equivalent measures.

*O.4.7 Large Bulk Fuel Storage Tanks.* Minimize contamination of surface runoff from large bulk fuel storage tanks. Consider containment berms (or their equivalent). You must also comply with applicable State and Federal laws, including Spill Prevention, Control and Countermeasure (SPCC) Plan requirements.

*O.4.8 Spill Reduction Measures.* Minimize the potential for an oil or chemical spill, or reference the appropriate part of your SPCC plan. Visually inspect as part of your routine facility inspection the structural integrity of all above-ground tanks, pipelines, pumps, and related equipment that may be exposed to stormwater, and make any necessary repairs immediately.

*O.4.9 Oil-Bearing Equipment in Switchyards.* Minimize contamination of surface runoff from oil-bearing equipment in switchyard areas. Consider using level grades and gravel surfaces to retard flows and limit the spread of spills, or collecting runoff in perimeter ditches.

*O.4.10 Residue-Hauling Vehicles.* Inspect all residue-hauling vehicles for proper covering over the load, adequate gate sealing, and overall integrity of the container body. Repair vehicles as soon as identified that are without load covering or adequate gate sealing, or with leaking containers or beds and prior to allowing them to transfer material.

*O.4.11 Ash Loading Areas.* Reduce or control the tracking of ash and residue from ash loading areas. Clear the ash building floor and immediately adjacent roadways of spillage, debris, and excess water before departure of each loaded vehicle.

*O.4.12 Areas Adjacent to Disposal Ponds or Landfills.* Minimize contamination of surface runoff from areas adjacent to disposal ponds or landfills. Reduce ash residue that may be tracked on to access roads traveled by residue handling vehicles, and reduce ash residue on exit roads leading into and out of residue handling areas.

*O.4.13 Landfills, Scrap yards, Surface Impoundments, General Refuse Sites.* Minimize the potential for contamination of runoff from these areas.

## **O.5 Additional SWPPP Requirements.**

*O.5.1 Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP the locations of any of the following activities or sources that may be exposed to precipitation or surface runoff: storage tanks, scrap yards, and general refuse areas; short- and long-term storage of general materials (including but not limited to supplies, construction materials, paint equipment, oils, fuels, used and unused solvents, cleaning materials, paint, water treatment chemicals, fertilizer, and pesticides); landfills and construction sites; and stock pile areas (e.g., coal or limestone piles).

*O.5.2 Documentation of Good Housekeeping Measures.* You must document in your SWPPP the good housekeeping measures implemented to meet the effluent limits in Part O.4.

## **O.6 Additional Inspection Requirements.**



**O.6.1 Comprehensive Site Compliance Inspection.** (See also Part V.A) As part of your inspection, inspect the following areas monthly: coal handling areas, loading or unloading areas, switchyards, fueling areas, bulk storage areas, ash handling areas, areas adjacent to disposal ponds and landfills, maintenance areas, liquid storage tanks, and long term and short term material storage areas.

**O.7 Intentionally Left Blank**

**O.8 Effluent Limitations Based on Effluent Limitations Guidelines.**

Discharges from coal storage piles at Steam Electric Generating Facilities are required to meet specific effluent limits (40 CFR Part 423) and are therefore not covered by this permit. You must obtain an individual discharge permit to discharge this type of effluent.

## Sector P – Land Transportation and Warehousing.

### P.1 Covered Stormwater Discharges.

The requirements in Sector P apply to stormwater discharges associated with industrial activity from Land Transportation and Warehousing facilities as identified by the SIC Codes specified under Sector P in Appendix A of the permit.

### P.2 Limitation on Coverage.

**P.2.1 Prohibited Discharges** (See also Part I.C Limitations on Coverage) This permit does not authorize the discharge of vehicle/equipment/surface washwater, including tank cleaning operations. Such discharges must be authorized under a separate NPDES/State discharge permit, discharged to a sanitary sewer in accordance with applicable industrial pretreatment requirements, or recycled on-site.

### P.3 Additional Technology-Based Effluent Limits.

**P.3.1 Good Housekeeping Measures.** (See also Part III.B.1.b.ii) In addition to the Good Housekeeping requirements in Part III.B.1, you must do the following. Recommended control measures are discussed as indicated:

**P.3.1.1 Vehicle and Equipment Storage Areas.** Minimize the potential for stormwater exposure to leaky or leak-prone vehicles/equipment awaiting maintenance. Consider the following (or other equivalent measures): use of drip pans under vehicles/equipment, indoor storage of vehicles and equipment, installation of berms or dikes, use of absorbents, roofing or covering storage areas, and cleaning pavement surfaces to remove oil and grease.

**P.3.1.2 Fueling Areas.** Minimize contamination of stormwater runoff from fueling areas. Consider the following (or other equivalent measures): Covering the fueling area; using spill/overflow protection and cleanup equipment; minimizing stormwater run-on/runoff to the fueling area; using dry cleanup methods; and treating and/or recycling collected stormwater runoff.

**P.3.1.3 Material Storage Areas.** Maintain all material storage vessels (e.g., for used oil/oil filters, spent solvents, paint wastes, hydraulic fluids) to prevent contamination of stormwater and plainly label them (e.g., "Used Oil," "Spent Solvents," etc.). Consider the following (or other equivalent measures): storing the materials indoors; installing berms/dikes around the areas; minimizing runoff of stormwater to the areas; using dry cleanup methods; and treating and/or recycling collected stormwater runoff.

**P.3.1.4 Vehicle and Equipment Cleaning Areas.** Minimize contamination of stormwater runoff from all areas used for vehicle/equipment cleaning. Consider the following (or other equivalent measures): performing all cleaning operations indoors; covering the cleaning operation, ensuring that all washwater drains to a proper collection system (i.e., not the stormwater drainage system); treating and/or recycling collected washwater, or other equivalent measures.

**P.3.1.5 Vehicle and Equipment Maintenance Areas.** Minimize contamination of stormwater runoff from all areas used for vehicle/equipment maintenance. Consider the following (or other equivalent measures): performing maintenance activities indoors; using drip pans; keeping an organized inventory of materials used in the shop; draining all parts of fluid prior to disposal; prohibiting wet clean up practices if these practices would result in the discharge of pollutants to stormwater drainage systems; using dry cleanup methods; treating and/or recycling collected stormwater runoff, minimizing run on/runoff of stormwater to maintenance areas.

**P.3.1.6 Locomotive Sanding (Loading Sand for Traction) Areas.** Consider the following (or other equivalent measures): covering sanding areas; minimizing stormwater run on/runoff; or appropriate sediment removal practices to minimize the offsite transport of sanding material by stormwater.

P.3.2 *Employee Training.* (See also Part III.B.1.b.ix) Train personnel at least once a year and address the following activities, as applicable: used oil and spent solvent management; fueling procedures; general good housekeeping practices; proper painting procedures; and used battery management.

**P.4 Additional SWPPP Requirements.**

P.4.1 *Drainage Area Site Map.* (See also Part III.C.2) Identify in the SWPPP the following areas of the facility and indicate whether activities occurring there may be exposed to precipitation/surface runoff: Fueling stations; vehicle/equipment maintenance or cleaning areas; storage areas for vehicle/equipment with actual or potential fluid leaks; loading/unloading areas; areas where treatment, storage or disposal of wastes occur; liquid storage tanks; processing areas; and storage areas.

P.4.2 *Potential Pollutant Sources.* (See also Part III.C.3) Assess the potential for the following activities and facility areas to contribute pollutants to stormwater discharges: Onsite waste storage or disposal; dirt/gravel parking areas for vehicles awaiting maintenance; illicit plumbing connections between shop floor drains and the stormwater conveyance system(s); and fueling areas. Describe these activities in the SWPPP.

P.4.3 *Description of Good Housekeeping Measures.* You must document in your SWPPP the good housekeeping measures you implement consistent with Part P.3.

P.4.4 *Vehicle and Equipment Washwater Requirements.* (See also Part III.C.3.d: Non-Stormwater Discharges) If applicable, attach to or reference in your SWPPP, a copy of the NPDES/State discharge permit issued for vehicle/equipment washwater or, if an NPDES/ State discharge permit has not been issued, a copy of the pending application. If an industrial user permit is issued under a local pretreatment program, attach a copy to your SWPPP. In any case, implement all non-stormwater discharge permit conditions or pretreatment conditions in your SWPPP. If washwater is handled in another manner (e.g., hauled offsite), describe the disposal method and attach all pertinent documentation/information (e.g., frequency, volume, destination, etc.) in the plan.

**P.5 Additional Inspection Requirements.** (See also Part V.A) Inspect all the following areas/activities: storage areas for vehicles/equipment awaiting maintenance, fueling areas, indoor and outdoor vehicle/equipment maintenance areas, material storage areas, vehicle/equipment cleaning areas and loading/unloading areas.

## Sector Q – Water Transportation.

### Q.1 Covered Stormwater Discharges.

The requirements in Sector Q apply to stormwater discharges associated with industrial activity from Water Transportation facilities as identified by the SIC Codes specified under Sector Q in Appendix A of the permit. Note that marinas (SIC 4493) are covered by a separate general permit, Maryland General Permit No. 16-MA or replacement.

### Q.2 Limitations on Coverage.

Q.2.1 *Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) Not covered by this permit: bilge and ballast water, sanitary wastes, pressure wash water, and cooling water originating from vessels.

### Q.3 Additional Technology-Based Effluent Limits.

Q.3.1 *Good Housekeeping Measures.* You must implement the following good housekeeping measures in addition to the requirements of Part III.B.1.b.ii:

Q.3.1.1 *Pressure Washing Area.* If pressure washing is used to remove marine growth from vessels, the discharge water must be permitted by a separate NPDES/State discharge permit. Collect or contain the discharges from the pressures washing area so that they are not co-mingled with stormwater discharges authorized by this permit.

Q.3.1.2 *Blasting and Painting Area.* Minimize the potential for spent abrasives, paint chips, and overspray to discharge into receiving waters or the storm sewer systems. Consider containing all blasting and painting activities or use other measures to minimize the discharge of contaminants (e.g., hanging plastic barriers or tarpaulins during blasting or painting operations to contain debris). When necessary, regularly clean stormwater conveyances of deposits of abrasive blasting debris and paint chips.

Q.3.1.3 *Material Storage Areas.* Store and plainly label all containerized materials (e.g., fuels, paints, solvents, waste oil, antifreeze, batteries) in a protected, secure location away from drains. Minimize the contamination of precipitation or surface runoff from the storage areas. Specify which materials are stored indoors, and consider containment or enclosure for those stored outdoors. If abrasive blasting is performed, discuss the storage and disposal of spent abrasive materials generated at the facility. Consider implementing an inventory control plan to limit the presence of potentially hazardous materials onsite.

Q.3.1.4 *Engine Maintenance and Repair Areas.* Minimize the contamination of precipitation or surface runoff from all areas used for engine maintenance and repair. Consider the following (or their equivalents): performing all maintenance activities indoors, maintaining an organized inventory of materials used in the shop, draining all parts of fluid prior to disposal, prohibiting the practice of hosing down the shop floor, using dry cleanup methods, and treating and/or recycling stormwater runoff collected from the maintenance area.

Q.3.1.5 *Material Handling Area.* Minimize the contamination of precipitation or surface runoff from material handling operations and areas (e.g., fueling, paint and solvent mixing, disposal of process wastewater streams from vessels). Consider the following (or their equivalents): covering fueling areas, using spill and overflow protection, mixing paints and solvents in a designated area (preferably indoors or under a shed), and minimizing runoff of stormwater to material handling areas.

Q.3.1.6 *Drydock Activities.* Routinely maintain and clean the drydock to minimize pollutants in stormwater runoff. Address the cleaning of accessible areas of the drydock prior to flooding, and final cleanup following removal of the vessel and raising the dock. Include procedures for cleaning up oil, grease, and fuel spills

occurring on the drydock. Consider the following (or their equivalents): sweeping rather than hosing off debris and spent blasting material from accessible areas of the drydock prior to flooding and making absorbent materials and oil containment booms readily available to clean up or contain any spills.

**Q.3.2 Employee Training.** (See also Part III.B.1.b.ix) As part of your employee training program, address, at a minimum, the following activities (as applicable): used oil management, spent solvent management, disposal of spent abrasives, disposal of vessel wastewaters, spill prevention and control, fueling procedures, general good housekeeping practices, painting and blasting procedures, and used battery management.

**Q.3.3 Preventive Maintenance.** (See also Part III.B.1.b.iii) As part of your preventive maintenance program, perform timely inspection and maintenance of stormwater management devices (e.g., cleaning oil and water separators and sediment traps to ensure that spent abrasives, paint chips, and solids will be intercepted and retained prior to entering the storm drainage system), as well as inspecting and testing facility equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters.

**Q.4 Additional SWPPP Requirements.**

**Q.4.1 Drainage Area Site Map.** (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: fueling; engine maintenance and repair; vessel maintenance and repair; pressure washing; painting; sanding; blasting; welding; metal fabrication; loading and unloading areas; locations used for the treatment, storage, or disposal of wastes; liquid storage tanks; liquid storage areas (e.g., paint, solvents, resins); and material storage areas (e.g., blasting media, aluminum, steel, scrap iron).

**Q.4.2 Summary of Potential Pollutant Sources.** (See also Part III.C.3) Document in the SWPPP the following additional sources and activities that have potential pollutants associated with them: outdoor manufacturing or processing activities (e.g., welding, metal fabricating) and significant dust or particulate generating processes (e.g., abrasive blasting, sanding, and painting.)

**Q.5 Additional Inspection Requirements.**

(See also Part V.A) Include the following in all quarterly routine facility inspections: pressure washing area; blasting, sanding, and painting areas; material storage areas; engine maintenance and repair areas; material handling areas; drydock area; and general yard area.

**Q.6 Sector-Specific Benchmarks.**

Table Q-1 identifies benchmarks that apply to Sector Q. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table Q-1 - Subsector Q1 Benchmarks (Water Transportation Facilities SIC 4412-4499)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must

determine the hardness of the receiving water per Appendix C.

## **Sector R – Ship and Boat Building and Repair Yards.**

### **R.1 Covered Stormwater Discharges.**

The requirements in Sector R apply to stormwater discharges associated with industrial activity from Ship and Boat Building and Repair Yards as identified by the SIC Codes specified under Sector R in Appendix A of the permit.

### **R.2 Limitations on Coverage.**

**R.2.1 Prohibition of Non-Stormwater Discharges.** (See also Part I.C Limitations on Coverage) Discharges containing bilge and ballast water, sanitary wastes, pressure wash water, and cooling water originating from vessels are not covered by this permit.

### **R.3 Additional Technology-Based Effluent Limits.**

#### **R.3.1 Good Housekeeping Measures.** (See also Part III.B.1.b.ii)

**R.3.1.1 Pressure Washing Area.** If pressure washing is used to remove marine growth from vessels, the discharged water must be permitted as a process wastewater by a separate NPDES/State discharge permit.

**R.3.1.2 Blasting and Painting Area.** Minimize the potential for spent abrasives, paint chips, and overspray to discharging into the receiving water or the storm sewer systems. Consider containing all blasting and painting activities, or use other measures to prevent the discharge of the contaminants (e.g., hanging plastic barriers or tarpaulins during blasting or painting operations to contain debris). When necessary, regularly clean stormwater conveyances of deposits of abrasive blasting debris and paint chips.

**R.3.1.3 Material Storage Areas.** Store and plainly label all containerized materials (e.g., fuels, paints, solvents, waste oil, antifreeze, batteries) in a protected, secure location away from drains. Minimize the contamination of precipitation or surface runoff from the storage areas. If abrasive blasting is performed, discuss the storage and disposal of spent abrasive materials generated at the facility. Consider implementing an inventory control plan to limit the presence of potentially hazardous materials onsite.

**R.3.1.4 Engine Maintenance and Repair Areas.** Minimize the contamination of precipitation or surface runoff from all areas used for engine maintenance and repair. Consider the following (or their equivalents): performing all maintenance activities indoors, maintaining an organized inventory of materials used in the shop, draining all parts of fluid prior to disposal, prohibiting the practice of hosing down the shop floor, using dry cleanup methods, and treating and/or recycling stormwater runoff collected from the maintenance area.

**R.3.1.5 Material Handling Area.** Minimize the contamination of precipitation or surface runoff from material handling operations and areas (e.g., fueling, paint and solvent mixing, disposal of process wastewater streams from vessels). Consider the following (or their equivalents): covering fueling areas, using spill and overflow protection, mixing paints and solvents in a designated area (preferably indoors or under a shed), and minimizing stormwater run-on to material handling areas.

**R.3.1.6 Drydock Activities.** Routinely maintain and clean the drydock to minimize pollutants in stormwater runoff. Clean accessible areas of the drydock prior to flooding and final cleanup following removal of the vessel and raising the dock. Include procedures for cleaning up oil, grease, or fuel spills occurring on the drydock. Consider the following (or their equivalents): sweeping rather than hosing off debris and spent blasting material from accessible areas of the drydock prior to flooding, and having absorbent materials and oil containment booms readily available to clean up and contain any spills.

**R.3.2 Employee Training.** (See also Part III.B.1.b.ix) As part of your employee training program, address, at a minimum, the following activities (as applicable): used oil management, spent solvent management, disposal of

spent abrasives, disposal of vessel wastewaters, spill prevention and control, fueling procedures, general good housekeeping practices, painting and blasting procedures, and used battery management.

R.3.4 *Preventive Maintenance.* (See also Part III.B.1.b.iii) As part of your preventive maintenance program, perform timely inspection and maintenance of stormwater management devices (e.g., cleaning oil and water separators and sediment traps to ensure that spent abrasives, paint chips, and solids will be intercepted and retained prior to entering the storm drainage system), as well as inspecting and testing facility equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters.

**R.4 Additional SWPPP Requirements.**

R.4.1 *Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: fueling; engine maintenance or repair; vessel maintenance or repair; pressure washing; painting; sanding; blasting; welding; metal fabrication; loading and unloading areas; treatment, storage, and waste disposal areas; liquid storage tanks; liquid storage areas (e.g., paint, solvents, resins); and material storage areas (e.g., blasting media, aluminum, steel, scrap iron).

R.4.2 *Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP the following additional sources and activities that have potential pollutants associated with them (if applicable): outdoor manufacturing or processing activities (e.g., welding, metal fabricating) and significant dust or particulate generating processes (e.g., abrasive blasting, sanding, and painting).

R.4.3 *Documentation of Good Housekeeping Measures.* Document in your SWPPP any good housekeeping measures implemented to meet the effluent limits in Part R.3.

R.4.3.1 *Blasting and Painting Areas.* Document in the SWPPP any standard operating practices relating to blasting and painting (e.g., prohibiting uncontained blasting and painting over open water or prohibiting blasting and painting during windy conditions, which can render containment ineffective).

R.4.3.2 *Storage Areas.* Specify in your SWPPP which materials are stored indoors, and consider containment or enclosure for those stored outdoors.

**R.5 Additional Inspection Requirements.**

(See also Part V.A) Include the following in all quarterly routine facility inspections: pressure washing area; blasting, sanding, and painting areas; material storage areas; engine maintenance and repair areas; material handling areas; drydock area; and general yard area.

**R.6 Sector-Specific Benchmarks.**

Table R-1 identifies benchmarks that apply to Sector R. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table R-1 - Subsector R1 Benchmarks (Ship and Boat Building or Repairing Yards for SIC 3731, 3732)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Recoverable Aluminum	1.1	mg/L	1/quarter	Grab
Total Lead (freshwater) <sup>1</sup>	0.082	mg/L	1/quarter	Grab
Total Lead (saltwater)	0.21	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab



Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab
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<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## Sector S – Air Transportation.

### S.1 Covered Stormwater Discharges.

The requirements in Sector S apply to stormwater discharges associated with industrial activity from Air Transportation facilities identified by the SIC Codes specified under Sector S in Appendix A of the permit.

### S.2 Limitation on Coverage

#### S.2.1 *Limitations on Coverage.*

S.2.1.1 This permit authorizes stormwater discharges from only those portions of the air transportation facility that are involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations or deicing operations.

**Note:** “deicing” will generally be used to imply both deicing (removing frost, snow or ice) and anti-icing (preventing accumulation of frost, snow or ice) activities, unless specific mention is made regarding anti-icing and/or deicing activities.

S.2.1.2 Existing and new primary airports with 1,000 or more annual jet departures ("non-propeller aircraft") that generate wastewater associated with airfield pavement deicing using urea-containing deicers must meet a numeric effluent limits for ammonia and are therefore not covered under this general permit.

S.2.2 *Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage and Part S.3) This permit does not authorize the discharge of aircraft, ground vehicle, runway and equipment washwaters; nor the dry weather discharge of deicing chemicals. Such discharges must be covered by separate NPDES/ State discharge permit(s). Note that a discharge resulting from snowmelt is not a dry weather discharge.

### S.3 Additional Technology-Based Effluent Limits.

#### S.3.1 *Good Housekeeping Measures.* (See also Part III.B.1.b.ii)

S.3.1.1 Aircraft, Ground Vehicle and Equipment Maintenance Areas. Minimize the contamination of stormwater runoff from all areas used for aircraft, ground vehicle and equipment maintenance (including the maintenance conducted on the terminal apron and in dedicated hangers). Consider the following practices (or their equivalents): performing maintenance activities indoors; maintaining an organized inventory of material used in the maintenance areas; draining all parts of fluids prior to disposal; prohibiting the practice of hosing down the apron or hanger floor; using dry cleanup methods; and collecting the stormwater runoff from the maintenance area and providing treatment or recycling.

S.3.1.2 Aircraft, Ground Vehicle and Equipment Cleaning Areas. (See also Part S.3.6) Clearly demarcate these areas on the ground using signage or other appropriate means. Minimize the contamination of stormwater runoff from cleaning areas.

S.3.1.3 Aircraft, Ground Vehicle and Equipment Storage Areas. Store all aircraft, ground vehicles and equipment awaiting maintenance in designated areas only and minimize the contamination of stormwater runoff from these storage areas. Consider the following control measures, including any BMPs (or their equivalents): storing aircraft and ground vehicles indoors; using drip pans for the collection of fluid leaks; and perimeter drains, dikes or berms surrounding the storage areas.

S.3.1.4 Material Storage Areas. Maintain the vessels of stored materials (e.g., used oils, hydraulic fluids, spent solvents, and waste aircraft fuel) in good condition, to prevent or minimize contamination of stormwater. Also plainly label the vessels (e.g., “used oil,” “Contaminated Jet A,” etc.). Minimize contamination of precipitation/runoff from these areas. Consider the following control measures (or their equivalents): storing materials indoors; storing waste materials in a centralized location; and installing berms/dikes around storage areas.

S.3.1.5 Airport Fuel System and Fueling Areas. Minimize the discharge of fuel to the storm sewer/surface waters resulting from fuel servicing activities or other operations conducted in support of the airport fuel system. Consider the following control measures (or their equivalents): implementing spill and overflow practices (e.g., placing absorptive materials beneath aircraft during fueling operations); using only dry cleanup methods; and collecting stormwater runoff.

S.3.1.6 Source Reduction. Minimize, and where feasible eliminate, the use of urea and glycol-based deicing chemicals, in order to reduce the aggregate amount of deicing chemicals used and/or lessen the environmental impact. Chemical options to replace ethylene glycol, propylene glycol and urea include: potassium acetate; magnesium acetate; calcium acetate; and anhydrous sodium acetate.

S.3.1.6.1 Runway Deicing Operation: Minimize contamination of stormwater runoff from runways as a result of deicing operations. Evaluate whether over-application of deicing chemicals occurs by analyzing application rates, and adjust as necessary, consistent with considerations of flight safety. Also consider these control measure options (or their equivalents): metered application of chemicals; pre-wetting dry chemical constituents prior to application; installing a runway ice detection system; implementing anti-icing operations as a preventive measure against ice buildup.

S.3.1.6.2 Aircraft Deicing Operations. Minimize contamination of stormwater runoff from aircraft deicing operations. Determine whether excessive application of deicing chemicals occurs and adjust as necessary, consistent with considerations of flight safety. This evaluation should be carried out by the personnel most familiar with the particular aircraft and flight operations in question (versus an outside entity such as the airport authority). Consider using alternative deicing/anti-icing agents as well as containment measures for all applied chemicals. Also consider these control measure options (or their equivalents) for reducing deicing fluid use: forced-air deicing systems, computer-controlled fixed-gantry systems, infrared technology, hot water, varying glycol content to air temperature, enclosed-basket deicing trucks, mechanical methods, solar radiation, hangar storage, aircraft covers, and thermal blankets for MD-80s and DC-9s. Also consider using ice-detection systems and airport traffic flow strategies and departure slot allocation systems.

S.3.1.7 Management of Runoff. (See also Part III.C.4) Where deicing operations occur, implement a program to control or manage contaminated runoff to minimize the amount of pollutants being discharged from the site. Consider these control measure options (or their equivalents): a dedicated deicing facility with a runoff collection/ recovery system; using vacuum/collection trucks; storing contaminated stormwater/deicing fluids in tanks and releasing controlled amounts to a publicly owned treatment works; collecting contaminated runoff in a wet pond for biochemical decomposition (be aware of attracting wildlife that may prove hazardous to flight operations); and directing runoff into vegetative swales or other infiltration measures. Also consider recovering deicing materials when these materials are applied during non-precipitation events (e.g., covering storm sewer inlets, using booms, installing absorptive interceptors in the drains, etc.) to prevent these materials from later becoming a source of stormwater contamination. Used deicing fluid should be recycled whenever possible.

S.3.2 *Deicing Season*. You must determine the seasonal timeframe (e.g., December- February, October - March, etc.) during which deicing activities typically occur at the facility. Implementation of control measures, including any BMPs, facility inspections and monitoring must be conducted with particular emphasis throughout the defined deicing season.

#### **S.4 Additional SWPPP Requirements.**

An airport authority and tenants of the airport are encouraged to work in partnership in the development of a SWPPP. If an airport tenant obtains authorization under this permit and develops a SWPPP for discharges from his own areas of the airport, prior to authorization, that SWPPP must be coordinated and integrated with the SWPPP for the entire airport. Tenants of the airport facility include air passenger or cargo companies, fixed

based operators and other parties who have contracts with the airport authority to conduct business operations on airport property and whose operations result in stormwater discharges associated with industrial activity.

**S.4.1 Drainage Area Site Map.** (See also Part III.C.2) Document in the SWPPP the following areas of the facility and indicate whether activities occurring there may be exposed to precipitation/surface runoff: aircraft and runway deicing operations; fueling stations; aircraft, ground vehicle and equipment maintenance/cleaning areas; storage areas for aircraft, ground vehicles and equipment awaiting maintenance.

**S.4.2 Potential Pollutant Sources.** (See also Part III.C.3) In your inventory of exposed materials, describe in your SWPPP the potential for the following activities and facility areas to contribute pollutants to stormwater discharges: aircraft, runway, ground vehicle and equipment maintenance and cleaning; aircraft and runway deicing operations (including apron and centralized aircraft deicing stations, runways, taxiways and ramps). If you use deicing chemicals, you must maintain a record of the types (including the Material Safety Data Sheets [MSDS]) used and the monthly quantities, either as measured or, in the absence of metering, as estimated to the best of your knowledge. This includes all deicing chemicals, not just glycols and urea (e.g., potassium acetate), because large quantities of these other chemicals can still have an adverse impact on receiving waters. Tenants or other fixed-based operations that conduct deicing operations must provide the above information to the airport authority for inclusion with any comprehensive airport SWPPPs.

**S.4.3 Vehicle and Equipment Washwater Requirements.** Attach to or reference in your SWPPP, a copy of the NPDES/State discharge permit issued for vehicle/equipment washwater or, if an NPDES/State discharge permit has not been issued, a copy of the pending application. If an industrial user permit is issued under a local pretreatment program, include a copy in your SWPPP. In any case, if you are subject to another permit, describe your control measures for implementing all non-stormwater discharge permit conditions or pretreatment requirements in your SWPPP. If washwater is handled in another manner (e.g., hauled offsite, retained onsite), describe the disposal method and attach all pertinent documentation/information (e.g., frequency, volume, destination, etc.) in your SWPPP.

**S.4.4 Documentation of Control Measures Used for Management of Runoff:** Document in your SWPPP the control measures used for collecting or containing contaminated melt water from collection areas used for disposal of contaminated snow.

## **S.5 Additional Inspection Requirements.**

**S.5.1 Inspections.** (See also Part V.A) At a minimum conduct routine facility inspections at least monthly during the deicing season (e.g., October through April for most mid-latitude airports). If your facility needs to deice before or after this period, expand the monthly inspections to include all months during which deicing chemicals may be used. The Director may specifically require you to increase inspection frequencies.

**S.5.2 Comprehensive Site Inspections.** (See also Part V.A) Using only qualified personnel, conduct your annual site inspection during periods of actual deicing operations, if possible. If not practicable during active deicing because of weather, conduct the inspection during the season when deicing operations occur and the materials and equipment for deicing are in place.

## **S.6 Sector-Specific Benchmarks.**

Table S-1 identifies benchmarks that apply to airports where a single permittee, or a combination of permitted facilities use more than 100,000 gallons of pure glycol in glycol-based deicing fluids and/or 100 tons or more of urea on an average annual basis, monitor the four parameters in ONLY those outfalls that collect runoff from areas where deicing activities occur (SIC 4512-4581). These benchmarks apply to both your primary industrial activity and any co-located industrial activities that are not covered under a separate individual permit for discharge containing these deicing fluids.

### **Table S-1 - Subsector S1 Benchmarks (Airports using more than 100,000 gallons of deicing glycols based fluids**

or 100 tons of urea, on an annual basis for SIC 4512 - 4581)

PARAMETER	Benchmark	Units	Frequency	Sample Type
Biochemical Oxygen Demand (BOD5) <sup>1</sup>	30	mg/L	1/quarter	Grab
Chemical Oxygen Demand (COD) <sup>1</sup>	120	mg/L	1/quarter	Grab
Ammonia <sup>1</sup>	2.14	mg/L	1/quarter	Grab
pH <sup>1</sup>	6.0 – 9.0	s.u.	1/quarter	Grab

<sup>1</sup> These are deicing-related parameters. Collect the four benchmark samples, and any required follow-up benchmark samples, during the timeframe defined in Part V.C.7 when deicing activities are occurring..

**S.7 Effluent Limitations Based on Effluent Limitations Guidelines and New Source Performance Standards.**

Discharges from runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft are required to meet specific effluent limits (40 CFR Part 423) and are therefore not covered by this permit. You must obtain an individual discharge permit to discharge this type of effluent.

## **Sector T – Treatment Works.**

### **T.1 Covered Stormwater Discharges.**

The requirements in Sector T apply to stormwater discharges associated with industrial activity from Treatment Works as identified by the Activity Code specified under Sector T in Appendix A of the permit.

### **T.2 Industrial Activities Covered by Sector T.**

The requirements listed under this part apply to all existing point source stormwater discharges associated with the following activities:

T.2.1 Treatment works treating domestic sewage, or any other sewage sludge or wastewater treatment device or system used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge; that are located within the confines of a facility with a design flow of 1.0 million gallons per day (MGD) or more; or are required to have an approved pretreatment program under 40 CFR Part 403.

T.2.2 The following are not required to have permit coverage: farm lands, domestic gardens or lands used for sludge management where sludge is beneficially reused and which are not physically located within the facility, or areas that are in compliance with Section 405 of the CWA.

### **T.3 Limitations on Coverage.**

T.3.1 *Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) Sanitary and industrial wastewater and equipment and vehicle washwater are not authorized by this permit.

### **T.4 Additional Technology-Based Effluent Limits.**

T.4.1 *Control Measures.* (See also Part III.C.4) In addition to the other control measures, consider the following: routing stormwater to the treatment works; or covering exposed materials (i.e., from the following areas: grit, screenings, and other solids handling, storage, or disposal areas; sludge drying beds; dried sludge piles; compost piles; and septage or hauled waste receiving station).

T.4.2 *Employee Training.* (See also Part III.B.1.b.ix) At a minimum, training must address the following areas when applicable to a facility: petroleum product management; process chemical management; spill prevention and controls; fueling procedures; general good housekeeping practices; and proper procedures for using fertilizer, herbicides, and pesticides.

### **T.5 Additional SWPPP Requirements.**

T.5.1 *Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: grit, screenings, and other solids handling, storage, or disposal areas; sludge drying beds; dried sludge piles; compost piles; septage or hauled waste receiving station; and storage areas for process chemicals, petroleum products, solvents, fertilizers, herbicides, and pesticides.

T.5.2 *Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP the following additional sources and activities that have potential pollutants associated with them, as applicable: grit, screenings, and other solids handling, storage, or disposal areas; sludge drying beds; dried sludge piles; compost piles; septage or hauled waste receiving station; and access roads and rail lines.

T.5.3 *Wastewater and Washwater Requirements.* Keep a copy of all your current NPDES/ State discharge permits issued for wastewater and industrial, vehicle and equipment washwater discharges or, if an NPDES/ State discharge permit has not yet been issued, a copy of the pending application(s) with your SWPPP. If the washwater is handled in another manner, the disposal method must be described and all pertinent documentation must be retained onsite.

**T.6 Additional Inspection Requirements.**

(See also Part V.A) Include the following areas in all inspections: access roads and rail lines; grit, screenings, and other solids handling, storage, or disposal areas; sludge drying beds; dried sludge piles; compost piles; and septage or hauled waste receiving station.

## Sector U – Food and Kindred Products.

### U.1 Covered Stormwater Discharges.

The requirements in Sector U apply to stormwater discharges associated with industrial activity from Food and Kindred Products facilities as identified by the SIC Codes specified in Appendix A of the permit.

### U.2 Limitations on Coverage.

U.2.1 *Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following discharges are not authorized by this permit: discharges containing boiler blowdown, cooling tower overflow and blowdown, ammonia refrigeration purging, and vehicle washing and clean-out operations.

### U.3 Additional Technology-Based Limitations.

U.3.1 *Employee Training.* (See also Part III.B.1.b.ix) Address pest control in your employee training program.

### U.4 Additional SWPPP Requirements.

U.4.1 *Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP the locations of the following activities if they are exposed to precipitation or runoff: vents and stacks from cooking, drying, and similar operations; dry product vacuum transfer lines; animal holding pens; spoiled product; and broken product container storage areas.

U.4.2 *Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP, in addition to food and kindred products processing-related industrial activities, application and storage of pest control chemicals (e.g., rodenticides, insecticides, fungicides) used on plant grounds.

### U.5 Additional Inspection Requirements.

(See also Part V.A) Inspect on a quarterly basis, at a minimum, the following areas where the potential for exposure to stormwater exists: loading and unloading areas for all significant materials; storage areas, including associated containment areas; waste management units; vents and stacks emanating from industrial activities; spoiled product and broken product container holding areas; animal holding pens; staging areas; and air pollution control equipment.

### U.6 Sector-Specific Benchmarks

These tables are for two subsectors of Food and Kindred Products. These benchmarks apply to both your primary industrial activity and any co-located industrial activities, which describe your site activities.

**Table U-1 - Subsector U1. Grain Mill Products (SIC 2041-2048)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Suspended Solids (TSS)	100	mg/L	1/quarter	Grab



**Table U-2 - Subsector U2. Fats and Oils Products (SIC 2074-2079)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Biochemical Oxygen Demand (BOD5)	30	mg/L	1/quarter	Grab
Chemical Oxygen Demand (COD)	120	mg/L	1/quarter	Grab
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Suspended Solids (TSS)	100	mg/L	1/quarter	Grab

## **Sector V – Textile Mills, Apparel, and Other Fabric Products.**

### **V.1 Covered Stormwater Discharges.**

The requirements in Sector V apply to stormwater discharges associated with industrial activity from Textile Mills, Apparel, and Other Fabric Product manufacturing as identified by the SIC Codes specified under Sector V in Appendix A of the permit.

### **V.2 Limitations on Coverage.**

*V.2.1 Prohibition of Non-Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following are not authorized by this permit: discharges of wastewater (e.g., wastewater resulting from wet processing or from any processes relating to the production process), reused or recycled water, and waters used in cooling towers. If you have these types of discharges from your facility, you must cover them under a separate NPDES/State discharge permit.

*V.2.2 Prohibition of Certain Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following are not authorized by this permit from owner or operator who uses benzidine-based dyes in the dyeing textiles: All discharges of wastes containing benzidine from the manufacturing areas, loading and unloading areas, storage areas, and other areas subject to direct contamination by benzidine or benzidine-containing product as a result of the manufacturing process, including but not limited to: stormwater and other runoff; and water used for routine cleanup or cleanup of spills. These limitations do not apply to stormwater runoff or other discharges from areas subject to contamination solely by fallout from air emissions of benzidine; or to stormwater runoff that exceeds that from the ten-year 24-hour rainfall event. If you have these types of discharges from your facility, you must cover them under a separate NPDES/State discharge permit.

### **V.3 Additional Technology-Based Limitations.**

*V.3.1 Good Housekeeping Measures.* (See also Part III.B.1.b.ii)

*V.3.1.1 Material Storage Areas.* Plainly label and store all containerized materials (e.g., fuels, petroleum products, solvents, and dyes) in a protected area, away from drains. Minimize contamination of the stormwater runoff from such storage areas. Also consider an inventory control plan to prevent excessive purchasing of potentially hazardous substances. For storing empty chemical drums or containers, ensure that the drums and containers are clean (consider triple-rinsing) and that there is no contact of residuals with precipitation or runoff. Collect and dispose of washwater from these cleanings properly.

*V.3.1.2 Material Handling Areas.* Minimize contamination of stormwater runoff from material handling operations and areas. Consider the following (or their equivalents): use of spill and overflow protection; covering fueling areas; and covering or enclosing areas where the transfer of material may occur. When applicable, address the replacement or repair of leaking connections, valves, transfer lines, and pipes that may carry chemicals, dyes, or wastewater.

*V.3.1.3 Fueling Areas.* Minimize contamination of stormwater runoff from fueling areas. Consider the following (or their equivalents): covering the fueling area, using spill and overflow protection, minimizing run-on of stormwater to the fueling areas, using dry cleanup methods, and treating and/or recycling stormwater runoff collected from the fueling area.

*V.3.1.4 Above-Ground Storage Tank Area.* Minimize contamination of the stormwater runoff from above-ground storage tank areas, including the associated piping and valves. Consider the following (or their equivalents): regular cleanup of these areas; including measures for tanks, piping and valves explicitly in your SPCC program; minimizing runoff of stormwater from adjacent areas; restricting access to the area; inserting filters in adjacent catch basins; providing absorbent booms in unbermed fueling areas; using dry cleanup methods; and permanently sealing drains within critical areas that may discharge to a storm drain.

*V.3.2 Employee Training.* (See also Part III.B.1.b.ix) As part of your employee training program, address, at a minimum, the following activities (as applicable): use of reused and recycled waters, solvents management, proper disposal of dyes, proper disposal of petroleum products and spent lubricants, spill prevention and control, fueling procedures, and general good housekeeping practices.

**V.4 Additional SWPPP Requirements.**

*V.4.1 Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP the following additional sources and activities that have potential pollutants associated with them: industry-specific significant materials and industrial activities (e.g., backwinding, beaming, bleaching, backing bonding, carbonizing, carding, cut and sew operations, desizing, drawing, dyeing locking, fulling, knitting, mercerizing, opening, packing, plying, scouring, slashing, spinning, synthetic-felt processing, textile waste processing, tufting, turning, weaving, web forming, winging, yarn spinning, and yarn texturing).

*V.4.2 Description of Good Housekeeping Measures for Material Storage Areas.* Document in the SWPPP your containment area or enclosure for materials stored outdoors in connection with Part V.3.1.1 above.

**V.5 Additional Inspection Requirements.**

(See also Part V.A) Inspect, at least monthly, the following activities and areas (at a minimum): transfer and transmission lines, spill prevention, good housekeeping practices, management of process waste products, and all structural and nonstructural management practices.

## **Sector W – Furniture and Fixtures.**

### **W.1 Covered Stormwater Discharges.**

The requirements in Sector W apply to stormwater discharges associated with industrial activity from Furniture and Fixtures facilities as identified by the SIC Codes specified under Sector W in Appendix A of the permit.

### **W.2 Additional SWPPP Requirements.**

*W.2.1 Drainage Area Site Map.* (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: material storage (including tanks or other vessels used for liquid or waste storage) areas; outdoor material processing areas; areas where wastes are treated, stored, or disposed of; access roads; and rail spurs.

## **Sector X – Printing and Publishing.**

### **X.1 Covered Stormwater Discharges.**

The requirements in Sector X apply to stormwater discharges associated with industrial activity from Printing and Publishing facilities as identified by the SIC Codes specified under Sector X in Appendix A of the permit.

### **X.2 Additional Technology-Based Effluent Limits.**

#### **X.2.1 *Good Housekeeping Measures.*** (See also Part III.B.1.b.ii)

**X.2.1.1 *Material Storage Areas.*** Plainly label and store all containerized materials (e.g., skids, pallets, solvents, bulk inks, hazardous waste, empty drums, portable and mobile containers of plant debris, wood crates, steel racks, and fuel oil) in a protected area, away from drains. Minimize contamination of the stormwater runoff from such storage areas. Also consider an inventory control plan to prevent excessive purchasing of potentially hazardous substances.

**X.2.1.2 *Material Handling Area.*** Minimize contamination of stormwater runoff from material handling operations and areas (e.g., blanket wash, mixing solvents, loading and unloading materials). Consider the following (or their equivalents): using spill and overflow protection, covering fueling areas, and covering or enclosing areas where the transfer of materials may occur. When applicable, address the replacement or repair of leaking connections, valves, transfer lines, and pipes that may carry chemicals or wastewater.

**X.2.1.3 *Fueling Areas.*** Minimize contamination of stormwater runoff from fueling areas. Consider the following (or their equivalents): covering the fueling area, using spill and overflow protection, minimizing runoff of stormwater to the fueling areas, using dry cleanup methods, and treating and/or recycling stormwater runoff collected from the fueling area.

**X.2.1.4 *Above Ground Storage Tank Area.*** Minimize contamination of the stormwater runoff from above-ground storage tank areas, including the associated piping and valves. Consider the following (or their equivalents): regularly cleaning these areas, explicitly addressing tanks, piping and valves in the SPCC program, minimizing stormwater runoff from adjacent areas, restricting access to the area, inserting filters in adjacent catch basins, providing absorbent booms in unbermed fueling areas, using dry cleanup methods, and permanently sealing drains within critical areas that may discharge to a storm drain.

**X.2.2 *Employee Training.*** (See also Part III.B.1.b.ix) As part of your employee training program, address, at a minimum, the following activities (as applicable): spent solvent management, spill prevention and control, used oil management, fueling procedures, and general good housekeeping practices.

### **X.3 Additional SWPPP Requirements.**

**X.3.1 *Description of Good Housekeeping Measures for Material Storage Areas.*** In connection with Part X.2.1.1, describe in the SWPPP the containment area or enclosure for materials stored outdoors.

## **Sector Y – Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries.**

### **Y.1 Covered Stormwater Discharges.**

The requirements in Sector Y apply to stormwater discharges associated with industrial activity from Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries facilities as identified by the SIC Codes specified under Sector Y in Appendix A of the permit.

### **Y.2 Additional Technology-Based Effluent Limits.**

*Y.2.1 Controls for Rubber Manufacturers.* (See also Part III.C.4) Minimize the discharge of zinc in your stormwater discharges. Parts Y.2.1.1 to Y.2.1.5 give possible sources of zinc to be reviewed and list some specific control measures to be considered for implementation (or their equivalents). Following are some general control measure options to consider: using chemicals purchased in pre-weighed, sealed polyethylene bags; storing in-use materials in sealable containers, ensuring an airspace between the container and the cover to minimize “puffing” losses when the container is opened, and using automatic dispensing and weighing equipment.

*Y.2.1.1 Zinc Bags.* Ensure proper handling and storage of zinc bags at your facility. Following are some control measure options: employee training on the handling and storage of zinc bags, indoor storage of zinc bags, cleanup of zinc spills without washing the zinc into the storm drain, and the use of 2,500-pound sacks of zinc rather than 50- to 100-pound sacks.

*Y.2.1.2 Dumpsters.* Minimize discharges of zinc from dumpsters. Following are some control measure options: covering the dumpster, moving the dumpster indoors, or providing a lining for the dumpster.

*Y.2.1.3 Dust Collectors and Baghouses.* Minimize contributions of zinc to stormwater from dust collectors and baghouses. Replace or repair, as appropriate, improperly operating dust collectors and baghouses.

*Y.2.1.4 Grinding Operations.* Minimize contamination of stormwater as a result of dust generation from rubber grinding operations. One control measure option is to install a dust collection system.

*Y.2.1.5 Zinc Stearate Coating Operations.* Minimize the potential for stormwater contamination from drips and spills of zinc stearate slurry that may be released to the storm drain. One control measure option is to use alternative compounds to zinc stearate.

*Y.2.2 Controls for Plastic Products Manufacturers.* Minimize the discharge of plastic resin pellets in your stormwater discharges. Control measures to be considered for implementation (or their equivalents) include minimizing spills, cleaning up of spills promptly and thoroughly, sweeping thoroughly, pellet capturing, employee education, and disposal precautions.

### **Y.3 Additional SWPPP Requirements.**

*Y.3.1 Potential Pollutant Sources for Rubber Manufacturers.* (See also Part III.C.3) Document in your SWPPP the use of zinc at your facility and the possible pathways through which zinc may be discharged in stormwater runoff.

### **Y.4 Sector-Specific Benchmarks**

Table Y-1 identifies benchmarks that apply to Sector Y. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table Y-1 - Subsector Y1 Benchmarks (Tires and Inner Tubes, Rubber and Plastics Footwear, Gaskets, Packing and Sealing Devices, and Rubber and Plastic Hoses and Belting, Fabricated Rubber Products, Not Elsewhere**

**Classified for SIC 3011, 3021, 3052, 3053, 3061, 3069)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## **Sector Z – Leather Tanning and Finishing.**

### **Z.1 Covered Stormwater Discharges.**

The requirements in Sector Z apply to stormwater discharges associated with industrial activity from Leather Tanning and Finishing facilities as identified by the SIC Code specified under Sector Z in Appendix A of the permit.

### **Z.2 Limitations on Coverage.**

*Prohibition of Certain Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following are not authorized by this permit from owner or operator who uses benzidine-based dyes in the dyeing leather: All discharges of wastes containing benzidine from the manufacturing areas, loading and unloading areas, storage areas, and other areas subject to direct contamination by benzidine or benzidine-containing product as a result of the manufacturing process, including but not limited to: stormwater and other runoff; and water used for routine cleanup or cleanup of spills. These limitations do not apply to stormwater runoff or other discharges from areas subject to contamination solely by fallout from air emissions of benzidine; or to stormwater runoff that exceeds that from the ten-year 24-hour rainfall event. If you have these types of discharges from your facility, you must cover them under a separate NPDES/State discharge permit.

### **Z.3 Additional Technology-Based Effluent Limits.**

#### *Z.3.3 Good Housekeeping Measures.* (See also Part III.B.1.b.ii)

*Z.3.3.1 Storage Areas for Raw, Semiprocessed, or Finished Tannery By-products.* Minimize contamination of stormwater runoff from pallets and bales of raw, semiprocessed, or finished tannery by-products (e.g., splits, trimmings, shavings). Consider indoor storage or protection with polyethylene wrapping, tarpaulins, roofed storage, etc. Consider placing materials on an impermeable surface and enclosing or putting berms (or equivalent measures) around the area to prevent stormwater run-on and runoff.

*Z.3.3.2 Material Storage Areas.* Label storage containers of all materials (e.g., specific chemicals, hazardous materials, spent solvents, waste materials) minimize contact of such materials with stormwater.

*Z.3.3.3 Buffing and Shaving Areas.* Minimize contamination of stormwater runoff with leather dust from buffing and shaving areas. Consider dust collection enclosures, preventive inspection and maintenance programs, or other appropriate preventive measures.

*Z.3.3.4 Receiving, Unloading, and Storage Areas.* Minimize contamination of stormwater runoff from receiving, unloading, and storage areas. If these areas are exposed, consider the following (or their equivalents): covering all hides and chemical supplies, diverting drainage to the process sewer, or grade berming or curbing the area to prevent stormwater runoff.

*Z.3.3.5 Outdoor Storage of Contaminated Equipment.* Minimize contact of stormwater with contaminated equipment. Consider the following (or their equivalents): covering equipment, diverting drainage to the process sewer, and cleaning thoroughly prior to storage.

*Z.3.3.6 Waste Management.* Minimize contamination of stormwater runoff from waste storage areas. Consider the following (or their equivalents): covering dumpsters, moving waste management activities indoors, covering waste piles with temporary covering material such as tarpaulins or polyethylene, and minimizing stormwater runoff by enclosing the area or building berms around the area.

### **Z.4 Additional SWPPP Requirements.**

*Z.4.1 Drainage Area Site Map.* (See also Part III.C.2) Identify in your SWPPP where any of the following may be exposed to precipitation or surface runoff: processing and storage areas of the beamhouse, tanyard, and re-tan wet finishing and dry finishing operations.



*Z.4.2 Potential Pollutant Sources.* (See also Part III.C.3) Document in your SWPPP the following sources and activities that have potential pollutants associated with them (as appropriate): temporary or permanent storage of fresh and brine-cured hides; extraneous hide substances and hair; leather dust, scraps, trimmings, and shavings.

## Sector AA – Fabricated Metal Products.

### AA.1 Covered Stormwater Discharges.

The requirements in Sector AA apply to stormwater discharges associated with industrial activity from Fabricated Metal Products facilities as identified by the SIC Codes specified under Sector AA in Appendix A of the permit.

### AA.2 Additional Technology-Based Effluent Limits.

#### AA.2.1 *Good Housekeeping Measures.* (See also Part III.B.1.b.ii)

AA.2.1.1 *Raw Steel Handling Storage.* Minimize the generation of and/or recover and properly manage scrap metals, fines, and iron dust. Include measures for containing materials within storage handling areas.

AA.2.1.2 *Paints and Painting Equipment.* Minimize exposure of paint and painting equipment to stormwater.

- Conduct outdoor painting over a suitable groundcover (i.e., tarp) to capture any residuals.
- Paint mixing, solvent transfer, and equipment cleanup operations must be contained, and shall not enter floor or storm drains or the environment.

AA.2.2 *Spill Prevention and Response Procedures.* (See also Part III.B.1.b.iv) Ensure that the necessary equipment to implement a cleanup is available to personnel, so that immediate clean-up is possible. The following areas should be addressed

AA.2.2.1 *Metal Fabricating Areas.* Maintain clean, dry, orderly conditions in these areas. Consider using dry clean-up techniques.

AA.2.2.2 *Storage Areas for Raw Metal.* Keep these areas free of conditions that could cause, or impede appropriate and timely response to, spills or leakage of materials. Consider the following (or their equivalents): maintaining storage areas so that there is easy access in the event of a spill, and labeling stored materials to aid in identifying spill contents.

AA.2.2.3 *Metal Working Fluid Storage Areas.* Minimize the potential for stormwater contamination from storage areas for metal working fluids.

AA.2.2.4 *Cleaners and Rinse Water.* Control and clean up spills of solvents and other liquid cleaners, control sand buildup and disbursement from sand-blasting operations, and prevent exposure of recyclable wastes. Substitute environmentally benign cleaners when possible.

AA.2.2.5 *Lubricating Oil and Hydraulic Fluid Operations.* Minimize the potential for stormwater contamination from lubricating oil and hydraulic fluid operations. Consider using monitoring equipment or other devices to detect and control leaks and overflows. Consider installing perimeter controls such as dikes, curbs, grass filter strips, or equivalent measures.

AA.2.2.6 *Chemical Storage Areas.* Minimize stormwater contamination and accidental spillage in chemical storage areas. Include a program to inspect containers and identify proper disposal methods.

AA.2.2.7 *Blasting Operations.* Capture airborne particles by performing operations inside permanent structures or temporary protective measures such as drop cloths and shrouding secured around the activity. A suitable ground cover (i.e., tarp, rubber mat) should be placed under activity area in order to collect any debris, followed by proper disposal, to minimize potential to minimize stormwater contamination.

AA.2.3 *Spills and Leaks*. (See also Part III.C.3.c) In your spill prevention and response procedures, required by Part III.B.1.b.iv, pay attention to the following materials (at a minimum): chromium, toluene, pickle liquor, sulfuric acid, zinc and other water priority chemicals, and hazardous chemicals and wastes.

**AA.3 Additional SWPPP Requirements.**

AA.3.1 *Drainage Area Site Map*. (See also Part III.C.2) Document in your SWPPP where any of the following may be exposed to precipitation or surface runoff: raw metal storage areas; finished metal storage areas; scrap disposal collection sites; equipment storage areas; retention and detention basins; temporary and permanent diversion dikes or berms; right-of-way or perimeter diversion devices; sediment traps and barriers; processing areas, including outside painting areas; wood preparation; recycling; and raw material storage.

AA.3.2 *Potential Pollutant Sources*. (See also Part III.C.3) Document in your SWPPP the following additional sources and activities that have potential pollutants associated with them: loading and unloading operations for paints, chemicals, and raw materials; outdoor storage activities for raw materials, paints, empty containers, corn cobs, chemicals, and scrap metals; outdoor manufacturing or processing activities such as grinding, cutting, degreasing, buffing, and brazing; onsite waste disposal practices for spent solvents, sludge, pickling baths, shavings, ingot pieces, and refuse and waste piles.

**AA.4 Additional Inspection Requirements**

AA.4.1 *Inspections*. (See also Part V.A) At a minimum, include the following areas in all inspections: raw metal storage areas, finished product storage areas, material and chemical storage areas, recycling areas, loading and unloading areas, equipment storage areas, paint areas, and vehicle fueling and maintenance areas.

AA.4.2 *Comprehensive Site Inspections*. (See also Part V.A) As part of your inspection, also inspect areas associated with the storage of raw metals, spent solvents and chemicals storage areas, outdoor paint areas, and drainage from roof. Potential pollutants include chromium, zinc, lubricating oil, solvents, aluminum, oil and grease, methyl ethyl ketone, steel, and related materials.

**AA.5 Sector-Specific Benchmarks.**

Table AA-1 identifies benchmarks that apply to Sector AA. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table AA-1 - Sector AA Benchmarks (Fabricated Metal Products, Fabricated Metal Coating and Engraving, and Allied Services, Jewelry, Silverware, and Plated Ware)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Total Zinc (freshwater) <sup>1</sup>	0.12	mg/L	1/quarter	Grab
Total Zinc (saltwater)	0.09	mg/L	1/quarter	Grab

<sup>1</sup> The benchmark values of some metals are dependent on water hardness. For these parameters, you must determine the hardness of the receiving water per Appendix C.

## **Sector AB – Transportation Equipment, Industrial or Commercial Machinery Facilities.**

### **AB.1 Covered Stormwater Discharges.**

The requirements in Sector AB apply to stormwater discharges associated with industrial activity from Transportation Equipment, Industrial or Commercial Machinery facilities as identified by the SIC Codes specified under Sector AB in Appendix A of the permit.

### **AB.2 Additional SWPPP Requirements.**

*Drainage Area Site Map.* (See also Part III.C.2) Identify in your SWPPP where any of the following may be exposed to precipitation or surface runoff: vents and stacks from metal processing and similar operations.

## **Sector AC –Electronic and Electrical Equipment and Components, Photographic and Optical Goods.**

### **AC.1 Covered Stormwater Discharges.**

The requirements in Sector AC apply to stormwater discharges associated with industrial activity from facilities that manufacture Electronic and Electrical Equipment and Components, Photographic and Optical goods as identified by the SIC Codes specified in Appendix A of the permit.

### **AC.2 Limitations on Coverage.**

*Prohibition of Certain Stormwater Discharges.* (See also Part I.C Limitations on Coverage) The following are not authorized by this permit from manufacturers of either electrical capacitors or electrical transformers, who produce the product in which Polychlorinated Biphenyls (PCB) or Polychlorinated Biphenyls (PCB)-containing compounds are part of the dielectric: All discharges from the manufacturing or incineration areas, loading and unloading areas, storage areas and other areas which are subject to direct contamination by PCBs as a result of the manufacturing process, including but not limited to: stormwater and other runoff; and water used for routine cleanup or cleanup of spills. These limitations do not apply to stormwater runoff or other discharges from areas subject to contamination solely by fallout from air emissions of PCBs; or to stormwater runoff that exceeds that from the ten-year 24-hour rainfall event.

## Sector AD.a – Department of Public Works and Highway Maintenance Facilities.

### AD.a.1 Covered Stormwater Discharges.

The requirements are for the fleet and equipment maintenance at Public Works and Highway Maintenance Operations in Sector AD.a apply to stormwater discharges associated with industrial activity from Department of Public Works and Highway Maintenance facilities as identified by the SIC Codes specified under Sector AD.a in Appendix A of the permit.

### AD.a.2 Additional SWPPP Requirements.

In addition to the requirements of Part III, the SWPPP shall include, at a minimum, the requirements listed for Sector P - Land Transportation and Warehousing. Any dewatering of either street sweeping or storm drain inlet cleaning debris must drain either to sanitary sewer or be collected and hauled to a treatment facility. Any storage of material must be protected from stormwater by either roof or temporary measures such as tarps.

### AD. a.3 Sector-Specific Benchmarks.

Table AD.a.-1 identifies benchmarks that apply to Sector AD.a, whose operations include storage of street sweeping or storm drain inlet cleaning debris left uncovered. These benchmarks apply to both your primary industrial activity and any co-located industrial activities.

**Table 1 - Subsector AD.a.1 Benchmarks required for stormwater that has come into contact with street sweeping or storm drain inlet cleaning debris**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Nitrate plus Nitrite Nitrogen	0.68	mg/L	1/quarter	Grab
Phosphorus	2	mg/L	1/quarter	Grab
TSS	100	mg/L	1/quarter	Grab

## **Sector AD.b – School Bus Maintenance Facilities.**

### **AD.b.1 Covered Stormwater Discharges.**

The requirements in Sector AD.b apply to stormwater discharges associated with industrial activity from School Bus Maintenance facilities as identified by the SIC Codes specified under Sector AD.b in Appendix A of the permit.

### **AD.b.2 Additional SWPPP Requirements.**

In addition to the requirements of Part III, the SWPPP shall include, at a minimum, the requirements listed for Sector P - Land Transportation and Warehousing.

## Sector AD.d – Salt Terminals.

### AD.d.1 Covered Stormwater Discharges.

The requirements in Sector AD.d apply to stormwater discharges associated with industrial activity from Salt Terminal as identified by the SIC Codes specified under Sector AD.d in Appendix A of the permit.

### AD.d.2 Additional SWPPP Requirements.

In addition to the requirements of Part III, the SWPPP shall include, at a minimum, the requirements as they apply to your operation listed for Sector P - Land Transportation and Warehousing or for Sector Q: Water Transportation.

### AD.d.3 Additional Technology-Based Effluent Limits.

*Salt Storage Piles or Piles Containing Salt.* (See also Part III.B.1.b.vii) Enclose or cover storage piles of salt, or piles containing salt, used for deicing or other commercial or industrial purposes, including maintenance of paved surfaces. This requirement is inclusive of all staged piles containing salt, where “staged” indicates that there is no planned salt movement (either being added to, or shipped off) within the next 2 months. Implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile.

### AD. d.4 Sector-Specific Reporting.

Table AD.d.-1 identifies monitoring and reporting requirements that apply to Sector AD.d, when piles are not covered between April and September, and therefore exposed to stormwater. In these cases monitoring and reporting are required, using the benchmark techniques as described in Part V of the permit, including “substantially identical outfall”. The monitoring must include the parameters in the following table. However, unlike the benchmarks, this monitoring condition continues for the duration of the permit. This monitoring is in addition to the required visual monitoring of the permit. These reporting requirements apply to all outfalls associated with this activity. Since terminal outfalls are often below the surface of the water, or contain commingled stormwater flows, the samples for drainage from salt piles will be taken at the stormdrain inlet(s).

**Table AD.d-1 - Sector AD.d Reporting (Salt Terminals)**

PARAMETER	Benchmark	Units	Frequency	Sample Type
Flow	Report	GPD	2/year <sup>1</sup>	Estimate <sup>2</sup>
Chloride	Report	mg/L	2/year <sup>1</sup>	Grab
Free Amenable Cyanide	Report	mg/L	2/year <sup>1</sup>	Grab
Iron	Report	mg/L	2/year <sup>1</sup>	Grab

<sup>1</sup> When piles are not covered between April and September, and therefore exposed to stormwater, quarterly monitoring and reporting is required.

<sup>2</sup> An estimated flow in (gallons per day) will be reported based on the volume (gallons) of runoff from the first hour of rain must also be calculated and reported, based on the rain quantity x area of storage of uncovered pile(s). The volume may be estimated based on a local rain gauge on site, or a relatively local weather station. This flow may be used by the Department calculate potential loading of salt into the receiving waters.



## **Sector AD.e – Inactive Landfills.**

### **AD.e.1 Covered Stormwater Discharges.**

The requirements in Sector AD.b apply to stormwater discharges associated with industrial activity from inactive landfills as identified by the Activity Code specified under Sector AD.e in Appendix A of the permit.

### **AD.e.2 Additional SWPPP Requirements.**

In addition to the requirements of Part III, the SWPPP shall include, at a minimum, the requirements listed for Sector L - Landfills and Land Application Sites.

## **Sector AD – Stormwater Discharges Designated by the Department as Requiring Permits.**

### **AD.1 Covered Stormwater Discharges.**

Sector AD is used to provide permit coverage for facilities designated by the Department as needing a stormwater permit, and any discharges of stormwater associated with industrial activity that do not meet the description of an industrial activity covered by Sectors A-AC.

*AD.1 Eligibility for Permit Coverage.* Because this sector is primarily intended for use by discharges designated by the Department as needing a stormwater permit (which is an atypical circumstance), and your facility may or may not normally be discharging stormwater associated with industrial activity, you must obtain the Department's written permission to use this permit prior to submitting an NOI. If you are authorized to use this permit, you will still be required to ensure that your discharges meet the basic eligibility provisions in Part I of this permit.

### **AD.2 Sector-Specific Benchmarks and Effluent Limits. (See also Part V of the permit.)**

The Department will establish any additional monitoring and reporting requirements for your facility prior to authorizing you to be covered by this permit. Additional monitoring requirements would be based on the nature of activities at your facility and your stormwater discharges.

## **Appendix E: Definitions, Abbreviations, and Acronyms**

## Appendix E: Definitions & Acronyms

The Definitions provided in this Appendix E are for reference. Where State or Federal law provides more stringent applicable definitions, the more stringent requirements prevail.

### a. Definitions

**Accounting Guidance** – The Department’s ‘Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated’ dated June 2011, or its replacement, excluding section 9, entitled “Alternative BMPs for Consideration”. Available at <https://mdewwp.page.link/ChesBayGuidance>.

**Action Area** – all areas to be affected directly or indirectly by the stormwater discharges, allowable non-stormwater discharges, and stormwater discharge-related activities, and not merely the immediate area involved in these discharges and activities.

**Appropriate Demonstration** – for purposes of this permit, this means the submission of information sufficient to demonstrate a clear and immovable impediment to completing a required action.

**Base Flood Elevation (BFE)** - the elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year, also known as the “100-year flood plain”, as determined by U.S. Federal Emergency Management Administration mapping tool available at <https://msc.fema.gov/portal/search>.

**Best Management Practices (BMPs)** –activities, practices, prohibited practices, structures, vegetation, maintenance procedures, and other management practices that prevent or reduce the Discharge of Pollutants to Waters of the State. BMPs include treatment requirements, operating procedures, and other practices that control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Cationic Chemical Additive** – Chemical Additives that contain an overall positive charge. Among other things, they are used to reduce turbidity in stormwater discharges by chemically bonding to the overall negative charge of suspended silts and other soil materials and causing them to bind together and settle out. Common examples of cationic treatment chemicals are chitosan and cationic PAM.

**Chemical Additive** - waste water treatment chemicals or products added to water prior to discharge, such as polymers or flocculants. Additives are added to the water so that the discharge water is in compliance with the permit limits.

**Co-located Industrial Activities** – Any industrial activities, excluding your primary industrial activity(ies), located on-site that are defined by the stormwater regulations at 122.26(b)(14)(i)-(ix) and (xi). An activity at a facility is not considered co-located if the activity, when considered separately, does not meet the description of a category of industrial activity covered by the stormwater regulations or identified by the SIC code list in Appendix A.

**Control Measure** – refers to any BMP or other method (including narrative effluent limitations) used to prevent or reduce the discharge of pollutants to Waters of the State.

**Department** - the Maryland Department of the Environment.

**Design Manual** - the “Maryland Stormwater Design Manual, Volumes I & II (Design Manual)”, available at <https://mdewwp.page.link/MDSWDesign> or its replacement. The Design Manual contains information regarding Stormwater Management principles, methods, and practices for new development, redevelopment, retrofits and restoration including ESD.

**Discharge** - the (a) addition, introduction, leaking, spilling, or emitting of a Pollutant into the Waters of the State; or (b) placing of a Pollutant in a location where the Pollutant is likely to pollute.

**Discharge of a Pollutant** – any addition of any “pollutant” or combination of pollutants to “Waters of the State” from any “point source,” or any addition of any pollutant or combination of pollutants to the waters of the “contiguous zone” or the ocean from any point source other than a vessel or other floating craft which is being

used as a means of transportation. This includes additions of pollutants into waters of this State from: surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. See 40 CFR 122.2.

**Discharge-Related Activities** – activities that cause, contribute to, or result in stormwater and allowable non-stormwater point source discharges, and measures such as the siting, construction and operation of BMPs to control, reduce, or prevent pollution in the discharges.

**Discharge Monitoring Report** - the form, including any subsequent additions, revisions, or modifications for the reporting of self-monitoring results by Permittees.

**Effluent Limitation** - for the purposes of this permit, any of the Part III.A and Part III.B requirements.

**Effluent Limitations Guideline (ELG)** – defined in 40 CFR § 122.2 as a regulation published by the EPA Administrator under section 304(b) of CWA to adopt or revise effluent limitations.

**EJScore** – for purposes of this permit, the environmental justice score is obtained by using the mapping tool developed by the University of Maryland (Dr. Sacoby Wilson and Jan-Michael Archer) as an EJ screening tool (<https://p1.cgis.umd.edu/ejscreen/>). This permit memorializes the results of the tool from October 2021 with exported shapefiles of census tracts with an EJScore of  $\geq 0.76$ . Those census tracts are the communities with a 0.76 or above EJScore and represent the communities that are confronted with environmental justice concerns that are more significant than 76 percent of other census tracts in Maryland.

**EPA Approved or Established Total Maximum Daily Loads (TMDLs)** – “EPA Approved TMDLs” are those that are developed by a State and approved by EPA. “EPA Established TMDLs” are those that are developed by EPA.

**Existing Discharger** – an operator applying for coverage under this permit for discharges authorized previously under an NPDES general or individual permit.

**Feasible** – for the purposes of this permit, feasible means technologically possible and economically practicable and achievable in light of best industry practices.

**Facility or Activity** – any NPDES “point source” (including land or appurtenances thereto) that is subject to regulation under the NPDES program. See 40 CFR 122.2.

**General permit** - a State discharge permit issued for a class of dischargers.

**Grab sample** - an individual sample collected in less than 15 minutes.

**Groundwater** - underground water in a zone of saturation.

**Hardness Dependent** - refers to benchmark values for some metals that are determined as a function of hardness (in units of mg/L) in water. For these parameters, permittees whose discharges exceed the lowest benchmark level of the metal must determine the hardness of the receiving water (see Appendix C), to identify the benchmark value applicable to their facility.

**Hazardous Waste** – for the purposes of this permit, any liquid, solid, or contained gas that contain properties that are dangerous or potentially harmful to human health or the environment. See also 40 CFR §261.2.

**Hazardous Substance** – any substance, liquid, solid, or contained gas that

- a. is defined as a hazardous substance under § 101(14) of CERCLA,
- b. is identified as a controlled hazardous substance by the Department in COMAR, or
- c. has properties that are dangerous or potentially harmful to human health or the environment.

**Impaired Water** (or “**Water Quality Impaired Water**”) – a body of water identified by the Department or EPA pursuant to Section 303(d) of the Clean Water Act as not meeting applicable State water quality standards (these waters are called “water quality limited segments” under 40 CFR 30.2(j)). Impaired waters include both

waters with approved or established TMDLs, and those for which a TMDL has not yet been approved or established. Impaired waters compilations are included in Maryland's most current List of Impaired Surface Waters as Category 4a, 4b, 4c or 5 waterbodies.

**Impervious Surface** - any surface that does not allow stormwater to infiltrate into the ground, including any area that is paved or used for vehicular storage or traffic, building rooftops, sidewalks, driveways, etc. The surfaces considered impervious for nutrient reduction requirements are further specified in Part III.A of the permit.

**Industrial Activity** – the 10 categories of industrial activities included in the definition of “stormwater discharges associated with industrial activity” as defined below and in 40 CFR 122.26(b)(14)(i)-(ix) and (xi).

**Industrial Stormwater** – stormwater runoff from industrial activity.

**Infeasible** – there is a site-specific constraint making it not technologically possible, or not economically practicable and achievable in light of best industry practices, to achieve the required control measures on-site. The burden is on the permittee to demonstrate to the permitting authority that the requirement is infeasible.

**Leachate** – liquid that has passed through or emerged from solid waste and contains soluble, suspended, or miscible materials removed from such waste.

**Measured flow** - any method of liquid volume measurement; the accuracy of which has been previously demonstrated in engineering practice, or for which a relationship to absolute volume has been obtained.

**Minimize** – to reduce and/or eliminate to the extent achievable using control measures (including best management practices) that are technologically available and economically practicable and achievable in light of best industry practice.

**Municipal Separate Storm Sewer System (MS4)** – in Maryland we have several MS4 NPDES Permits. The following are a summary of how they are broken down by size. For a full listing and explanation, visit the Department website for “Maryland’s NPDES Municipal Separate Storm Sewer System (MS4) Permits” or at this link <https://mdewwp.page.link/MDMS4s>.

- Phase I MS4s are for large jurisdictions, which are municipalities with populations of greater than 250,000, and medium jurisdictions, which are municipalities with populations between 100,000 and 250,000. The large Phase I MS4 jurisdictions are Anne Arundel County, Baltimore County, Baltimore City, Montgomery County, and Prince George’s County. The medium Phase I MS4 jurisdictions are Carroll County, Charles County, Frederick County, Harford County, and Howard County. One statewide MS4 under this category has been issued to the State Highway Administration.
- Phase II MS4s include smaller jurisdictions or approximately 60 cities and towns in Maryland with populations greater than 1,000 located in Census defined urbanized areas. They also include State and Federal facilities.

**NetDMR** – a national tool for regulated Clean Water Act permittees to submit discharge monitoring reports (DMRs) electronically via a secure Internet application to U.S. EPA through the Environmental Information Exchange Network. NetDMR allows participants to discontinue mailing in hard copy forms under 40 CFR 122.41 and 403.12.

**New Discharger** – a facility from which there is a discharge, that did not commence the discharge at a particular site prior to August 13, 1979, which is not a new source, and which has never received a finally effective NPDES permit for discharges at that site. See 40 CFR 122.2.

**New Source** – any building, structure, facility, or installation from which there is or may be a “discharge of pollutants,” the construction of which commenced:

- after promulgation of standards of performance under section 306 of the CWA which are applicable to such source, or

- after proposal of standards of performance in accordance with section 306 of the CWA which are applicable to such source, but only if the standards are promulgated in accordance with section 306 within 120 days of their proposal. See 40 CFR 122.2.

**New Source Performance Standards (NSPS)** – technology-based standards for facilities that qualify as new sources under 40 CFR 122.2 and 40 CFR 122.29.

**No Exposure** – all industrial materials or activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. See 40 CFR 122.26(g).

**Non-Stormwater Discharges** – discharges that do not originate from storm events. They can include, but are not limited to, discharges of process water, air conditioner condensate, noncontact cooling water, pavement wash water, external building washdown, irrigation water, or uncontaminated ground water or spring water.

**Notice of Intent (NOI)** – the form (electronic or paper) required for authorization of coverage under the 20-SW General Permit.

**Notice of Termination (NOT)** – the form (electronic or paper) required for terminating coverage under the 20-SW General Permit.

**National Pollutant Discharge Elimination System (NPDES)** - the EPA permit program that addresses water Pollution by regulating Point Sources that Discharge Pollutants to Waters of the United States.

**NPDES Permit** - means a discharge permit that authorizes a facility to Discharge a specified amount of a Pollutant into a receiving water.

**Oil** - oil of any kind and in any liquid form including: petroleum; petroleum by-products; fuel oil; sludge containing oil or oil residue; oil refuse; oil mixed with or added to or otherwise contaminating soil, waste, or any other liquid or solid media; crude oils; aviation fuel; gasoline; kerosene; light and heavy fuel oils; diesel motor fuel, including biodiesel fuel, regardless of whether the fuel is petroleum based; asphalt; ethanol; and regardless of specific gravity, every other nonedible, nonsubstituted liquid petroleum fraction unless that fraction is specifically identified as a Hazardous Substance.

**Operator** – any entity with a stormwater discharge associated with industrial activity that meets either of the following two criteria:

1. The entity has operational control over industrial activities, including the ability to make modifications to those activities; or
2. The entity has day-to-day operational control of activities at a facility necessary to ensure compliance with the permit (e.g., the entity is authorized to direct workers at a facility to carry out activities required by the permit).

**Outfall** – locations where collected and concentrated stormwater flows are discharged from the facility, including pipes, ditches, swales, and other structures that transport stormwater.

**Owner** - a person who has a legal interest in the facility or in the property on which the facility is located, or the owner's agent.

**Permittee** - the person holding a permit issued by the Department, or authorized for coverage under a general permit by the Department.

**Person** – an individual, association, partnership, corporation, municipality, State or Federal agency, or an agent or employee thereof. See 40 CFR 122.2.

**Point source** – any discernible, confined and discrete conveyance, including any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, large animal feeding operation, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are, or may be, discharged. See 40 CFR Part 122.2.

**Pollutant** – dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into Waters of the State.

**Pollutant of concern** – A pollutant which causes or contributes to a violation of a water quality standard, including a pollutant which is identified as causing an impairment in a state's 303(d) list.

**Pollution** – means any contamination or other alteration of the physical, chemical, or biological properties of any waters of this State, including a change in temperature, taste, color, turbidity, or odor of the waters or the discharge or deposit of any organic matter, harmful organism, or liquid, gaseous, solid, radioactive, or other substance into any waters of this State that will render the waters harmful, or detrimental, to:

- (a) Public health, safety, or welfare;
- (b) Domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses;
- (c) Livestock, wild animals, birds; or
- (d) Fish or other aquatic life.

**Primary industrial activity** – includes any activities performed on-site which are (1) identified by the facility's primary SIC code; or (2) included in the narrative descriptions of 122.26(b)(14)(i), (iv), (v), or (vii), and (ix). [For co-located activities covered by multiple SIC codes, it is recommended that the primary industrial determination be based on the value of receipts or revenues or, if such information is not available for a particular facility, the number of employees or production rate for each process may be compared. The operation that generates the most revenue or employs the most personnel is the operation in which the facility is primarily engaged. In situations where the vast majority of on-site activity falls within one SIC code, that activity may be the primary industrial activity.] Narrative descriptions in 40 CFR 122.26(b)(14) identified above include: (i) activities subject to stormwater effluent limitations guidelines, new source performance standards, or toxic pollutant effluent standards; (iv) hazardous waste treatment storage, or disposal facilities including those that are operating under interim status or a permit under subtitle C of the Resource Conservation and Recovery Act (RCRA); (v) landfills, land application sites and open dumps that receive or have received industrial wastes; (vii) steam electric power generating facilities; and (ix) sewage treatment works with a design flow of 1.0 mgd or more.

**Proprietary Practices** – Stormwater controls approved through the Department's Review Process for New Technologies as described in the Department's 2005 Proprietary Stormwater Practice Guidance titled "Facts about ...Maryland's Stormwater Program & Proprietary Practices" found on the Departments website or at this link <https://mdewwp.page.link/InnovativeSWTech>.

**Qualified Personnel** – 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.

**Reportable Quantity Release** – a release of a hazardous substance at or above the established legal threshold that requires emergency notification. Refer to 40 CFR Parts 110, 117, and 302 for complete definitions and reportable quantities for which notification is required.

**Restoration of Impervious Surfaces** – Treatment of untreated impervious surfaces with structural or non-structural stormwater management practices based upon designs that treat the volume from one inch of rainfall. Approved practices for industrial sites are identified in Part III.A of the permit.

**Runoff** - that portion of stormwater that, once having fallen to the ground, is in excess of the evaporative or infiltrative capacity of soils, and the retentive capacity of surface features, which flows or will flow off the land by surface runoff to Waters of the State.

**Runoff coefficient** – the fraction of total rainfall that will appear at the conveyance as runoff. See 40 CFR 122.26(b)(11).

**Run-on** - water from outside the industrial stormwater area that flows into the area. Run-on includes



stormwater from rainfall or the melting of snow or ice that falls directly on the unit, as well as the water that drains from adjoining areas.

**Section 313 water priority chemical** - a chemical or chemical categories that: 1) are listed at 40 CFR 372.65 pursuant to Section 313 of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, also titled the Emergency Planning and Community Right-to-Know Act of 1986; 2) are present at or above threshold levels at a facility subject to SARA Title III, Section 313 reporting requirements; and 3) that meet at least one of the following criteria: (i) are listed in Appendix D of 40 CFR 122 on either Table II (organic priority pollutants), Table III (certain metals, cyanides, and phenols) or Table V (certain toxic pollutants and hazardous substances); (ii) are listed as a hazardous substance pursuant to Section 311(b)(2)(A) of the Clean Water Act at 40 CFR 116.4; or (iii) are pollutants for which EPA has published acute or chronic water quality criteria.

**Significant materials** – includes, but is not limited to: 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 designated under section 101(14) of CERCLA, commonly known as Superfund; any chemical the facility is required to report pursuant to section 313 of Title III of SARA; fertilizers; pesticides; and waste products such as ashes, slag and sludge that have the potential to be released with stormwater discharges. See 40 CFR 122.26(b)(12).

**Significant spills** - includes, but is not limited to, releases of oil or hazardous substances in excess of reportable quantities under Section 311 of the Clean Water Act (40 CFR 110.10 and 40 CFR 117.21) or Section 102 of CERCLA (40 CFR 302.4).

**State discharge permit** - the discharge permit issued under the Environment Article, Title 9, Subtitle 3, Annotated Code of Maryland.

**Stormwater** – stormwater runoff, snow melt runoff, and surface runoff and drainage. See 40 CFR 122.26(b)(13).

**Stormwater Discharges Associated with Construction Activity** – a discharge of pollutants in stormwater runoff from areas where soil disturbing activities (e.g., clearing, grading, or excavating) occur, or construction materials, or equipment storage or maintenance (e.g., fill piles, borrow areas, concrete truck washout, fueling), or other industrial stormwater directly related to the construction process are located. See 40 CFR 122.26(b)(14)(x) and 40 CFR 122.26(b)(15).

**Stormwater Discharges Associated with Industrial Activity** – the discharge from any conveyance that is used for collecting and conveying stormwater and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program under Part 122. For the categories of industries identified in 40 CFR 122.26, the term includes, but is not limited to, stormwater discharges from 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. For the purposes of this paragraph, material handling activities include storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with stormwater drained from the above described areas. Industrial facilities include those that are federally, State, or municipally owned or operated that meet the description of the facilities listed in 40 CFR 122.26(b)(14). The term also includes those facilities designated under the provisions of 40 CFR 122.26(a)(1)(v). See 40 CFR 122.26(b)(14).

**Stormwater Management** – is, as described in the Design Manual, any

1. quantitative control, a system of vegetative and structural measures that control the increased volume and rate of surface runoff caused by man-made changes to the land; and
2. qualitative control, a system of vegetative, structural, and other measures that reduce or eliminate pollutants that might otherwise be carried by runoff.

**Stormwater Team** – the group of individuals responsible for oversight of the development and modifications of the SWPPP, and oversight of compliance with the permit requirements. The individuals on the “Stormwater Team” must be identified in the SWPPP.

**Storm Event** – a precipitation event that results in a measurable amount of precipitation.

**Surface waters** - all Waters of this State which are not groundwaters.

**Tier 2 Waters** – For antidegradation purposes, pursuant to 40 CFR 131.12(a)(2), Tier 2 waters are characterized as having water quality that exceeds the levels necessary to support propagation of fish, shellfish, and wildlife and recreation in and on the water.

**Total Maximum Daily Loads (TMDLs)** – A TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL includes wasteload allocations (WLAs) for point source discharges; load allocations (LAs) for nonpoint sources and/or natural background, and must include a margin of safety (MOS) and account for seasonal variations. (See section 303(d) of the Clean Water Act and 40 CFR 130.2 and 130.7).

**Treatment of Impervious Surfaces** - Implementing the requirements for stormwater management as prescribed in the Department's “2000 Maryland Stormwater Design Manual, Volumes I & II” or the Design Manual for impervious area. The manual spells out both design and implementation requirements using appropriately sized Best Management Practices or Environmental Site Design, based upon designs that manage on-site the water quality volume (WQv) resulting from the first one inch of rainfall from a 24-hour storm preceded by 48 hours of no measurable precipitation.

**Wastewater** - any:

1. liquid waste substance derived from industrial, commercial, municipal, residential, agricultural, recreational, or other operations or establishments; and
2. other liquid waste substance containing liquid, gaseous or solid matter and having characteristics that will pollute any waters of the State.

**Water Quality Impaired** – See ‘Impaired Water’.

**Water Quality Standards** – The water quality goals promulgated by the Department at [COMAR 26.08.02](#) ~~Error! Hyperlink reference not valid.~~ for a water body, or portion thereof, by designating the use or uses to be made of the water and by setting criteria necessary to protect the uses.

**Waters of the State** – includes:

1. both surface and underground waters within the boundaries of this State subject to its jurisdiction, including that part of the Atlantic Ocean within the boundaries of this State, the Chesapeake Bay and its tributaries, and all ponds, lakes, rivers, streams, tidal and nontidal wetlands, public ditches, tax ditches, and public drainage systems within this State, other than those designed and used to collect, convey, or dispose of sanitary sewage; and
2. the flood plain of free-flowing waters determined by the Department of Natural Resources on the basis of the 100-year flood frequency.

**“You” and “Your”** – as used in this permit are intended to refer to the permittee, the operator, or the discharger as the context indicates and that party's facility or responsibilities. The use of “you” and “your” refers to a particular facility and not to all facilities operated by a particular entity. For example, “you must submit” means the permittee must submit something for that particular facility. Likewise, “all your discharges” would refer only to discharges at that one facility.

b. Acronyms

**BAT** – Best Available Technology Economically Achievable

**BFE** – Base Flood Elevation

**BOD5** – Biochemical Oxygen Demand (5-day test)

**BPJ** – Best Professional Judgment

**BPT** – Best Practicable Control Technology Currently Available

**CERCLA** – Comprehensive Environmental Response, Compensation and Liability Act

**CFR** - Code of Federal Regulations

**COD** – Chemical Oxygen Demand

**COMAR** - Code of Maryland Regulations

**CWA** – Clean Water Act (or the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq)

**DMR** – Discharge Monitoring Report

**EPA** – U. S. Environmental Protection Agency

**ESD** – Environmental Site Design

**MGD** – Million Gallons per Day

**MSDS** – Material Safety Data Sheet

**MSGP** – EPA’s Multi-Sector General Permit

**NPDES** – National Pollutant Discharge Elimination System

**NRC** – National Response Center

**NSPS** – New Source Performance Standard

**NTU** – Nephelometric Turbidity Unit

**POTW** – Publicly Owned Treatment Works

**RCRA** – Resource Conservation and Recovery Act

**RQ** – Reportable Quantity

**SARA** – Superfund Amendments and Reauthorization Act

**SIC** – Standard Industrial Classification

**SPCC** – Spill Prevention, Control, and Countermeasures

**SWPPP** – Stormwater Pollution Prevention Plan

**TMDL** - Total Maximum Daily Loads

**TSDf** – Treatment, Storage, or Disposal Facility

**TSS** – Total Suspended Solids

**USGS** – United States Geological Survey

**WLA** – Waste Load Allocation

**Appendix F: Nutrient Reduction Progress  
Report**

## Nutrient Reduction Progress Report (Permit Condition Part III.A.3.b)

<i>SECTION I: Facility Information</i>	
<b>(A) Facility Name and Address:</b>  <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <b>Total facility size (acres)</b>	<b>(B) Registration Number:</b>  <b style="text-align: center;">20-SR-</b>
<b>(C) Baseline information about facility (as of <u>January 1, 2006</u> or later)</b>	
<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Total impervious surface area (square feet)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Untreated impervious surface area (square feet)</b> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <b>Impervious surface area subject to 20% restoration requirement (acres)</b>	
<b>(D) Control Measures Selected</b>	<b>Planned completion date</b>
<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Restored Impervious Surfaces (acres)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Accounting Guidance Practices (acres)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Sediment and Erosion Control (TN lbs/year)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Reduced fertilizer (TN lbs/year)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Reduced nitrogen to achieve benchmarks (TN lbs/year)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Reallocated TN load (TN lbs/year)</b> <div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <b>Were any of these control measures planned or completed off-site? (Yes or No)</b> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <b>Latest Comprehensive Site Compliance Evaluation (date)</b>	
<b>Brief Description of Restoration or other equivalent measures:</b>  <div style="height: 200px;"></div>	
<i>SECTION II: Certification</i>	
<p><b>"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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."</b></p>	
<i>Signature</i>	<i>Date</i>
<i>Signatory Name/Title: Typed or Printed</i>	<i>Email Address or Phone Number</i>

## **SECTION I: Owner/Operator Information**

- (A) Provide the name, address and size (in acres) of the facility covered under the registration. This should match the information submitted in the NOI or reflect any changes in property size.
- (B) Provide the registration number provided by the Department for your coverage under this permit. This number will start with 20SR, and end with 4 numbers (i.e. 20SR1234).

- (C) This part provides the baseline data for requirements related to impervious surfaces.

**Total impervious surface area** in square feet is determined in Part III.A.2.a of the permit.

**Untreated impervious surface area** in square feet is determined in Part III.A.2.d of the permit.

**Impervious surface area subject to 20% restoration requirement** in acres is determined in Part III.A.2.e of the permit.

- (D) This part provides the update on your restoration activities consistent with Part III.A.1.c or Part III.A.1.d.

- The planned completion date is based on your current best estimate of the restoration requirements of this permit. If all the work is complete, simply use the date of completion.
- The practices listed are the options provided in the permit. Simply indicate here the amount of work under each control measure you have planned or implemented.

**Restored Impervious Surfaces** are control measures in either the Design Manual or Proprietary Practices (Part III.A.1.c.i) you have selected to meet the 20% restoration requirement. This is reported in acres of impervious surface treated.

**Accounting Guidance Practices** are control measures in the Accounting Guidance (Part III.A.1.c.ii) you have selected to meet the 20% restoration requirement. This is reported in acres of impervious surface treated.

**Sediment and Erosion Control** is one of the new equivalent control measures (Part III.A.1.c.iii) you have implemented to meet the requirements of this permit, with the calculated reduction in Total Nitrogen (TN) in lbs/year.

**Reduced fertilizer** is one of the new equivalent control measures (Part III.A.1.c.iii) you have implemented to meet the requirements of this permit, with the calculated reduction in Total Nitrogen (TN) in lbs/year.

**Reduced nitrogen to achieve benchmarks** is one of the new equivalent control measures (Part III.A.1.c.iii) you have implemented to meet the requirements of this permit, with the calculated reduction in Total Nitrogen (TN) in lbs/year.

**Reallocated TN load** is one of the new equivalent control measures (Part III.A.1.c.iii) you have implemented to meet the requirements of this permit, with the calculated reduction in Total Nitrogen (TN) in lbs/year.

**Off-site work** should be acknowledged by indicating Yes if any work was performed off-site to meet the permit requirements, or indicate No if it was all performed at your site. (Part III.A.1.d)

Provide the date of the **Latest Comprehensive Site Compliance Evaluation** (Part V.A.2)

- Brief description section should be a high level description of tasks related to the remaining surfaces yet to be restored. Include a summary of each area on-site being treated, including the treatment strategy you will employ. Include types of BMPs implemented, and describe any equivalent measures you employed. Confirm if all work was performed at your facility or off-site.
-

- Indicate the last report date Comprehensive Site Compliance Evaluation Report, under Part V.A.2, which includes an evaluation of your restoration BMPs and verifies your maintenance activities.

**SECTION II: Certification**

To be completed by as detailed in Part II.C of the permit. An original signature and date is required. Your contact information is essential so that if the Department has questions they can contact you.

**HOW TO SUBMIT:**

You must ensure that the form is completely filled out. Completed reports should be sent to:  
**Maryland Department of the Environment, Industrial Stormwater Permits Division, 1800  
Washington Blvd, Ste 455, Baltimore, MD 21230.**

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**Appendix G: Reporting and Verification  
Requirements for Trading**



## Appendix G: Reporting and Verification Requirements for Trading

### **Trading Must Abide by the Requirements of COMAR 26.08.11**

The following requirements support the reporting and verification portions of the regulation (COMAR 26.08.11) and must be followed for those either generating a marketable credit, or those who are trading/acquiring credits to meet the restoration requirements of this permit.

### **Additional Requirements for Facilities Generating a Marketable Credit:**

- 1) Calculation of Credits. You must use assessment tools consistent with the Chesapeake Bay Program modeling tools and accepted by the Department to calculate credits. Any assumptions or backup data used in the calculation of credits must be maintained on-site.
- 2) Procedure for Certification. Your generated credits are not valid or tradable until placed on the Registry. The registration of the credits requires completion of a Certification and Registration Form as provided by the Department, which includes documentation that the generator either owns the property or has the permission of the landowner to install, access and maintain the BMP. Credits are only available for a trade when the Certification and Registration Form is completed and the credits are placed on the Registry. As a condition for the certification, you (and the landowner if different from the permittee) must agree in writing to provide the Department, the verifier, and their agent's access to the BMP during the lifespan of the credit. You are required to provide additional notification if the BMP changes or the ownership of the property changes.
- 3) Verification and Reporting Requirements. You shall ensure that all generated credits are verified in accordance with COMAR 26.08.11, which shall be no less than every 3 years. Verification of credits generated must be performed by a State or county inspector, a professional engineer registered in Maryland, or a Department approved verifier. Each report prepared by an inspector or verifier in accordance with B(2) of the regulation (COMAR 26.08.11) shall include documentation that the BMP implemented continues to meet baseline compliance and that the credit generating BMP continues to be operated and maintained in accordance with the trading contract. If deficiencies exist and resulting corrective measures are needed, you must immediately implement them or jeopardize your trade. You may be required to perform additional inspections to ensure the BMP continues to perform as required. The specific details associated with implementing the verification requirement shall be incorporated into your SWPPP monitoring plans.
- 4) The above calculations, permittee copies of all completed forms, and any correspondence with the Department must be kept onsite at all times and be made available to an inspector upon request.
- 5) While generating credits, the permittee is required to email a scanned copy of the Comprehensive Site Compliance Evaluation report (Part V.A.2.b) to the Department at [swppp.permit@maryland.gov](mailto:swppp.permit@maryland.gov), by December 1 of every year that the BMP generates credit.

**Additional Requirements for Facilities Satisfying their Restoration Requirements via a Trade:**

- 1) In the event of a default in a trade contract, expiration of a credit, or suspension or revocation of a credit, the buyer using the credit remains responsible for complying with the terms and conditions of the permit. In any of these events, the permittee must update the SWPPP and inform the Department of how they intend to regain compliance with the restoration requirement of the permit.
- 2) Registration of Trades. The permittee must notify the Department about each trade they are involved in by filing a form provided by the Department within 15 days after the trade, after which time the Department will update the Registry to include the registration number. The permittee must update the SWPPP to include this registration number and explain in the SWPPP how this trade is being used to satisfy the restoration requirement in the permit.
- 3) Verification and Reporting Requirements. The permittee must include the status of any trades they have initiated to meet the permit restoration requirement in their Comprehensive Site Compliance Evaluation report (Part V.A.2.b). The permittee must email a scanned copy of the Comprehensive Site Compliance Evaluation report to the Department at [swppp.permit@maryland.gov](mailto:swppp.permit@maryland.gov), by December 1 of every year that they used credits to satisfy the restoration requirement.
- 4) Copies of the contract, the annual Department notification and any other correspondence with the Department regarding the trade must be kept onsite at all times and be made available to an inspector upon request.

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**APPENDIX B**

**NOTICE OF INTENT**

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**

General Discharge Permit for Discharges of Stormwater Associated with  
Industrial Activity No. 20-SW  
Notice of Intent (NOI)

**DISCHARGE PERMIT NO. 20-SW-0000**

**NPDES PERMIT NO. MDR00000**

**SECTION I: Facility Operator Information**

<b>(A) Owner/Operator Name</b>		
<b>(B) Primary Contact Name</b>	<b>Title</b>	
<b>Telephone Number</b>	<b>Email Address</b>	
<b>(C) Mailing Address</b>		
<b>Street</b>		
<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>(D) IRS Employer Identification Number (EIN)</b>	<b>(E) Ownership Type - check below</b>	
	<input type="checkbox"/> Private	<input type="checkbox"/> Federal <input type="checkbox"/> State/Local
<b>(F) Worker's Compensation Insurance:</b>	<b>Insurance Company Name</b>	<b>Policy Number</b>

**SECTION II: Facility Information**

<b>(G) Name of Facility</b>			
<b>(H) Facility Address (if different than your mailing address)</b>			
<b>Street</b>			
<b>City</b>	<b>State</b>	<b>ZIP Code</b>	<b>County</b>
	MD		

For MDE use only:	Facility #	Receipt #	Date:
PCA 13710	Comp Object 5707	Suffix 406	

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW**

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State/ National Pollutant Discharge Elimination System (NPDES) permit issued for discharges from stormwater associated with industrial activities identified in Section II of this form. All information requested must be provided in order to be considered for authorization to discharge under this permit. Instructions are provided at the end of this form.

**SECTION II (continued): Facility Information**

<b>(I)</b> Provide the primary four-digit SIC code that best represents the principal products or activities provided by the facility, and any co-located SIC codes.		
Primary SIC: <input type="text"/>	Co-located SICs: <input type="text"/> , <input type="text"/>	Description of your primary industrial activity:
<b>(J)</b> Latitude  (in decimal degrees)	Longitude  (in decimal degrees)	<b>(K)</b> <input type="checkbox"/> Check here if you a new discharger.  If not a new discharger, provide the previous registration (e.g., 12SW1234)
<b>(L)</b> Total property size <input type="text"/> (in acres)	<b>(M)</b> <input type="checkbox"/> Check if your facility is inactive and unstaffed.	
<b>(N)</b> Identify the 8 digit identifier(s) and name(s) of the receiving water(s). , ,		
Identify which of these impairments have been identified for the receiving water(s). (Category 4a, 4b, 4c, or 5 waterbodies)	<input type="checkbox"/> Bacteria <input type="checkbox"/> Biological <input type="checkbox"/> Ions <input type="checkbox"/> Metals <input type="checkbox"/> Nutrients <input type="checkbox"/> PCBs	<input type="checkbox"/> Pesticides <input type="checkbox"/> pH <input type="checkbox"/> Stream Modifications <input type="checkbox"/> Sediments <input type="checkbox"/> Toxics <input type="checkbox"/> Trash
<input type="checkbox"/>	Check here if your facility is required to preform impaired water monitoring based on your selection above.	
<input type="checkbox"/> Check here if any of the receiving water(s) are listed as high quality (Tier 2)		
Check if stream is protected for <input type="checkbox"/> Use III <input type="checkbox"/> Use IV		
Identify your local MS4 jurisdiction or N/A if your facility is not within an MS4:		

**SECTION III: Restoration**

<input type="checkbox"/>	<b>(O)</b> Check here if your facility is subject to the Chesapeake Bay Restoration Requirements.
<input type="checkbox"/>	Check here if you failed to complete restoration under your previous authorization (12SW).
<b>(P)</b> If you are subject to Chesapeake Bay Restoration Requirements, provide these 3 values:	
Total impervious surface area (square feet) .....	<input type="text"/>
Untreated impervious surface area (in square feet) .....	<input type="text"/>
Impervious surface area subject to 20% restoration requirement (in acres)	<input type="text"/>

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
 NOI for Permit No. 20-SW

**SECTION IV: Discharge Information**

Use the table in the instructions to choose the appropriate benchmarks and effluent limitations that apply for the stormwater discharges at each of the outfalls at your facility and fill out the information in the table below:

**Outfalls Information: (Attach a separate list if necessary)**

Indicate here if the discharge is to Salt  or Fresh  water.

List all of outfalls from your facility. Each outfall must be identified by a unique 3-digit ID (e.g. 001, 002).		Benchmark Table(s)					
<b>Outfall ID</b>	<b>001</b>	<input type="checkbox"/> A-1	<input type="checkbox"/> C-2	<input type="checkbox"/> F-1	<input type="checkbox"/> L-1	<input type="checkbox"/> S-1	
Latitude (decimal)		<input type="checkbox"/> A-2	<input type="checkbox"/> C-3	<input type="checkbox"/> F-2	<input type="checkbox"/> L-2	<input type="checkbox"/> U-1	
Longitude (decimal)		<input type="checkbox"/> A-3	<input type="checkbox"/> C-4	<input type="checkbox"/> F-3	<input type="checkbox"/> M-1	<input type="checkbox"/> U-2	
* Identical Outfalls		<input type="checkbox"/> A-4	<input type="checkbox"/> D-1	<input type="checkbox"/> F-4	<input type="checkbox"/> N-1	<input type="checkbox"/> Y-1	
		<input type="checkbox"/> B-1	<input type="checkbox"/> E-1	<input type="checkbox"/> I-1	<input type="checkbox"/> Q-1	<input type="checkbox"/> AA-1	
		<input type="checkbox"/> C-1	<input type="checkbox"/> E-2	<input type="checkbox"/> K-2	<input type="checkbox"/> R-1	<input type="checkbox"/> AD-A-1	
						<input type="checkbox"/> AD-D-1	
<b>Outfall ID</b>		<input type="checkbox"/> A-1	<input type="checkbox"/> C-2	<input type="checkbox"/> F-1	<input type="checkbox"/> L-1	<input type="checkbox"/> S-1	
Latitude (decimal)		<input type="checkbox"/> A-2	<input type="checkbox"/> C-3	<input type="checkbox"/> F-2	<input type="checkbox"/> L-2	<input type="checkbox"/> U-1	
Longitude (decimal)		<input type="checkbox"/> A-3	<input type="checkbox"/> C-4	<input type="checkbox"/> F-3	<input type="checkbox"/> M-1	<input type="checkbox"/> U-2	
* Identical Outfalls		<input type="checkbox"/> A-4	<input type="checkbox"/> D-1	<input type="checkbox"/> F-4	<input type="checkbox"/> N-1	<input type="checkbox"/> Y-1	
		<input type="checkbox"/> B-1	<input type="checkbox"/> E-1	<input type="checkbox"/> I-1	<input type="checkbox"/> Q-1	<input type="checkbox"/> AA-1	
		<input type="checkbox"/> C-1	<input type="checkbox"/> E-2	<input type="checkbox"/> K-2	<input type="checkbox"/> R-1	<input type="checkbox"/> AD-A-1	
						<input type="checkbox"/> AD-D-1	
<b>Outfall ID</b>		<input type="checkbox"/> A-1	<input type="checkbox"/> C-2	<input type="checkbox"/> F-1	<input type="checkbox"/> L-1	<input type="checkbox"/> S-1	
Latitude (decimal)		<input type="checkbox"/> A-2	<input type="checkbox"/> C-3	<input type="checkbox"/> F-2	<input type="checkbox"/> L-2	<input type="checkbox"/> U-1	
Longitude (decimal)		<input type="checkbox"/> A-3	<input type="checkbox"/> C-4	<input type="checkbox"/> F-3	<input type="checkbox"/> M-1	<input type="checkbox"/> U-2	
* Identical Outfalls		<input type="checkbox"/> A-4	<input type="checkbox"/> D-1	<input type="checkbox"/> F-4	<input type="checkbox"/> N-1	<input type="checkbox"/> Y-1	
		<input type="checkbox"/> B-1	<input type="checkbox"/> E-1	<input type="checkbox"/> I-1	<input type="checkbox"/> Q-1	<input type="checkbox"/> AA-1	
		<input type="checkbox"/> C-1	<input type="checkbox"/> E-2	<input type="checkbox"/> K-2	<input type="checkbox"/> R-1	<input type="checkbox"/> AD-A-1	
						<input type="checkbox"/> AD-D-1	
<b>Outfall ID</b>		<input type="checkbox"/> A-1	<input type="checkbox"/> C-2	<input type="checkbox"/> F-1	<input type="checkbox"/> L-1	<input type="checkbox"/> S-1	
Latitude (decimal)		<input type="checkbox"/> A-2	<input type="checkbox"/> C-3	<input type="checkbox"/> F-2	<input type="checkbox"/> L-2	<input type="checkbox"/> U-1	
Longitude (decimal)		<input type="checkbox"/> A-3	<input type="checkbox"/> C-4	<input type="checkbox"/> F-3	<input type="checkbox"/> M-1	<input type="checkbox"/> U-2	
* Identical Outfalls		<input type="checkbox"/> A-4	<input type="checkbox"/> D-1	<input type="checkbox"/> F-4	<input type="checkbox"/> N-1	<input type="checkbox"/> Y-1	
		<input type="checkbox"/> B-1	<input type="checkbox"/> E-1	<input type="checkbox"/> I-1	<input type="checkbox"/> Q-1	<input type="checkbox"/> AA-1	
		<input type="checkbox"/> C-1	<input type="checkbox"/> E-2	<input type="checkbox"/> K-2	<input type="checkbox"/> R-1	<input type="checkbox"/> AD-A-1	
						<input type="checkbox"/> AD-D-1	
<b>Outfall ID</b>		<input type="checkbox"/> A-1	<input type="checkbox"/> C-2	<input type="checkbox"/> F-1	<input type="checkbox"/> L-1	<input type="checkbox"/> S-1	
Latitude (decimal)		<input type="checkbox"/> A-2	<input type="checkbox"/> C-3	<input type="checkbox"/> F-2	<input type="checkbox"/> L-2	<input type="checkbox"/> U-1	
Longitude (decimal)		<input type="checkbox"/> A-3	<input type="checkbox"/> C-4	<input type="checkbox"/> F-3	<input type="checkbox"/> M-1	<input type="checkbox"/> U-2	
* Identical Outfalls		<input type="checkbox"/> A-4	<input type="checkbox"/> D-1	<input type="checkbox"/> F-4	<input type="checkbox"/> N-1	<input type="checkbox"/> Y-1	
		<input type="checkbox"/> B-1	<input type="checkbox"/> E-1	<input type="checkbox"/> I-1	<input type="checkbox"/> Q-1	<input type="checkbox"/> AA-1	
		<input type="checkbox"/> C-1	<input type="checkbox"/> E-2	<input type="checkbox"/> K-2	<input type="checkbox"/> R-1	<input type="checkbox"/> AD-A-1	
						<input type="checkbox"/> AD-D-1	

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW**

**SECTION V: Environmental Justice and Climate Change Considerations**

<input type="checkbox"/>	<b>(Q)</b> Check here if your facility is located within a census tract with an EJScore $\geq 0.76$ .
<input type="checkbox"/>	Check here if your operations are within the Base Flood Elevation (BFE).

**SECTION VI: Stormwater Pollution Prevention Plan (SWPPP) and Monitoring**

The 20-SW permit does require you to evaluate and implement specific control measures and effluent limits. It requires you to perform quarterly visual monitoring, may include numeric limits, benchmark monitoring and reporting for specific industrial sectors. It requires you to update your SWPPP to encompass the new controls required and provide this in conjunction with your NOI, and then keep an updated SWPPP onsite.

**(R)** Has the SWPPP been prepared in advance of filing this NOI, as required?  Yes  No

**(S)** Stormwater Pollution Prevention Plan (SWPPP) Primary Contact (if different than section I.B)

Name		
Title		
Telephone Number	Email Address	
SWPPP Delivery Method (URL, email, etc.)		

**SECTION VII: Chemical Additives**

**(T)** Will you use chemical additives?  Yes Will you use cationic chemical additives?  Yes

The use of any cationic chemical additives, that will mix with stormwater or that might otherwise become part of the effluent discharged, is prohibited without prior approval. To obtain approval, refer submit a signed *Request for Cationic Chemical Additive Form* and refer to the *Use of Treatment Chemicals Guidance Document* for further requirements.

**SECTION VIII: Permit Fee Selection**

<u>Annual Payment</u> – Select this fee structure if you prefer to pay annually. The first \$120 annual payment shall be submitted with this NOI and then paid annually by July 1 thereafter.	\$120	<input type="checkbox"/>
<u>One-Time Payment</u> – Select this fee structure if you prefer to pay one-time for the term of the permit (until January 31, 2028). Additional annual fees may apply after that time, if the permit is administratively extended. Send check for this amount with this completed NOI.	\$550	<input type="checkbox"/>
Select this if you are State or Local Government.	No Fee	<input type="checkbox"/>



**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW**

**SECTION IX: Certification**

To be completed by a responsible corporate officer, proprietor, general partner, principal executive officer, or ranking elected official or their duly authorized representative, as detailed in Part II.C of the permit.

*"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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Signature/Certifier	Date

Signatory Name/Title: Typed or Printed	Telephone Number

NOI Preparer (Complete if NOI was prepared by someone other than the certifier)

<b>Prepared by:</b>	
---------------------	--

Telephone Number	Email Address

**Submit completed form and FEE (payable to Maryland Department of the Environment) to:**  
**Maryland Department of the Environment, P.O. Box 2057, Baltimore, MD 21203-2057**

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR0**  
**FORM INSTRUCTIONS**

**WHO MUST FILE**

The operator of a facility that is requesting to discharge water from stormwater associated with industrial activity must submit a Notice of Intent (NOI) to obtain coverage under the National Pollutant Discharge Elimination System (NPDES) General Discharge Permit No. 20-SW. If you have a question about whether you need this permit or any NPDES permit, contact the Maryland Department of the Environment (MDE), Wastewater Permits Program, at 410-537-3323.

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State/ NPDES permit issued for stormwater discharges from industrial facilities identified in Section II of this form. Authorization to discharge begins upon notification of registration by MDE. The permit is available using this link <https://mdewwp.page.link/ISW> or via MDE's website.

**SECTION I: Owner/Operator Information**

- (A) Provide the legal name of the person, firm, public organization, or other entity that operates the industrial facility described in Section II of this application. An operator of a facility is a legal entity that controls the operation of the facility.
- (B) Provide the name of the Primary Contact; title of Primary Contact; Primary Contact phone number; Primary Contact e-mail address.
- (C) Provide the primary facility contact mailing address; city; state; zip. All correspondence will be sent to this address.
- (D) Provide the IRS Employer Identification Number (EIN).
- (E) Identify whether the owner/operator is private, federal or state/local government.
- (F) Provide worker's compensation insurance information for the facility identified in this section of the application.

**SECTION II: Facility Information**

- (G) Provide the name of facility – enter "same" if the name does not differ from the information in Section I(A).
- (H) Provide the physical address; city; state; zip – enter "same" if the address does not differ from the information in Section I(C); Provide the County where the facility is located. If this is a contiguous system spanning multiple counties or cities, list all county or city associated with mailing address.
- (I) Provide the primary and any co-located four-digit Standard Industrial Classification (SIC) code describing the facility. Also provide a short written explanation of the industrial process category (e.g., scrap recycling of automobiles). The current Department of Labor's - Occupation, Safety and Health Administration (OSHA) website <http://www.osha.gov/pls/imis/sicsearch.html> provides a detailed written description of SIC codes.
- (J) Provide latitude and longitude of the discharge/outfalls requesting to be permitted. To obtain coordinates, you may use a GPS to find location within your site. There are internet options that you can also use, such as Google's Tool. A step by step method can be found at this URL: <https://mdewwp.page.link/FindGPS>. We require the coordinates be in degrees decimal. An example of this for Maryland Department of the Environment at 1800 Washington Blvd, Baltimore, MD would be latitude of 39.276027, longitude of - 76.644779.
- (K) Identify if you are a new discharger, or previously covered under another permit. Identify any previously obtained NPDES permit (general or individual) for your stormwater discharges. If applicable, include the permit number. (e.g., 12SW1234 general permit or 12DP1234 individual permit, where 1234 was the unique 4 digit designation for your coverage).
- (L) Provide the total property size at the address, including both the industrial and non-industrial portions of your property (e.g., 2 acres).
- (M) Indicate whether your facility is currently inactive and unstaffed (Part V.A.4 of the permit). Note that if your facility becomes inactive and unstaffed during the permit term, you must notify the Department immediately.
- (N) This section is to verify information about where the stormwater is discharged. Identify the name(s) and 8 digit identifier of the receiving stream or water (e.g., Gwynns Falls 02130905), using the Department's "FindMyWatershed" tool at this link <https://mdewwp.page.link/MDWatershedMap>. When using they "FindMyWatershed" tool type in your address, and then place your mouse at your discharge points and left-click to bring up the identifier and receiving water.

To verify if receiving waters are impaired (Category 4a, 4b, 4c, or 5 water bodies), use the Departments "Integrated Report Water Quality Assessment Maps" at this link <https://mdewwp.page.link/MDIRMap> and

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR00**  
**FORM INSTRUCTIONS**

review each of the impairments provided on that website (bacteria, biological, ions, metals, nutrients, PCBs, pesticides, pH, stream modifications, sediments, toxics or trash) for your facility location. When looking at each of the maps, you can use the Legend Button on the upper right side of the map to identify what each color or shading means.

To verify if the receiving waters are designated as high quality waters, use the Department's "Tier 2" tools at this link <https://mdewwp.page.link/Tier2Map> to locate your facility location and identify if the stream or catchment are categorized as Tier 2. The "Tier 2" tools have shaded areas that indicate where waters are designated as high quality or Tier 2 waters.

To verify whether your receiving stream is a Use III or Use IV, use the Department's "Designated Use" map at this link <https://mdewwp.page.link/MDUseMap>.

If your facility discharges to a municipal storm sewer system (MS4), you are required to contact the jurisdiction. Local storm sewer systems under NPDES permits are listed at: <https://mdewwp.page.link/MDMS4s>. If you are uncertain of the MS4 operator, contact your local government department of public works for that information.

**SECTION III: Restoration**

- (O) Confirm if your facility is subject to the Chesapeake Bay Restoration Requirements (see below). You must comply with the Chesapeake Bay Restoration Requirements (Part III.A of the permit) if you meet ALL of these criteria: your facility is within the Chesapeake Bay Watershed; your facility is 5 acres or greater in size; any portion of your facility is located within a Phase I or Phase II municipal separate storm sewer system (MS4) jurisdiction; and your facility is not owned by or leased from an entity that is permitted as an MS4.

If you failed to complete restoration in the timeline provided under your previous authorization (12SW). You must contact MDE's compliance program to receive a consent order prior to being registered under the 20SW

**To determine if your property is in the Chesapeake Bay Watershed**, you can use the results from your assessment above or using the Department's "FindMyWatershed" tool at this link <https://mdewwp.page.link/MDWatershedMap>. Although most of the state is in the Chesapeake Bay Watershed, there are exceptions on the western and eastern sides of the state. The exceptions in western Maryland are those that drain to the Youghiogheny River (eight digit codes 05020201 and 05020202), including Deep Creek Lake (05020203), and areas that drain to the Casselman River (05020204). The exceptions in eastern Maryland are areas that drain to the Christina River (02130607), Isle of Wight Bay (02130103), Assawoman Bay (02130102), Newport Bay (02130105), Chincoteague Bay (02130106), or Sinepuxent Bay (02130104) and areas that drain directly to the Atlantic Ocean (02130101).

Whether you are within the MS4 jurisdiction (e.g. it is located in Frederick County) can be verified by contacting your local government or the Department if you are unsure.

Facilities owned by or leased from an entity that is permitted as an MS4 will perform restoration through the MS4 permit and are therefore not required to do additional work under this permit.

The second question indicates whether restoration was complete under the previous permit. If it wasn't the Department will need to verify if you are meeting the requirements through trading or a consent order. This may delay processing.

- (P) These three values are part of the calculations required in the permit, for those who are subject to the Chesapeake Bay Restoration Requirements.

Total impervious surface area in square feet is determined in the permit Part III.A.2.a.

Untreated impervious surface area in square feet is determined in the permit Part III.A.2.d.

Impervious surface area subject to 20% restoration requirement in acres is determined in the Part III.A.2.e.

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR00**  
**FORM INSTRUCTIONS**

**SECTION IV: Discharge Information**

Depending on your industrial activities, your facility may be subject to benchmarks or federal effluent limitation guidelines which include additional effluent limits and monitoring requirements for your facility. Review the summary table below in order to check the appropriate box(es) in the table in section IV where you must provide information for each of the outfalls on site. If there are any substantially identical outfalls, indicate it in the table by listing the outfall ID(s) in the appropriate box. Some Subsectors have different requirements for discharges into saltwater. To see if your facility discharges into fresh or salt water see COMAR 26.08.03.03-1.

Discharge Type	Table*
SUBSECTOR A1 BENCHMARKS (GENERAL SAWMILLS AND PLANING MILLS FOR SIC 2421)	A-1
SUBSECTOR A2 BENCHMARKS (WOOD PRESERVING FOR SIC 2491)	A-2
SUBSECTOR A3 BENCHMARKS (LOG STORAGE AND HANDLING FOR SIC 2411)	A-3
SUBSECTOR A4 BENCHMARKS (SPECIAL PRODUCTS SAWMILLS, NOT ELSEWHERE CLASSIFIED AND WOOD PRODUCTS FACILITIES NOT ELSEWHERE CLASSIFIED FOR SIC 2426 AND 2499)	A-4
SUBSECTOR B1 BENCHMARKS (PAPERBOARD MILLS FOR SIC CODE 2631)	B-1
SUBSECTOR C1 BENCHMARKS (AGRICULTURAL CHEMICALS FOR SIC 2873-2879)	C-1
SUBSECTOR C2 (INDUSTRIAL INORGANIC CHEMICALS FOR SIC 2812-2819) BENCHMARKS	C-2
SUBSECTOR C3 (SOAPS, DETERGENTS, COSMETICS AND PERFUMES FOR SIC 2841 – 2844) BENCHMARKS	C-3
SUBSECTOR C4 (PLASTICS, SYNTHETICS, AND RESINS FOR SIC 2821-2824) BENCHMARKS	C-4
SUBSECTOR D1 BENCHMARKS (ASPHALT PAVING AND ROOFING MATERIALS SIC 2951, 2952)	D-1
SUBSECTOR E1 BENCHMARKS (CLAY PRODUCT MANUFACTURERS SIC 3251-3259, 3261-3269)	E-1
SUBSECTOR E2 BENCHMARKS (CONCRETE AND GYPSUM PRODUCT MANUFACTURERS SIC 3271-3275)	E-2
SUBSECTOR F1 BENCHMARKS (STEEL WORKS, BLAST FURNACES, AND ROLLING AND FINISHING MILLS FOR SIC 3312-3317)	F-1
SUBSECTOR F2 BENCHMARKS (IRON AND STEEL FOUNDRIES FOR SIC 3321-3325)	F-2
SUBSECTOR F3 BENCHMARKS (ROLLING, DRAWING, AND EXTRUDING OF NONFERROUS METALS FOR SIC 3351-3357)	F-3
SUBSECTOR F4 BENCHMARKS (NONFERROUS FOUNDRIES (SIC 3363-3369)	F-4
SUBSECTOR I1 BENCHMARKS (CRUDE PETROLEUM AND NATURAL GAS; NATURAL GAS LIQUIDS; OIL AND GAS FIELD SERVICES (SIC 1311, 1321, 1381-1389)	I-1
SUBSECTOR K1 BENCHMARKS (ALL - INDUSTRIAL ACTIVITY CODE "HZ". BENCHMARKS ONLY APPLICABLE TO DISCHARGES NOT SUBJECT TO EFFLUENT LIMITATIONS IN 40 CFR PART 445 SUBPART A)	K-1
SUBSECTOR L1 BENCHMARKS - LANDFILLS AND LAND APPLICATION SITES	L-1
SUBSECTOR L2 BENCHMARKS - LANDFILLS AND LAND APPLICATION SITES, EXCEPT MUNICIPAL SOLID WASTE LANDFILL (MSWLF) AREAS CLOSED IN ACCORDANCE WITH 40 CFR 258.60	L-2
SECTOR M BENCHMARKS (AUTOMOBILE SALVAGE YARDS)	M-1
SUBSECTOR N1 BENCHMARKS (SCRAP RECYCLING AND WASTE RECYCLING FACILITIES EXCEPT SOURCE-SEPARATED RECYCLING)	N-1
SUBSECTOR Q1 BENCHMARKS (WATER TRANSPORTATION FACILITIES SIC 4412-4499)	Q-1
SUBSECTOR R1 BENCHMARKS (SHIP AND BOAT BUILDING OR REPAIRING YARDS FOR SIC 3731, 3732)	R-1
SUBSECTOR S1 BENCHMARKS (AIRPORTS USING MORE THAN 100,000 GALLONS OF DEICING GLYCOLS BASED FLUIDS OR 100 TONS OF UREA, ON AN ANNUAL BASIS FOR SIC 4512 - 4581)	S-1
SUBSECTOR U1. GRAIN MILL PRODUCTS (SIC 2041-2048)	U-1
SUBSECTOR U2. FATS AND OILS PRODUCTS (SIC 2074-2079)	U-2
SUBSECTOR Y1 BENCHMARKS (TIRES AND INNER TUBES, RUBBER AND PLASTICS FOOTWEAR, GASKETS, PACKING AND SEALING DEVICES, AND RUBBER AND PLASTIC HOSES AND BELTING, FABRICATED RUBBER PRODUCTS, NOT ELSEWHERE CLASSIFIED FOR SIC 3011, 3021, 3052, 3053, 3061, 3069)	Y-1
SECTOR AA BENCHMARKS (FABRICATED METAL PRODUCTS, FABRICATED METAL COATING AND ENGRAVING, AND ALLIED SERVICES, JEWELRY, SILVERWARE, AND PLATED WARE)	AA-1
SUBSECTOR AD.A1 BENCHMARKS REQUIRED FOR STORMWATER THAT HAS COME INTO CONTACT WITH STREET SWEEPING OR STORM DRAIN INLET CLEANING DEBRIS	AD.A-1
TABLE AD.D-1 - SECTOR AD.D REPORTING (SALT TERMINALS)	AD.D-1

\* Please see the referenced tables in Appendix D of the permit.

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
**NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR00**  
**FORM INSTRUCTIONS**

**SECTION V: Environmental Justice and Climate Change Considerations**

(Q) The first question will determine if you are responsible for additional reporting in areas considered to have an EJ Score equal to or greater than 0.76. You can determine this in two ways.

- 1) By using the KMZ file available on the 20SW website <https://mdewwp.page.link/ISW> opening it in a program like Google Earth and typing in your address. Any facility located in a red shaded area has an EJ score greater than 0.76
- 2) By using the JPEG available <https://mdewwp.page.link/EJMap> and comparing it to your facility location.

The second question relates to whether your operations are in a flood prone area and may require additional consideration in the SWPPP. <https://msc.fema.gov/portal/home>.

**SECTION VI: Stormwater Pollution Prevention Plan (SWPPP) and Monitoring**

(R) Preparation and delivery of the SWPPP is required prior to the submittal of the NOI.

(S) Indicate how you are providing your SWPPP to the Department, either online with appropriate URL (provide your URL in the space on the form), by email, or other methods provided in the permit. Also, identify the name, telephone number, and email address of the person who will serve as a contact for the Department on issues related to stormwater management at your facility. This person should be able to answer questions related to stormwater discharges, the SWPPP and other issues related to stormwater permit coverage, or have immediate access to individuals with that knowledge.

**SECTION VII: Chemical Additives**

(T) Confirm whether any Chemical Additives are used in the treatment of water, and whether you use cationic chemical additives (Part III.B.1.b.v) which you are requesting approval for use (Part I.E.5). The use of polymers, flocculants, or other treatment chemicals, including use of cationic treatment chemicals (Part III.B.1.b.v), require that you include documentation in your SWPPP of the appropriate controls and implementation procedures designed to ensure that your use of treatment chemicals will not lead to a violation of water quality standards.

**SECTION VIII: Permit Fee**

Indicate the amount sent with this NOI form. The permit fee for stormwater discharges associated with industrial activity is \$120 per year if submitted with the NOI and then annually on July 1st thereafter. Alternatively, an upfront payment of \$550 (January 31, 2028). Additional annual fees may apply after that time, if the permit is administratively extended. The fee shall be submitted with the NOI. Local and State Government are exempt from the fee. The annual rate and application fee may change over time, so you are encouraged to check COMAR 26.08.04.09-1 (C) at the time of your application.

**SECTION IX: Certification**

Signatures and Certifications are detailed in the permit Part II.C. Individuals who discharge to waters of the State without an individual State or general State/NPDES discharge permit, are in violation of the Federal Clean Water Act and of the Environment Article, Annotated Code of Maryland, and may be subject to penalties. An original signature and date is required.

A completed form will not be processed until the fee has been paid-in-full and your SWPPP has been received.

**HOW TO SUBMIT:**

Send the completed NOI and fee (see permit) to **Maryland Department of the Environment, P.O. Box 2057, Baltimore, MD 21203-2057** and provide the SWPPP in one of the allowed formats (Part II.A.3.b of the permit). You must ensure that the form is completely filled out and payment is enclosed, and the SWPPP follows all permit requirements and is successfully provided to the Department. Your permit application will be handled as efficiently as possible. However, if you fail to provide us with the information we request, we will be unable to process your registration for the permit.



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**APPENDIX C**

**POLLUTION PREVENTION TEAM**

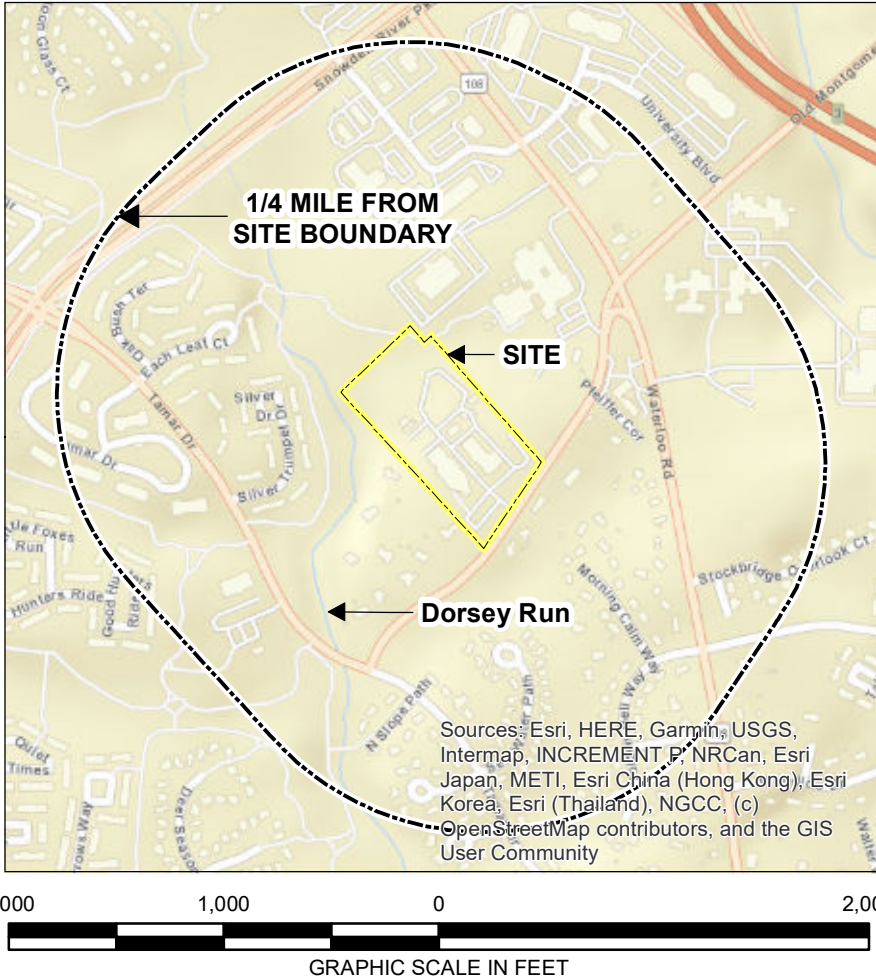


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**APPENDIX D**  
**FACILITY MAPS**

# STORMWATER POLLUTION PREVENTION PLAN HOWARD COUNTY BUREAU OF UTILITIES MAINTENANCE FACILITY

**COLUMBIA, MARYLAND  
MARCH 2023**



<u>DRAWING NO.</u>	<u>SHEET NO.</u>	<u>DRAWING TITLE</u>
TS-1	1	TITLE SHEET
A-1	2	AERIAL MAP
S-1	3	SITE MAP

\\levetongis\GISdata\State and Local\NorthEast\Maryland\HowardCounty\2017\MXD\BoU\_1.mxd



BUREAU OF UTILITIES MAINTENANCE FACILITY  
STORMWATER POLLUTION PREVENTION PLAN  
COLUMBIA, MARYLAND

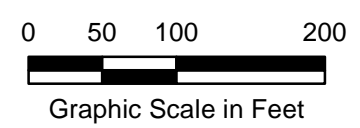
TITLE SHEET

DESIGNED BY ET	DRAWN BY LB	DATE MARCH 2023	PROJECT NO. 1514525
CHECKED BY CS	PROJECT MGR. CS	DRAWING NO. TS-1	FIGURE 1

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- Legend**
- Outfall
  - ⊕ Monitoring Point
  - Storage Area within Facility
  - Stormwater Management Pond
  - Property Boundary



BUREAU OF UTILITIES MAINTENANCE FACILITY  
STORMWATER POLLUTION PREVENTION PLAN  
COLUMBIA, MARYLAND

AERIAL MAP

DESIGNED BY ET	DRAWN BY LB	DATE MARCH 2023	PROJECT NO. 1514525
CHECKED BY CS	PROJECT MGR. CS	DRAWING NO. A-1	FIGURE 2

Tank ID	Capacity (Gallons)	Contents
<b>Aboveground Storage</b>		
Tank 001A	500	Heating Oil
Tank 011A	415	Diesel
Tank 012A	2,000	Heating Oil
Tank 013A	519	Diesel
<b>Oil-Filled Operational Equipment</b>		
Tank 009A	170	Mineral Oil (Non-PCB)
<b>Drum Storage</b>		
D1	Up to 15 drums (55-gal ea.)	Motor Oil, Used Motor Oil, Kerosene, DEF
D2	Up to 7 drums (55-gal ea.)	Hazw aste/Empty
<b>Underground Storage</b>		
Tank 001	10,000	Gasoline
Tank 002	10,000	Gasoline
Tank 003	10,000	Diesel
Tank 005	6,000	Heating Oil



- Legend**
- ▲ AST
  - ▼ UST
  - ▲ Drums
  - Outfall
  - Oil/Water Separator
  - ⊕ Spill Kit
  - Storm Drain
  - ★ Transformer
  - Stormdrain
  - Trench Drain
  - Drainage Area
  - Storage Area within Facility
  - Stormwater Management Pond
  - ▨ Bioretention Area
  - Property Boundary

M:\working\GIS\data\StateandLocal\NorthEast\Maryland\HowardCounty\Dayton\_SWPPP\_2023\_Utilities\BoU\_3\_Updates.mxd



BUREAU OF UTILITIES MAINTENANCE FACILITY  
STORMWATER POLLUTION PREVENTION PLAN  
COLUMBIA, MARYLAND

SITE MAP

DESIGNED BY	DRAWN BY	DATE	PROJECT NO.
ET	LB	MARCH 2023	1514525
CHECKED BY	PROJECT MGR.	DRAWING NO.	FIGURE
CS	CS	S-1	3

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**APPENDIX E**

**NON-STORMWATER DISCHARGE EVALUATION**

## Non-Stormwater Discharge Evaluation Stormwater Pollution Prevention Plan

*The Maryland Department of the Environment General Discharge Permit 20-SW, Part III.C.3.d requires that a Non-Stormwater Discharge Evaluation be performed at the facility and documented, and that all non-stormwater discharges observed be eliminated.*

<b>Facility Name:</b>	Howard County Bureau of Utilities Maintenance Facility
<b>Location:</b>	8270 Old Montgomery Road Columbia, MD 21045
<b>Date:</b>	March 6, 2023
<b>Individual(s) performing the evaluation</b> <i>(include title and company):</i>	Jake Mullen, EA Engineering, Science, and Technology, Inc. Hannah Piatak, EA Engineering, Science, and Technology, Inc.
<b>Description of Evaluation Criteria:</b>	The assessors reviewed site plans, and confirmed outfalls and drainage areas, walked throughout the facility and the facility perimeter to look for evidence of non-stormwater discharges (or wastewater) generated by the facility. The assessors looked for physical evidence of activities that would potentially generate wastewater discharges, and talked to employees to confirm observations and to determine what types of activities occur or do not occur on site (i.e., vehicle and/or equipment washing, steam cleaning, power washing, etc.).
<b>List of the outfalls or onsite drainage points that were directly observed during the evaluation:</b>	<b>Outfall 001.</b> Located at northwest corner of the site within Drainage Area 3. Stormwater Management Pond is associated with this Outfall.
<b>List of the non-stormwater discharges observed by the corresponding outfall or drainage point:</b>	<b>Outfall 001.</b> None
<b>Action(s) taken to eliminate authorized discharges:</b>	<b>Outfall 001.</b> N/A



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**APPENDIX F**  
**VISUAL MONITORING SUMMARY**

### VISUAL MONITORING SUMMARY

<b>Monitoring Period (End Date)</b>	<b>Outfall</b>	<b>Parameter(s) Observed in Stormwater<sup>1</sup></b>	<b>Other Visible Indicators of Pollution</b>	<b>Corrective Actions Taken</b>
12/16/2014	001	Light brown color – fine suspended sediment; minor amount of fine brown silt settled in container after 30 minutes.	None	None noted.
02/25/2015	001	Light/medium brown color; fine suspended sediment; minor amount of fine brown silt settled in container after 30 minutes. Suds appear after shaking but generally dissipate in 5 to 10 seconds.	None	None noted.
04/14/2015	001	Light brown color – very cloudy, suspended solids – dirt and organics; dirt/sand and organics settled in container after 30 minutes.	None	None noted.
12/17/2015	001	Very pale brown color some very fine particulates; Bureau of Utilities Facility parking lot was recently resurfaced.	None	None noted.
01/29/2016	001	Organic odor observed.	None	None noted.
04/28/2016	001	Light brown particulate matter observed suspended and settled.	None	None noted.
10/21/2016	001	Light brown color. Small amount of fine suspended organic matter. Very fine particulate matter was observed after the sample settled. Organic odor.	None	None noted.
11/29/2016	001	Pale yellow color. Fine suspended organic matter. Fine particulate matter was observed after the sampled settled.	None	None noted.
05/11/2017	001	Pale green color with small amount of fine suspended/ settled organic matter.	None	None noted.
07/28/2017	001	Sample was clear with small particles of organic matter observed as suspended and settled solids.	None	None noted.
01/23/2018	001	Pale brown in color. Very fine sediment and organic materials observed as suspended and settled solids.	None	None noted.

<b>Monitoring Period (End Date)</b>	<b>Outfall</b>	<b>Parameter(s) Observed in Stormwater<sup>1</sup></b>	<b>Other Visible Indicators of Pollution</b>	<b>Corrective Actions Taken</b>
03/07/2018	001	Very pale yellow-brown in color. Very fine particles observed as suspended and settled solids.	None	None noted.
03/22/2018	001	Sample was light brown and cloudy in color with fine particles observed as suspended and settled solids.	None	None noted.
09/17/2018	001	Sample was clear with small organic matter observed as suspended and settled solids.	None	None noted.
01/15/2019	001	Sample was clear with small sand-like particles observed as suspended and settled solids.	None	None noted.
06/10/2019	001	Sample was clear with a few dust particles observed as suspended solids.	None	None noted.
11/22/2019	001	Cloudy with light yellowish brown color and some suspended and settled solids and leaf debris.	None	None noted.
02/25/2020	001	Sample is bright orange in color, with visible iron as suspended and settled solids.	None	None noted.
04/30/2020	001	Sample is clear with fine soil granules and organic matter observed as suspended and settled solids.	None	None noted.
09/10/2020	001	Sample is clear with a slight rotten egg odor.	None	None noted.
10/29/2020	001	Sample was cloudy with a sewage-like odor. Small amounts of fine sediment observed as settled solids.	None	None noted.
12/18/2020	001	Sample was clear with small organics observed as floating and settled solids.	None	None noted.
02/03/2021	001	Sample was yellow in color and was milky/cloudy. Insects were observed as floating solids. Small sand particles were observed as suspended and settled solids.	None	None noted.

<b>Monitoring Period (End Date)</b>	<b>Outfall</b>	<b>Parameter(s) Observed in Stormwater<sup>1</sup></b>	<b>Other Visible Indicators of Pollution</b>	<b>Corrective Actions Taken</b>
06/03/2021	001	Sample was yellow in color. Small amount of sediment observed as settled solids. Moderate foam observed.	None	None noted.
10/29/2021	001	Sample was cloudy and yellow and brown in color with some suspended silt and organic debris observed as suspended and settled solids.	None	None noted.
01/18/2022	001	Sample was slightly yellow in color and cloudy with some small pieces of sand and small sediments observed as suspended and settled solids.	None	None noted.
10/13/2022	001	Sample was clear with floating and suspended organic debris and suspended and settled sand.	None	None noted.
11/11/2022	001	Sample was opaque with small soapy bubbles forming when the sample was shaken.	None	None noted.

Note:

<sup>1</sup> Parameters identified in quarterly visual monitoring forms include color, lack of clarity, oil sheen, odor, floating solids, suspended solids, settled solids, and foam.

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**APPENDIX G**

**STORMWATER MANAGEMENT FACILITY INSPECTION  
AND MAINTENANCE PROCEDURE**

1) Regulatory Requirements

- a) Inspection and maintenance of stormwater management facilities is a requirement of Howard County Code, State law, and the County's NPDES permit, and in most cases an executed maintenance agreement between the owner of the facility, or its successors, and the County. All require that facilities be inspected on a triennial basis.

i) Howard County Code

Section 18.912. - Inspection.

- a) Inspection During Construction. The County shall make regular inspections at various stages of construction as provided in Chapter 5, stormwater management, of Volume I (Storm Drainage) of the Howard County Design Manual. Inspections shall be documented in writing by the County.

*(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)*

Section 18.914. - Maintenance.

- a) The County or property owner or both the County and the property owner, shall perform periodic maintenance as required in chapter 5, stormwater management, of volume I (storm drainage) of the Howard County Design Manual.

*(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)*

Section 18.916. - Penalties.

- a) Criminal Penalties. Any person convicted of violating a provision of this subtitle is guilty of a misdemeanor and upon conviction is subject to a fine of not more than \$5,000.00 or imprisonment not exceeding one year or both for each violation with costs imposed in the discretion of the court and not to exceed \$50,000.00. Each day that the violation continues is a separate offense.

- b) Civil Penalties. Alternatively or in addition to and concurrent with other remedies at law or equity, the Department of Public Works may enforce the provisions of this subtitle with civil penalties pursuant to the provisions of title 24, "Civil Penalties," of the Howard County Code. A violation of this subtitle is a Class A offense. Each day that a violation continues is a separate offense.

- c) Injunctive and Other Relief. In addition, the County may institute injunctive, mandamus or other appropriate legal action or proceedings for the enforcement of or to correction violations of this subtitle. Any court of competent jurisdiction may issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.

*(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)*



ii) State Law

iii) COMAR 26.17.02.11(A) states “Maintenance requirements established in this regulation shall be contained in all county and municipal ordinances and shall provide for inspection and maintenance. The owner shall perform or cause to be performed preventive maintenance of all completed ESD treatment practices and structural stormwater management measures to ensure proper functioning. The responsible agency of the county or municipality shall ensure preventive maintenance through inspection of all stormwater management systems. The inspection shall occur during the first year of operation and then at least once every 3 years after that”.

iv) NPDES PERMIT

(1) Section E.1.a requires the County to “Conduct preventative maintenance inspections of all stormwater management facilities in at least a triennial basis. Documentation identifying facilities inspected, the number of maintenance inspections, follow-up inspections, and enforcement action(s) used to facilitate inspection compliance, maintenance inspection schedules, and any other relevant information shall be submitted in the County’s annual reports;”

v) Maintenance Agreement

(1) Stormwater management facility maintenance agreements are required by the County as part of the subdivision process. These agreements typically spell out what on-going maintenance is expected of the facility owner and require the owner to give the County reasonable access to perform maintenance inspections. These agreements are recorded in the land records and are incumbent on all future owners of the facility.

b) There are 12,079 active facilities as of August 2022

i) About 1,740 are maintained by Howard County – “Public” facilities

(1) Maintained by Bureau of Highways (1,573) or Board of Education (167)

ii) About 3,351 are privately owned and maintained – “Private” facilities

iii) About 6,988 are facilities such as ESD’s or LID’s – “Residential” facilities

iv) Separate inspection processes have been established for public, private, and residential facilities

v) Not included above are facilities constructed by the State or Federal Government. They are responsible for their own inspection and maintenance.

2) Record keeping

- a) Howard County maintains a database of all SWM facilities in the County for which the County is responsible for inspection and/or maintenance.
- b) Two approaches have been taken which will be linked to act as one large database
  - i) GIS mapping
    - (1) Existing plans have been digitized – i.e. the locations of SWM facilities (and storm drains) have been mapped into a GIS system
      - (a) Basic information available from the design drawings – e.g. plan number - is captured with the mapped locations
  - ii) Inspection database
    - (1) An extensive Microsoft based database called CRM has been developed to collect more comprehensive data about each facility and to track facility inspections and follow up.
      - (a) Basic descriptive information – location, type, pipe sizes, access, etc
      - (b) Inspection records
        - (i) Textual, photographic and redlines
      - (c) Repair compliance tracking
      - (d) Estimated repair costs for public facilities
      - (e) Administrative log of actions taken for a given facility
      - (f) Routine and emergency maintenance performed by the Bureau of Highways
- c) Tracking of new facilities
  - i) In order to keep the inspection database up to date regarding new facilities, the SWMD has been included in several places in the development process including;
    - (1) Real Estate Services Division copies the SWMD when the following documents are executed
      - (a) Developer agreements with SWM facilities.
      - (b) Maintenance agreements for SWM facilities
      - (c) Release of construction bond for SWM facilities

(d) RESD also provides the SWMD with the Public Works agenda for the dedication of new subdivisions for County maintenance

(2) Construction Inspection Division provides the following documents

(a) Notice of release of bond for new subdivisions

(b) As-built drawings of dedicated subdivisions

(i) When the first of any of the above documents is available to the SWMD a new facility record is created in the inspection database. Whatever database field may be populated from the document is filled in as appropriate.

1. As subsequent documents are received other relevant database fields are entered.

2. Each facility is coded with the appropriate inspection cycle – e.g. A1, A2, A3, B1, B2, B3, P1, P2, R1, R2, R3, etc. If the facility is not yet in service the code given is AX, PX, RX, etc. with the “X” signifying the facility is not yet in service, but has been coded as either a County maintained, privately maintained, or residentially maintained facility.

(ii) When as as-built becomes available it is imperative that the new facility as well as other storm drains be entered into the GIS layer(s) for these facilities as well as including further information in the inspection database.

1. Either from the paper as-built drawings or the original drawings all storm drain pipes, inlets, headwalls, etc. are “digitized” into the GIS system.

2. The as-builts are copied to the document manager in CRM as tif files where they are used for inspections as well as for the use in drawing inspection redlines.

3) Inspection process overview – Public Facilities

a) Inspections are performed on a triennial cycle

b) The County has been geographically divided into 36 zones or cycles coded as A1-01 thru A3-12 (for example, A1-01 for first year January). Each cycle, typically, represents the facilities for which to initiate inspections in any given month.

c) Field inspection includes taking photographs of specific parts of the facility and of noted problem areas.

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

- d) Data entry is performed in the inspection database. Photo's are downloaded from digital camera or iPad, renamed in accord with a standardized naming convention and copied to appropriate location.
- e) The inspection database is available to the Bureau of Highways for their use in maintaining these facilities.
  - i) Inspection result reports of the facilities are provided to the Bureau of Highways

### 4) Inspection process overview – Private and Residential facilities

- a) Inspections are performed on a triennial cycle
  - i) Reasonable effort is made to solicit voluntary compliance with this program.
  - ii) The facility owner is ultimately responsible for responding to the results of an inspection, but a local contact, such as a property manager, is solicited for coordination of deficiencies to be corrected.
  - iii) Each facility is handled as an individual inspection even if there are several facilities on one site owned by one owner.
  - iv) The County has been geographically divided into 36 zones or cycles coded as P1-01 through P3-12 for private and R1-01 thru R3-12 for residential. Each cycle, typically, represents the facilities for which to initiate inspections in any given month.
- b) First pending inspection notification
  - i) Notification of impending inspections is sent to facility owners via regular mail.
  - ii) For private facilities only, a request to fill out a contact sheet and return via stamped self addressed envelope the name, address, telephone number, e-mail, etc. of the person (local contact) who is most directly responsible for the maintenance of the facility to be inspected.
  - iii) Notifications are generally sent out by the middle of the month preceding the month during which the inspection is scheduled to occur.
- c) If the owner does not respond, a second notification is sent out the following month.
  - i) The second notification package (same as first) includes the notification letter and a request to fill out and return the name, address, telephone number, e-mail, etc. of the person (local contact) who is most directly responsible for the maintenance of the facility to be inspected.
- d) Response by the facility owner is desired, but not necessary for the facility inspection to occur.

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

- e) Consultant support
  - i) Presently, all initial inspections of private facilities are performed by two consultants (Charles P. Johnson & Associates and KCI) under contract to the County.
  - ii) After the initial inspection notification is sent to the facility owner, an inspection package is sent to the consultant. This package includes:
    - (1) The list of facilities to be inspected, electronic scanned images, if not already uploaded in inspection database as well as a mapping file of the facilities listed. The consultant is also provided remote access to the inspection database.
  - iii) The consultant determines their own schedule, but normally performs the inspections for a complete “P” cycle in the month following the mailing of the first inspection notification.
  - iv) Once a field inspection is completed, the consultant enters the results of the inspection directly into the inspection database. In addition, they prepare electronic redlines overlaying the scanned site plan images provided to them showing the locations of deficiencies with the facility. The digital inspection photographs they have taken are also organized, labeled, and sorted by the individual facility.
    - a) On, approximately, the first Friday of each month the consultant will have already posted the inspection data, to include photos and redlines in the database using their remote access to the inspection database
- f) Special consideration for underground (Oil/Grit Separators, Stormceptors, and Underground Storage) facility inspections
  - i) Oil/Grit Separators, Stormceptors, and Underground Storage inspections may consist of two inspections
    - (1) A pre-inspection which is primarily focused on the external structural integrity of the facility (though for an UGS the internal structural integrity will most often be accessible for inspection unless full of water from clogged control structure.) These pre-inspections will also be used to determine if a pump out and cleaning of the facility is required.
    - (2) An inspection which would be performed immediately after the facility has been pumped out and cleaned. This inspection is focused more on the structural integrity of the facility. Unless, other information warrants it, this type of inspection is performed only when the facility’s pre-inspection indicates that a pumping and cleaning is necessary. The inspection is recorded as a separate inspection record in the database.
  - ii) If sediment removal is required, the consultant will rate sediment as a “3” in the inspection, so that a results letter requiring the cleaning will be properly generated by the database.

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

If a “pump out” and cleaning of the facility is required based on the pre-inspection, then the inspector’s summary field of the inspection report should include a note saying, for example:

*“All sediment, oil, water, and trash should be removed from facility. Facility should be cleaned to allow a follow-up structural inspection. Please contact CPJ at (301)208-9573 or John Spry of CPJ at (301) 366-3968 to inform them when facility will be cleaned. Please provide 48 hours’ notice for cleaning inspection.”*

- iii) If a pump out and cleaning of the facility is required based on the pre-inspection, then the cleaning time should be coordinated through the consultant inspector so that the staff will be available to complete the structural while the facility is clean and mostly dry.
- g) Special consideration for inspections where a bathymetric survey or CCTV is recommended.
  - i) For those facilities where a bathymetric survey or CCTV is recommended the inspection report should include as a repair item any shrub/tree clearing that will be necessary for the field survey work to be completed in a reasonable fashion.
    - (1) The Stormwater management Division shall then inspect the facility to determine whether the bathymetric survey or CCTV is warranted and, if so, will authorize the consultant to perform the survey.
  - ii) The results of the bathymetric survey or CCTV shall be recorded in the inspection database specific to this facility.
  - iii) While Howard County intends to promptly inform the facility owner of the results of the bathymetric survey or CCTV, sediment removal or pipe repair needed as identified from the survey, if necessary, will not be required as a repair generated from the current inspection. Instead, a note will be placed in the inspection exceptions field by Howard County as a reminder that will be required as a monitor or repair item in the next inspection of this facility at the next triennial inspection.
- h) Special considerations for inspections with portions of the facility obscured
  - i) For facilities with clogged low flow orifices that preclude a full inspection of the facility the repair note should indicate

*“Unclog low flow making sure to minimize any environmental impact, including but not limited to excessive sediment, and erosive flows, on surrounding waterways”.*

As part of Howard County’s normal follow up on inspection report repair items, the County will inspect the previously uninspected portion of the pond (what was under water) and determine if the repairs made were sufficient, particularly to the low-flow device. Howard County will determine if any additional repairs are to be required

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

- immediately or deferred for completion to the next triennial inspection, placing a note in the inspection exceptions field as appropriate.
- ii) Similarly, for facilities with overgrown embankments that preclude a full inspection of the facility the repair note should indicate “*Facility is 100% overgrown. Brush cut and mow trees, woody growth and vegetation from infalls, basin, dam, riser and outfall to allow for scheduled inspections and maintain as accessible.*” As part of Howard County’s normal follow up on inspection report repair items, the County will inspect the previously uninspected portion of the pond (what was overgrown) and determine if the repairs made were sufficient. Howard County will determine if any additional repairs are to be required immediately or deferred to the next triennial inspection, placing a note in the inspection exceptions field as appropriate.
- i) Owner notification of inspection results
    - i) Once inspection results (data entry, photos and redlines) are entered into the inspection database an inspection results package is prepared for the facility owners. This package includes:
      - (1) Inspection results letter with a text description of the facility’s deficiencies noted, if any.
        - (a) If no deficiencies are noted, the owner is so notified (except for residential results), and no further action is required on their part.
        - (b) If deficiencies are noted, the owner is required to repair and maintain items listed in the results letter at their next scheduled maintenance or within 60 days of the date of this letter, depending on how egregious the item. Alternatively, if they are unable to correct these deficiencies within that time, they may request additional time for correction. The request must be: (1) in writing; and (2) received by the County within 60 days of the date of the results letter.
      - (2) Prints of all digital photographs
      - (3) Prints of redlines (if necessary, for residential)
    - ii) The inspection results are sent via both regular and certified mail with return receipt to both the facility owner and the local contact, if available.
      - (1) In some cases, there is no response from the facility owner and no local contact provided. Under these circumstances, an effort is made to determine the resident agent for the facility owner and the results are sent to the resident agent in the same manner as they are sent to the owner.

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

- j) Inspection compliance tracking
  - i) In an ideal situation, the owner would, repair the deficiencies noted in their inspection report or, in writing, submit a schedule for completing the same repairs. When the repairs are completed the owner would notify Howard County of the same. Howard County staff would follow-up with a final inspection and then send the owner completion correspondence that the owner has repaired all the deficiencies noted in their inspection and the inspection is considered closed for this triennial cycle.
  - ii) Sometimes the owner does not respond in a timely manner or is tardy in repairing the deficiencies of their facility. To ensure adequate compliance with the requirements of the inspection, a tracking system has been incorporated into the inspection database to capture key milestone dates. These dates include:
    - (1) Facility inspection completed
    - (2) Initial inspection results letter sent certified to owner and local contact
    - (3) Return receipt for results received by County
    - (4) Owner acknowledges receipt of results letter – verbally or in writing
    - (5) Local contact acknowledges receipt of results letter – verbally or in writing
    - (6) Completion correspondence sent to owner after deficiencies have been corrected.
  - iii) Not all deficiencies are expected to be repaired at the same time. As a result, each deficiency noted in the results letter sent to the owner is tracked for remedy separately. For each deficiency two dates are tracked.
    - (1) Scheduled repair date
      - (a) If the owner cannot repair the deficiency within the 60 days provided by the results letter, they are required to negotiate a mutually agreeable date with the County for the completion of the repair. Extensions of this time may be given to allow the owner time to budget for a major repair, negotiate with contractors, or other reasons.
    - (2) Repair completed date
      - (a) Completed repairs are field or photo verified by County inspection staff
  - iv) There are several points in the compliance process where a facility owner may be late in responding to the County. A response plan for each is described below.
    - (1) In general, voluntary compliance is the preferred method for repairing deficiencies noted in the facility inspection reports. Reasonable extensions of time to make the



## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)

repairs will be granted if the facility owner is making good faith efforts in cooperating with the County to schedule and complete these repairs.

- (2) Where compliance is not achieved after reasonable efforts have been made the County may proceed to issuing a Notice of Violation and as necessary, issuance of Civil Citations to the owner for failure to comply.
- (3) The owner is late in responding to the County when the owner does not respond to the original inspection results package within 60 days of issuance of the letter
  - (a) If the owner or local contact is known, an effort will be made to verbally or electronically contact the owner/contact as a “courtesy call” to remind them that a response is needed.
    - (i) Typically, they will request to meet with a County representative in the field to explain to them the deficiencies needing repair.
    - (ii) A new date for repair of the deficiencies is negotiated and confirmed by the County.
  - (b) If the owner or local contact is not known, Maryland Department of Assessment and Taxation records, available on the internet, are used to further research the owner of the property or to determine the Resident Agent, legal representative of the owner corporation in Maryland.
  - (c) If the Storm Water Management Division is unable to determine the owner, local contact, or resident agent for a facility needing repair, then the Office of Law will be contacted for assistance.
    - (i) Tsega Girma is the current contact in the Office of Law
- (4) The owner is late in responding to the County when the owner does respond affirmatively that they have received the inspection results package but fails to establish within 60 days of the letter a time frame for repairing the deficiencies noted in the letter.
  - (a) An effort will be made to contact the owner/contact as a courtesy to remind them that a negotiated repair date is needed.
    - (i) Typically, they will request to meet with a County representative in the field to explain to them deficiencies needing repair.
    - (b) A new date for repair of the deficiencies is negotiated and confirmed by the County.
- (5) The owner is late in responding to the County when the owner does respond affirmatively that they have received inspection results package and does establish

a negotiated time frame – date for repairing the deficiencies noted but fails to notify the County by that date that the repairs have been completed.

- (a) An effort will be made to contact the owner/contact as a courtesy to remind them that a negotiated repair date has passed and to inquire if the required repairs have been completed.
    - (i) If the owner indicates that the repairs have been completed, a final field inspection will be performed by the County to confirm this.
      - 1. If all repairs are completed the County will send a completion correspondence to the owner indicating that the inspection is closed for this triennial inspection cycle.
  - (b) If all the required repairs are not completed, an extension of time to complete the repairs – i.e. establishing new date will be granted if reasonable cause exists. New date(s) for repair of the deficiencies is negotiated and confirmed by the County.
- (6) At any point in the compliance process, if the owner is not making a good faith effort to repair the deficiencies noted in the “results letter” or other related directives from the County, the County may, at its discretion, proceed to an enforcement action – Notice of Violation or Civil Citation
- (7) A compliance status report can be produced as needed from information in the inspection database. This report provides the information needed to determine if any given facility owner is on schedule or late in meeting their facility maintenance requirements as described above.
- (8) Notice of Violation and Civil Citations
- (a) Even though maintenance deficiencies may have been identified by the consultant’s inspection, a new and current inspection must be conducted immediately prior to taking any enforcement action. The inspector should bring to the site the consultant’s inspection report (first results letter), copies of any photographs, and the consultant’s red-line drawings. The deficiencies identified in these documents shall be the basis on which the inspector determines whether maintenance has been performed. Because the results of this inspection could potentially be presented as evidence in court, it is necessary for the inspector to document site conditions with both written inspection reports and photographs.
  - (b) Issuance of a Notice of Violation
    - (i) Within sixty days after an inspection results letter is sent to the owner of a private stormwater management facility, the owner is required to perform the necessary maintenance identified in the letter or contact the Stormwater Management Division to request an extension of time for performing the maintenance. If, after sixty days, there has been no contact

## Storm Water Management Facility Inspection and Maintenance Procedures (Revised 2022)


with the owner, either to request a follow-up inspection of completed work or to request an extension, the stormwater management facility must be inspected to determine whether the maintenance deficiencies still exist

- (c) Should the inspection reveal that all maintenance deficiencies have not been remedied, the Stormwater Management Division shall send a Notice of Violation letter to the owner or resident agent (not just a company name). This letter shall be sent both certified and regular mail. A copy of the first results letter shall be attached to the Notice of Violation letter.
- (d) Issuing a Civil Citation
  - (i) The Notice of Violation letter gives the owner 14 days from the date of the letter to either correct the deficiencies or request an extension. If, after 14 days, there has been no contact with the owner, another inspection shall be conducted. Should that inspection reveal that all maintenance deficiencies have not been remedied, the Stormwater Management Division shall write a civil citation to the owner or resident agent. The civil citation may be written anytime after the expiration of time allowed in the Notice of Violation.
  - (ii) A civil citation shall be written by the Regulation Supervisor. Personal service of the civil citation on the owner or resident agent is preferred, however, if personal service is not possible, the citation may be sent by certified mail.
  - (iii) All issuances of civil citations shall first be approved by the Chief, Stormwater Management Division

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**APPENDIX H**

**VEHICLE AND EQUIPMENT MAINTENANCE POLICY**

<p>Department of</p>  <p>County Administration</p>	<p><b>HOWARD COUNTY</b></p> <p><b>Policy and Procedure</b></p> <p>Title: Vehicle and Equipment Maintenance</p>	<p>Number: 300.6B</p> <p>Prepared By: Office of Central Services, County Administration Office</p> <p>Initial Release Date: April 1, 2014</p>
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## POLICY

The Howard County Policy and Procedure Vehicle and Equipment Maintenance apply to all County employees and agents who use County vehicles and govern maintenance of County vehicles and equipment. Questions regarding any of the instructions contained in this policy and procedure should be directed to Office of Central Fleet at 410-313-2044.

Employees shall also reference Howard County Policies and Procedures Vehicle Use and Take-Home Vehicle for additional compliance related to use of County vehicles.

The Department of County Administration, Office of Central Fleet, is a service organization established to provide professional fleet management in support of County Departments. Central Fleet is responsible for the individual needs of each County Department in vehicle procurement, replacement, disposal, assignment and maintenance. Central Fleet's responsibilities include management and support activities for all motorized vehicles and equipment along with the operation and control of existing fleet maintenance facilities, personnel, fixtures, and apparatus.

Central Fleet will provide maintenance support for trailers and small motorized equipment; however, the departments using trailers and small motorized equipment retain ownership and responsibility for replacement. Central Fleet will also provide centralized supervision, budgeting, procurement, assignment, capitalization and replacement of fleet vehicles and equipment. Central Fleet will have the flexibility to respond to changes in user requirements.

All requests for exceptions or exemptions from this Policy and Procedure must be submitted in writing to the Central Fleet Administrator. Each request must contain reasons and/or justifications for the exceptions or exemptions and signed by the initiator's Department Head.

### **Compliance**

Central Fleet may issue new guidelines with the approval of the County Administrative Officer (CAO) at any time to improve the management and control of County vehicles. A notice will be sent to all directors informing them of any changes prior to the effective date to allow time for departments to comment and to assess the impact on their operations. Directors are responsible for then informing their employees of any changes and ensuring that all vehicles and equipment are used in compliance with the new guidelines. Failure to observe these guidelines or the policies and procedures may result in recommendations of disciplinary and/or legal action as deemed appropriate.

## DEFINITIONS

Accident - County vehicle makes contact with an object or person, has been damaged, or has caused damage to person or property.

Central Fleet – This agency is responsible for the acquisition, disposal, maintenance, and repair of County vehicles and equipment.

County Vehicle - A vehicle leased or owned by Howard County.

Dedicated Vehicle – A vehicle or heavy equipment that is assigned to a specific department for its exclusive use.

Director - The Appointing Authority of each Howard County Department, to include the Chief of Police, and the Chief of Fire and Rescue Services.

Non-Dedicated Vehicles - Vehicles and heavy equipment that are assigned to the Central Fleet Motor Pool and can be used temporarily by departments as needed.

Personal Use – Use of a County vehicle is only authorized for County business. Personal use of a County vehicle is a taxable fringe benefit as outlined by the Internal Revenue Service (IRS).

## RESPONSIBILITIES

### **Responsibilities of Directors:**

Ensure that all employees within their department are briefed as to their responsibilities under this policy and procedure, including proper and safe operation of County vehicles.

Take appropriate disciplinary action in response to violations of this policy and procedure.

Ensure that each bureau/office within the department has an assigned person as a point of contact for all matters relating to fleet and that person complies with requests by Central Fleet for vehicle emission test dates, vehicle recalls, vehicle preventive maintenance schedules, vehicle registration, and handling of parking/moving violations. Driver Preventive Maintenance Measures (Appendix VI).

Ensure Central Fleet is provided with the name and contact information for the point of contact.

### **Responsibilities of Supervisors having direct authority over Employees:**

Ensure that all maintenance problems are brought to the attention of the Central Fleet assigned repair facility and unsafe County vehicles are removed from operation until defects have been corrected.

Ensure every employee adheres to Howard County Policies and Procedures: Vehicle Use, Vehicle and Equipment Maintenance; and Take-Home Vehicle.

### **Responsibilities of Authorized Drivers:**

Perform periodic visual and physical checks as noted in the Driver Preventative Maintenance Measures (Appendix VI). Report all maintenance items to Central Fleet.

Ensure the vehicle has a current vehicle registration and emissions certificate. Report all discrepancies to Central Fleet.

Ensure the vehicle is kept clean, free of trash, and operational.

### **Responsibilities of Central Fleet:**

**Central Fleet shall** notify directors of vehicle emission test dates for all County vehicles assigned to their respective department. Departments have 60 days from the date on the emission notice received from the MVA to have the vehicle tested before the MVA will suspend the plates associated with the vehicle.

Central Fleet is also responsible for notifying departments of all vehicle recall notices, vehicle preventative maintenance schedule, registration, and parking/moving violations.

## **FLEET VEHICLE/EQUIPMENT RECORDS**

### **Vehicle Identification**

Central Fleet will be responsible for assigning, transferring, and/or retiring all vehicle license plates. All County vehicles will be identified and tracked using a Fixed Asset Inventory Control System (FAICS) number.

### **Marked Vehicles**

County vehicles shall be permanently marked with County decals on both front doors and the vehicle's identification number at the bottom of the driver's side door. These markings will be clearly visible on all vehicles and equipment. The Director may request an exception to this requirement by providing written justification for approval by the Chief Administrative Officer (CAO). The County Executive, appointed officials, directors and other authorized employees are eligible for vehicles that are unmarked.

### **Registration**

County Fleet will be responsible for the registration of all County vehicles and for custody of the original titles. A copy of each vehicle's registration must remain in the vehicle at all times. Registration of non-County owned vehicles is the responsibility of the owning entity (e.g., volunteer fire departments and state-owned health department vehicles). Central Fleet will be responsible for cancelling the registrations on surplus vehicles.



## **Licensing**

The County Executive, directors and other authorized employees who are assigned a vehicle are eligible for Class-A license plates for the County vehicles assigned to them. All other vehicles will be assigned Local Government (LG) license plates, except Law Enforcement and Public Safety vehicles (police, fire, and sheriff).

## **Motor Vehicle List**

Central Fleet shall maintain a current database of all County vehicles and heavy equipment. The database shall include at a minimum the vehicle description, department, bureau, and division, to which the vehicle is assigned. Central Fleet will conduct an audit of all County motor vehicles and heavy equipment owned, leased or otherwise used by the County. The audit will be sent annually to departments for review as part of the budget and replacement process.

## **Emissions Testing**

Upon notification by Central Fleet that an emissions test is due, directors are responsible for making sure the dedicated vehicle is transported to the designated emissions testing site. Departments have 60 days from the date on the emission notice to have the vehicle tested before the MVA suspends the plates associated with the vehicle.

## **VEHICLE CATEGORIES**

### **Vehicle Classes**

Vehicles and heavy equipment have been categorized into classes for clarification and management. The class for a vehicle is determined by its type, cost, weight, and/or financial source when purchased. They are further divided into subclasses for administrative and chargeback purposes:

Class 1: Fleet Assets - Automobiles and light trucks include automobiles, vans, utility vehicles, and trucks less than 3/4 ton.

Class 2: Fleet Assets - Heavy trucks includes all trucks over 3/4 ton, Class F tractors, Class G freight trailers or semi-trailers, and Class P passenger bus vehicles.

Class 3: Fleet Assets - Heavy equipment includes all other motorized rolling stock such as construction equipment, tractors, highway maintenance equipment, etc.

Class 4: Non-fleet Assets - Equipment that is purchased by the operating agency (e.g. non-motorized trailers and other rolling attachments, mowers, weed eaters, chain saws, etc.). Replacement responsibilities remain with operating departments and are determined through the County budgetary process.

## REPLACEMENTS / ACQUISITIONS

### **Replacements**

The Vehicle Replacement Program is intended to replace County vehicles on a regular basis in the most efficient and economical manner possible. Vehicle purchases will be standardized to the greatest extent possible. It is the responsibility of Central Fleet to purchase and accept the delivery of all new County vehicles.

Central Fleet is responsible for administering the County's approved replacement program to ensure that all County vehicles are promptly replaced. In situations where the estimated repair cost is judged to be excessive, the Fleet Administrator will make the final decision to replace versus repair the vehicle.

The Fleet Administrator will develop a list of County vehicles to be replaced each fiscal year. In developing the list, the Fleet Administrator will solicit and use input from departments regarding the selection of vehicles to be replaced. The Fleet Administrator will distribute the list for review/comment and will inform the departments of any subsequent changes to the list. The Report on County Vehicle Fleet will be sent to the County Council no later than February 1<sup>st</sup>.

### **Replacement Guidelines**

The Fleet Administrator shall determine the criteria for replacement of County vehicles with the concurrence of the CAO. Recommended replacement guidelines for the following vehicles and heavy equipment classes are based on a combination of economic replacement analysis and/or comparison to industry averages:

<u>Vehicle Type</u>	<u>Recommended</u>
Sedans	8 years or 125,000 miles
Law Enforcement Operations Vehicles	5 years or 100,000 miles
Law Enforcement K-9 vehicles	4 years or 100,000 miles
Compact SUVs and Crossovers	8 years or 125,000 miles
Light Trucks/Pick-Ups, Cargo Vans and Pass. Van	8 years or 125,000 miles
Full Size SUV's or Heavy Duty Pickups and Utility/Vans under 1-ton	10 years or 125,000 miles
Pickups, Dumps and Straight Trucks 1-Ton And Over	10 years or 80,000 miles
Heavy Construction Equipment	12 years or 10,000 hours
Large Grounds Maintenance Equipment	10 years or 10,000 hours

Replacement for equipment not listed will be reviewed on a case-by-case basis, based on the equipment's make, model, age, and maintenance history.

### **Acquisitions**

Acquisitions of County automobiles, small trucks, and vans shall be limited to specifications as approved by the Fleet Administrator. Specifications shall be made based on the most economical type of vehicle available in a particular model year that is most efficient for the need of the

County. Minor changes for specific vehicle requests may be approved by the Fleet Administrator based on the department's needs and budgetary considerations.

Any department that desires to upgrade a vehicle being replaced shall indicate in writing on the initial replacement list back to the Fleet Administrator. The Fleet Administrator will then evaluate the request in terms of operational requirements, overall cost and affordability, and fleet standardization. If the Fleet Administrator agrees with the request to upgrade, it will be incorporated into the replacement list.

Departments may request vehicle acquisitions only under the following conditions:

- The department requires a different type of vehicle than is currently assigned to support its mission.
- An additional vehicle or piece of heavy equipment is required to expand the fleet in order to accomplish the department's mission.

Departments may request funding for additional vehicles in their respective operating budget requests with proper justification. Funding for both the acquisition of the vehicle and the lease rate changes (including the vehicle replacement factor) shall be included in the department's operating budget.

### **Acquisition Procedures**

The following procedure shall be followed by County Departments for non-budgeted vehicle acquisitions:

Each Department will submit a request for new/additional vehicles or equipment and submit it to Central Fleet for review. Each request submitted to Central Fleet must contain the following information:

- A statement detailing the anticipated use for the vehicle.
- Listing of corresponding vehicles that will be turned in, if applicable.
- Specifications for the requested new vehicle.
- The Budget Line Item (charge account) to fund the vehicle.

The requesting department shall justify the need for the additional vehicle in the request. Central Fleet will promptly review the request and coordinate with the County's Budget office to verify that funding is available. Central Fleet will forward the request to the CAO with their recommendation for consideration and final approval.

Under no circumstances are departments authorized to contact dealerships regarding the delivery or specification of County vehicles after the vehicle has been ordered.

All vehicle acquisitions will be delivered to an assigned maintenance facility for specification inspection. New vehicle acquisitions will be assigned to a department as soon as the corresponding surplus vehicle (if any) has been turned into Central Fleet.

### **Vehicle Specifications**

Central Fleet will establish standard specifications for sedans and light trucks, and other selected vehicles and/or heavy equipment. Departments are responsible for developing specifications for specialty vehicles, non-standard equipment, and any other deviations from standardized specifications. Departments must also justify any requested changes to standardized specifications. The Fleet Administrator must approve all final specifications with input from the director.

Directors and elected officials, as approved by the CAO, shall be eligible for an executive type vehicle with specifications approved by the Fleet Administrator. All other vehicles, other than Law Enforcement vehicles, to be used by County employees shall comply with the appropriate standard specifications.

## **SURPLUS VEHICLES**

### **Guidelines**

A designated vehicle shall be declared surplus when Central Fleet in conjunction with the director responsible for the designated vehicles determines:

- The vehicle(s) and/or equipment is no longer required to accomplish the department's goals,
- The vehicle has been damaged to the point that it is not cost effective to repair, or
- The vehicle is to be replaced according to the Replacement Guidelines.

### **Procedure**

When a County vehicle has been declared surplus, Central Fleet shall determine if the County vehicle may be utilized by another department. If the surplus County vehicle may not be used by another department, then Central Fleet will initiate the necessary actions to sell the County vehicle in accordance with Howard County Government Policy and Procedure 300.3, Disposition of Surplus Property.

## **LIABILITY/INSURANCE**

### **County's Insurance Coverage**

The Risk Management Office shall maintain liability and physical damage coverage for County vehicles through a program of self-insurance.

Central Fleet shall be responsible for reporting acquisitions and disposals of County vehicles to Risk Management to update insurance coverage through the County's self-insurance program.

Agencies that procure vehicles outside of the Central Fleet system must promptly report acquisitions and disposals directly to Risk Management.

## VEHICLE USE

### **Reporting Vehicle Use and Problems**

Any person driving a County vehicle shall indicate, by an entry into the County Vehicle Utilization Mileage / Log, (Appendix II) the driver's name, date, destination, beginning and ending odometer readings of each trip, including each commute. During business use, law enforcement vehicles and other vehicles used continuously during the business day shall show beginning and ending odometer readings for each shift and for all lunch/dinner breaks. Persons authorized to use vehicles for personal use may enter 'personal' as the destination but must enter beginning and ending odometer readings for each day on the log. Logs shall be retained for three years following the last entry and may not be destroyed for three years from the last day of the fiscal year of the log date.

If the driver of a County vehicle notes any damage to the vehicle; or any other matter that suggests that the vehicle may need maintenance or repair, the driver shall promptly report the problem to Central Fleet. The matter shall be noted on the County Vehicle Utilization Mileage / Log, (Appendix II) and reported within 24 hours or the next business day. However, if the problem affects the safe operation of the vehicle, the problem shall be reported immediately to Central Fleet before the vehicle is driven any distance.

A person shall not operate a County vehicle that appears to the driver not to be safe to drive or that appears to have a mechanical problem that could further damage the vehicle, without express authorization from Central Fleet.

All accidents should be reported in accordance with the Howard County Property & Vehicle Damage Report Form, RM-2 Form, (Appendix IX).

## ACCIDENTS

### **Repair of Damaged Vehicles/Equipment**

If towing or mechanical intervention is required during normal business hours contact Central Fleet (410) 313-2044. After normal business hours, call the non-emergency number (410) 313-2200 or if there is an emergency call 911.

County vehicles and equipment will not be repaired until a claim number has been assigned by Risk Management. When immediate repair is required, a claim number may be obtained from Risk Management by email or telephone. For additional information on vehicle and equipment accident or damage reporting, refer to the Howard County Government Policy and Procedure #200.1, Risk Management Program.

## **Stolen Vehicles**

The operator of the stolen vehicle must file a stolen vehicle report to the local police agency in the jurisdiction where the theft occurred and receive a copy of the stolen vehicle report.

The stolen vehicle shall be reported to Central Fleet and Risk Management within 24 hours. If a vehicle is stolen on a weekend or holiday, the operator of the vehicle must contact Central Fleet at the 24 hour service number (410) 313-2950.

## **VEHICLE MAINTENANCE - - GENERAL**

### **Fueling Facilities**

Authorized Drivers are responsible for fueling their County vehicles and for maintaining a record of all fuel and fluids used unless such data is available from a Central Fleet automated fueling site. Central Fleet will be responsible for controlling access to all County fueling facilities.

All County owned vehicles should be fueled at County facilities unless traveling out of the County on authorized business. All County vehicles should be fueled using regular unleaded gasoline, diesel, or other alternative fuels as are recommended by the vehicle manufacturer. Each vehicle should have a fuel facilities location map in the glove box listing all authorized fueling sites.

If a vehicle has traveled outside the County and fueled at a non-County owned fueling facility, the operator must obtain a receipt showing the fuel type and gallons purchased and file a copy with Central Fleet within 48 hours of return to the County. This information is needed to track operating costs for the vehicle and for meeting all regulatory requirements for fuel tax reporting. Central Fleet will reimburse the using department at Central Fleet's current fuel cost. It is the responsibility of the using department to reimburse the employee.

### **Fuel Card Program**

Directors of each department must provide Central Fleet with a list of authorized personnel who are designated as the point of contact for all Fuel Card activities. This shall include a list of personnel who are authorized to pick up fuel cards for the department.

The office of Human Resources is responsible for providing Central Fleet with changes, or terminations on a bi-weekly basis. In addition, Central Fleet will coordinate regular audits of all fuel cards to ensure accurate information is maintained on the system. Central Fleet will work with the designated point of contact to conduct these audits.

Central Fleet will monitor the activity of all Fuel Cards. If a Fuel Card has no activity for over one year, the card will be deactivated. The Department would need to follow the procedure for requesting a new fuel card if one is needed.

Fuel Cards will not be assigned to seasonal or contingent staff.

## **New Vehicle Fuel Card**

Central Fleet shall initiate the Fuel Card Application / Change Request, (Appendix V) for the vehicle card for all new vehicles or equipment added to the County Fleet. This will be processed after the Fleet Shop Supervisors notify Central Fleet Administrative Office that the vehicles have been delivered. The Central Fleet fuel staff member will notify the Fleet Shop Supervisor that the card is ready for pick up. The Fleet Shop Supervisor will install the vehicle / equipment fuel card in the vehicle.

The vehicle fuel card is to be used exclusively for the designated vehicle. Using a vehicle fuel card for another vehicle, equipment or fuel container is a violation of this policy and procedure.

The vehicle fuel card is to remain with the designated vehicle until such time as the vehicle is permanently taken out of service. At that time a member of Central Fleet will remove and deactivate the fuel card.

## **New Driver Fuel Card**

Employees will be issued a fuel card by Central Fleet. Each employee who requires a fuel card must complete the Fuel Card Application / Change Request, (Appendix V) and submit it to Central Fleet. Employees shall be responsible to notify Central Fleet if the card is lost or stolen; if there are any changes in the employee name, agency assignment, or employment status by completing the Fuel Card Application / Change Request, (Appendix V).

Driver Fuel Cards must be picked up in person by the employee or a departmental representative authorized by the Director.

The Driver Fuel Card is to be used exclusively by the designated employee. Using a driver fuel card by another employee or to fuel any unauthorized vehicle, equipment or fuel container is a violation of this policy and procedure.

The Driver Fuel Card is to remain with the designated employee until such time as the employee transfers to a position that does not require a fuel card or terminates employment with the County. At such time, the employee is responsible for returning the Driver Fuel Card to their supervisor who should then forward the card to Central Fleet for deactivation.

## **Fuel Cards for Adjunct Agencies**

The Directors within Adjunct Agencies must provide Central Fleet with a list of authorized personnel who are designated as the point of contact for all Driver Fuel Card activities. This shall include a list of personnel who are authorized to pick up fuel cards for the department.

The Directors within Adjunct Agencies are responsible for providing Central Fleet with changes, or terminations on a bi-weekly basis. In addition, Central Fleet will coordinate regular audits of all fuel cards to ensure accurate information is maintained on the system. Central Fleet will work with the designated point of contact to conduct these audits.

### **New Vehicle Fuel Card for Adjunct Agency Vehicles**

The Adjunct Agency shall initiate the Fuel Card Application / Change Request, (Appendix V) for the vehicle card for all new vehicles or equipment which will be fueled at Howard County Facilities. The authorized representative shall complete the Fuel Card Application / Change Request, (Appendix V) and submit the form to the Central Fleet fuel staff member. Once created, the Adjunct Agency will be notified that the card is ready for pick up. The Adjunct Agency is responsible for installing the vehicle / equipment fuel card in the vehicle.

The vehicle fuel card is to be used exclusively for the designated vehicle. Using a vehicle fuel card for another vehicle, equipment or fuel container is a violation of this policy.

The vehicle fuel card is to remain with the designated vehicle until such time as the vehicle is permanently taken out of service. At that time the Adjunct Agency will remove the card and forward to Central Fleet to be deactivated.

### **New Driver Fuel Card for Adjunct Agency Employees**

Authorized Drivers of adjunct agency vehicle which are fueled at Howard County Fuel Sites will be issued a fuel card by Central Fleet. Each employee who requires a fuel card must complete the Fuel Card Application/Change Request (Appendix V) and submit it to Central Fleet. Employees shall be responsible to notify Central Fleet if the card is lost or stolen; there are any changes in the employee name, agency assignment, or employment status with the County by completing the Fuel Card Application / Change Request, (Appendix V).

Driver Fuel Cards must be picked up in person by the employee or a departmental representative authorized by the Director.

The driver fuel card is to be used exclusively by the designated employee. Using a driver fuel card by another employee or to fuel any unauthorized vehicle, equipment or fuel container is a violation of this policy.

The Driver Fuel Card is to remain with the designated employee until such time as the employee transfers to a position that does not require a fuel card or terminates employment with the Adjunct Agency. At such time, the employee is responsible for returning the Driver Fuel Card to their supervisor who should then forward the card to Central Fleet for deactivation.

### **Auxiliary Fuel Cards**

Auxiliary Fuel Cards are issued for the purpose of fueling small equipment or fuel cans. If a Department requires an Auxiliary Fuel Card, a Fuel Card Application / Change Request, (Appendix V) shall be completed and approved by the Director of the Department.

The Auxiliary Fuel Card is issued to a designated employee who is responsible for tracking the usage of fuel dispensed. The date, gallons, and use must be recorded. This information shall be retained for three (3) years by the Department and made available to Central Fleet and the internal auditors upon request.



When an Auxiliary Fuel Card is used to dispense fuel, an Auxiliary Fuel Use Form (Appendix XIV) shall be completed and forwarded to Central Fleet within 24 hours of use.

Auxiliary Fuel Cards must be picked up in person by the designated employee or a departmental representative authorized by the Director.

Using an Auxiliary Fuel Card to fuel vehicles, large equipment or large fuel tanks is a violation of this policy.

### **Duty Fuel Card for Public Safety and Law Enforcement**

Duty Fuel Cards are issued to Public Safety and Law Enforcement in the event that an officer experiences problems fueling their vehicle after hours.

Duty Fuel Cards must be picked up in person by the designated employee or a departmental representative authorized by the Director.

When a Duty Fuel Card is used, the Department shall notify Central Fleet the following business day by completing the Auxiliary Fuel Use Form (Appendix XIV). The Department shall provide the following information: the time, date, gallons, vehicle FAICS number and odometer reading. This will enable accurate recording of fuel consumed by the vehicle.

The Duty Fuel Card is issued to a designated employee who is responsible for tracking the usage of fuel dispensed. The time, date, gallons, vehicle FAICS number and odometer reading must be recorded. This information shall be retained for three (3) years by the Department and made available to Central Fleet and the internal auditors upon request.

### **Fuel Procurement**

Central Fleet will be responsible for procuring all fuel for County vehicles. Central Fleet will also be responsible for tracking fuel consumption and maintaining adequate inventories at the fueling facilities.

### **Fuel Tax Reporting**

Central Fleet will be responsible for meeting all regulatory requirements for fuel tax reporting.

### **Maintenance Facility Assignments**

Central Fleet will assign all County vehicles to a maintenance facility for repairs. The facility is the location the vehicle/equipment will be taken for maintenance. Central Fleet may assign County vehicles to other facilities should the assigned facility be unavailable.

### **Preventive Maintenance Guidelines**

All County vehicles must be under a preventive maintenance (PM) program. For non-County owned vehicles, departments can elect to include non-County owned vehicles in Central Fleet's preventive maintenance program or contract with a third party vendor; but not both. The Driver

Preventive Maintenance Measures, (Appendix VI) provides guidance to help drivers perform adequate inspections of the vehicle.

Central Fleet is responsible for scheduling and performing preventive maintenance for all County vehicles. Central Fleet will put preventative maintenance stickers on the inside upper left hand corner of the windshield stating when the next required preventative maintenance service is required. It is the responsibility of the driver to ensure that the maintenance is performed at the required intervals.

When a vehicle is due for preventive maintenance, Central Fleet will notify the using department at least one (1) week prior to the scheduled service date. If an employee is unable to make the appointment, he/she must inform Central Fleet immediately to schedule an alternative date. The user must notify Central Fleet if the vehicle is within one (1) week of the next maintenance, based on reasonable anticipated use, and has not been notified by Central Fleet.

It is essential for all operators of County vehicles to cooperate by making the necessary adjustments in their schedules so that this service can run effectively. Unreasonable missing of appointments without prior notification will result in additional service charges to user agency.

When a vehicle is overdue for inspection by more than 30 days the using agency will be charged the full maintenance charge regardless of the vehicle classification. When a vehicle is overdue for inspection by more than 30 days the fuel card will be suspended until the inspection has been completed.

Preventive Maintenance schedules by vehicle class:

- Automobiles, vans, utility vehicles and light trucks
  - Level A.....Every 5,000 miles
  - Level B.....Every 36,000 miles
  
- Heavy Trucks\*
  - Level A.....Every 5,000 miles
  - Level B (DOT).....Annually or every 25,000 miles
  
- Dump Trucks\*
  - Level A.....Every 5,000 miles or annually
  - Level B (DOT).....Annually or every 25,000 miles
  
- Heavy Equipment\*
  - Level A.....Every 250 service hours or 6 months
  - Level B (DOT).....Annually or every 25,000 miles
  
- Trailers
  - Level A.....6 months
  - Level B (DOT).....Annually

For equipment that is not listed above preventive maintenance is performed at least annually to ensure the safe condition and operability of the equipment.

\*Preventive maintenance for heavy trucks and equipment should be done according to the manufacturer's specifications at a minimum. The State of Maryland (Annotated Code of Maryland, Transportation Article. Title 23 Vehicle Laws - Inspection of Used Vehicles and Warnings for Defective Equipment, Subtitle 3. Preventive Maintenance Program), requires all trucks with a gross vehicle weight (GVW) of over 10,000 pounds to carry the appropriate required document, as follows:

- A record of the most recent inspection (at least every 25,000 miles or at least every 12 months whichever occurs first), including any maintenance or repair work performed.
- A written certification that the vehicle is maintained under a preventive maintenance plan approved by the Administration and the Automotive Safety Enforcement Division of the Maryland State Police Division.
- NOTE: For non-County owned vehicles and equipment that Central Fleet maintains, a schedule for preventive maintenance must be prepared and filed with Central Fleet.

### **Unscheduled Maintenance**

Central Fleet will be responsible for responding to all requests for unscheduled maintenance both emergency and non-emergency.

### **Unauthorized Service and Repairs**

Departments are not authorized to perform repair or perform any service to vehicles and equipment included in the Central Fleet Program except as set forth in this Policy and Procedure and/or as pre-approved by Central Fleet.

### **Operator Maintenance and Service**

Authorized drivers are responsible for performing a daily walk-around of their vehicles and heavy motorized equipment. A sample weekly walk-around inspection for automobiles and light trucks will include the following:

- Tire pressure and conditions.
- Engine inspection.
- Exterior lights.
- Interior lights.
- Windows and interior features.
- Fluid and belt.

Heavy truck operators must also perform a daily walk-around inspection and complete the Driver Vehicle Inspection Report (Appendix XVII) to include:

- General condition of power unit.
- Fluids and belts.
- In-cab condition.
- Exterior condition.
- Transmission inspection.
- Brake inspection.
- Towed unit inspection.

Supervisors are responsible for ensuring daily inspections are performed on County vehicles prior to and after they are used. If problems are found, the supervisors are responsible for submitting a Maintenance Request (Appendix XVI) to the County vehicle's assigned repair facility.

**Department personnel may perform the following general service activities on County vehicles if it has been determined by the employee's direct supervisor, Central Fleet, and the employees acknowledges that he/she has the proper training:**

- Topping fluids.
- Inflating and installing spare tires Flat tires may be changed by the employee if they choose to do so but only if the employee has the proper training and proper equipment on hand and only if the location of the tire change is on level ground, off the roadway and in a safe place for the activity.
- Replacing wiper blades.
- Replacing lights, lamps, and fuses.

Frequent occurrences of any of the above activities (e.g., replacing fuses), for the same County vehicle should result in a Central Fleet Vehicle Maintenance Request (Appendix XVI). In addition to the above, the authorized driver is responsible for the following daily and/or weekly maintenance on specialized equipment according to the manufacturer's recommendations such as:

- Greasing and lubrication of bearings, joints, fittings, etc.
- Cleaning lines, attachments, fitting, etc.
- Adjusting of air pressure, attachments, etc.
- Sharpening of blades, etc.
- Changing of attachments, etc.

The following tasks are the responsibility of the user agency:

- Building, repairing, and installing tire chains for snow removal operations.
- Changing blades, repairing and installing snow plows for snow removal.
- Installing and removing salt spreaders, greasing spreader bearings daily and cleaning spreaders as necessary and at the season's end.

- Preparing plows and salt spreaders for repainting at the end of the snow season.
- Replacing blades on snow plows, loaders, buckets, graders, etc.

### **Emergency Maintenance**

Emergency maintenance is required when a County vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a County vehicle or piece of equipment breaks down during the Central Fleet shop's normal operating hours, the problem should be reported to the Central Fleet shop responsible for that County vehicle.

If the County vehicle breaks down outside of normal operating hours, on weekends or holidays, the Authorized Driver should contact Central Fleet at the 24 hour service number (410) 313-2950. If necessary, a service van or tow truck will be dispatched to pick up the disabled vehicle.

### **Non-emergency Maintenance**

Non-emergency maintenance occurs when the County vehicle requires maintenance but can still be operated safely. Maintenance must be requested in writing and submitted to the maintenance supervisor at the primary maintenance facility for scheduling of service. The maintenance supervisor will schedule the work based on the current workload at the maintenance facility and the severity of the work to be done. The requesting party will be notified within 24 hours as to when to bring the vehicle into the shop for service.

NOTE: Departments are responsible for delivering the vehicles or equipment to the shop for non-emergency servicing and for picking up the vehicle/equipment following servicing.

### **Record Keeping**

Central Fleet is responsible for managing all of the centralized records regarding County vehicles:

- County Vehicle Utilization / Mileage Log, (Appendix II)
- Accident Report Kit
- Fuel/Fluids Usage Records, (maintained in the Fleet Management system.)
- Central Fleet Vehicle Maintenance Request (Appendix XVI).
- Current Registration and Emissions Inspection form.

### **SMALL MOTORIZED EQUIPMENT**

All small motorized equipment (i.e. mowers, chain saws, weed eaters, etc.) will be owned by the using department. The department is responsible for purchasing, assigning, and controlling this equipment.

### **User Servicing and Maintenance**

Small motorized equipment operators will be responsible for all regular service, such as lubrication, oil changes, sharpening blades, etc., according to manufacturer's suggested

schedules. As determined by the director, operators may be authorized to perform equipment repairs based on the operator's training.

### **Central Fleet Maintenance**

Central Fleet will perform maintenance on small, motorized equipment at assigned maintenance facilities. Using departments must complete a Central Fleet Vehicle Maintenance Request (Appendix XVI) and forward it and defective equipment to the selected maintenance shop.

Central Fleet will record all small equipment maintenance labor, parts, and vendor cost on a Central Fleet Repair Order (Appendix XIII) and will charge using departments based on the total repair order cost.

### **Repair/Replacement**

If Central Fleet determines that the cost of repair will be substantial, Central Fleet will recommend to the using department that the equipment be replaced. The department makes the final repairs or replacement decisions and is responsible for purchasing the replacement equipment.

## **FUND CHARGEBACK**

### **Departmental Charges**

Central Fleet will charge each department for fleet and non-fleet related activities as defined in the Central Fleet fund chargeback system. Central Fleet will calculate charges as follows:

- Mileage based charges for use of Central Fleet pool vehicles will be calculated when the vehicle is returned and charged to the using department.
- Dedicated vehicle fixed charges for insurance (annual), depreciation, capitalization (annual), and overhead will be calculated monthly and billed to the using department.
- Mileage charges for dedicated auto/van/light truck class vehicles will be calculated and charged monthly from the mileage documents that Central Fleet receives from user departments each month.
- Repair order based maintenance charges (both fleet related and non-fleet related) will be accumulated from Central Fleet Repair Order (Appendix XIII) and charged monthly to the using department.
- Fuel charges will be accumulated from Auxiliary Fuel Use Form (Appendix XIV) or automated records and charged monthly to the using department.

Charges for operating parts (e.g. light bulbs, wiper blades, fluids, etc.) issued to using departments from Central Fleet storehouses will be accumulated and charged monthly.

The bold appendixes are included in this policy and procedure.


- I. County Driver's Vehicle Use Form
- II. County Vehicle Utilization / Mileage Log**
- III. Personal Vehicle Mileage Reimbursement Log
- IV. Central Fleet Motor Pool – Vehicle Request –Vehicle Return Instructions
- V. Fuel Card Application / Change Request**
- VI. Driver Preventive Maintenance Measures**
- VII. Vehicle & Equipment Accident Reporting Procedure
- VIII. On-The-Scene Vehicle/Equipment Accident Report Form
- IX. Howard County Property & Vehicle Damage Report Form**
- X. Take-Home Vehicle Authorization Request
- XI. Assigned Take-Home Vehicle Data Sheet
- XII. Employee Interlock Exclusion Letter and Agreement
- XIII. Central Fleet Repair Order**
- XIV. Auxiliary Fuel Use Form**
- XV. Heavy Truck Operator's Daily Inspection**
- XVI. Maintenance Request Form**
- XVII. Driver Vehicle Inspection Report
- XVIII. Authorization for Out-of-State Use of County Vehicle

Related Policies:

Howard County Policy and Procedure Risk Management Program 200.1  
Howard County Policy and Procedure Vehicle and Equipment Maintenance  
Howard County Policy and Procedure Take-Home County Vehicle

Supersedes:


Howard County Central Fleet Vehicle Manual, September 2008

  
\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

4/3/14  
\_\_\_\_\_  
Date

**CERTIFICATION**

“This Vehicle and Equipment Maintenance Policy and Procedure are not subject to the provision of the Howard County Administrative Procedures Act.”

  
\_\_\_\_\_  
Margaret Ann Nolan  
County Solicitor

April 1, 2014  
\_\_\_\_\_  
Date

Department of County Administration	<b>HOWARD COUNTY</b>  <b>Policy and Procedure</b>  Title: Vehicle and Equipment Maintenance	Number:  Prepared By: Office of the CAO Initial Release Date:  Revised:
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## **POLICY**

The Howard County Policy and Procedure Vehicle and Equipment Maintenance apply to all County employees and agents who use County vehicles and govern maintenance of County vehicles and equipment. Questions regarding any of the instructions contained in this policy and procedure should be directed to Office of Central Fleet at 410-313-2044.

Employees shall also reference Howard County Policies and Procedures Vehicle Use and Take-Home Vehicle for additional compliance related to use of County vehicles.

The Department of County Administration, Office of Central Fleet, is a service organization established to provide professional fleet management in support of County Departments. Central Fleet is responsible for the individual needs of each County Department in vehicle procurement, replacement, disposal, assignment and maintenance. Central Fleet's responsibilities include management and support activities for all motorized vehicles and equipment along with the operation and control of existing fleet maintenance facilities, personnel, fixtures, and apparatus.

Central Fleet will provide maintenance support for trailers and small motorized equipment; however, the departments using trailers and small motorized equipment retain ownership and responsibility for replacement. Central Fleet will also provide centralized supervision, budgeting, procurement, assignment, capitalization and replacement of fleet vehicles and equipment. Central Fleet will have the flexibility to respond to changes in user requirements.

All requests for exceptions or exemptions from this Policy and Procedure must be submitted in writing to the Central Fleet Administrator. Each request must contain reasons and/or justifications for the exceptions or exemptions and signed by the initiator's Department Head.

### **Compliance**

Central Fleet may issue new guidelines with the approval of the County Administrative Officer (CAO) at any time to improve the management and control of County vehicles. A notice will be sent to all directors informing them of any changes prior to the effective date to allow time for departments to comment and to assess the impact on their operations. Directors are responsible for then informing their employees of any changes and ensuring that all vehicles and equipment are used in compliance with the new guidelines. Failure to observe these guidelines or the policies and procedures may result in recommendations of disciplinary and/or legal action as deemed appropriate.



## **DEFINITIONS**

Accident - County vehicle makes contact with an object or person, has been damaged, or has caused damage to person or property.

Central Fleet – This agency is responsible for the acquisition, disposal, maintenance, and repair of County vehicles and equipment.

County Vehicle - A vehicle leased or owned by Howard County.

Dedicated Vehicle – A vehicle or heavy equipment that is assigned to a specific department for its exclusive use.

Director - The Appointing Authority of each Howard County Department, to include the Chief of Police, and the Chief of Fire and Rescue Services.

Non-Dedicated Vehicles - Vehicles and heavy equipment that are assigned to the Central Fleet Motor Pool and can be used temporarily by departments as needed.

Personal Use – Use of a County vehicle is only authorized for County business. Personal use of a County vehicle is a taxable fringe benefit as outlined by the Internal Revenue Service (IRS).

## **RESPONSIBILITIES**

### **Responsibilities of Directors:**

Ensure that all employees within their department are briefed as to their responsibilities under this policy and procedure, including proper and safe operation of County vehicles.

Take appropriate disciplinary action in response to violations of this policy and procedure.

Ensure that each bureau/office within the department has an assigned person as a point of contact for all matters relating to fleet and that person complies with requests by Central Fleet for vehicle emission test dates, vehicle recalls, vehicle preventive maintenance schedules, vehicle registration, and handling of parking/moving violations. Driver Preventive Maintenance Measures (Appendix VI).

Ensure Central Fleet is provided with the name and contact information for the point of contact.

### **Responsibilities of Supervisors having direct authority over Employees:**

Ensure that all maintenance problems are brought to the attention of the Central Fleet assigned repair facility and unsafe County vehicles are removed from operation until defects have been corrected.

Ensure every employee adheres to Howard County Policies and Procedures: Vehicle Use, Vehicle and Equipment Maintenance; and Take-Home Vehicle.

### **Responsibilities of Authorized Drivers:**

Perform periodic visual and physical checks as noted in the Driver Preventative Maintenance Measures (Appendix VI). Report all maintenance items to Central Fleet.

Ensure the vehicle has a current vehicle registration and emissions certificate. Report all discrepancies to Central Fleet.

Ensure the vehicle is kept clean, free of trash, and operational.

### **Responsibilities of Central Fleet:**

**Central Fleet shall** notify directors of vehicle emission test dates for all County vehicles assigned to their respective department. Departments have 60 days from the date on the emission notice received from the MVA to have the vehicle tested before the MVA will suspend the plates associated with the vehicle.

Central Fleet is also responsible for notifying departments of all vehicle recall notices, vehicle preventative maintenance schedule, registration, and parking/moving violations.

## **FLEET VEHICLE/EQUIPMENT RECORDS**

### **Vehicle Identification**

Central Fleet will be responsible for assigning, transferring, and/or retiring all vehicle license plates. All County vehicles will be identified and tracked using a Fixed Asset Inventory Control System (FAICS) number.

### **Marked Vehicles**

County vehicles shall be permanently marked with County decals on both front doors and the vehicle's identification number at the bottom of the driver's side door. These markings will be clearly visible on all vehicles and equipment. The Director may request an exception to this requirement by providing written justification for approval by the Chief Administrative Officer (CAO). The County Executive, appointed officials, directors and other authorized employees are eligible for vehicles that are unmarked.

### **Registration**

County Fleet will be responsible for the registration of all County vehicles and for custody of the original titles. A copy of each vehicle's registration must remain in the vehicle at all times. Registration of non-County owned vehicles is the responsibility of the owning entity (e.g., volunteer fire departments and state-owned health department vehicles). Central Fleet will be responsible for cancelling the registrations on surplus vehicles.

## **Licensing**

The County Executive, directors and other authorized employees who are assigned a vehicle are eligible for Class-A license plates for the County vehicles assigned to them. All other vehicles will be assigned Local Government (LG) license plates, except Law Enforcement and Public Safety vehicles (police, fire, and sheriff).

## **Motor Vehicle List**

Central Fleet shall maintain a current database of all County vehicles and heavy equipment. The database shall include at a minimum the vehicle description, department, bureau, and division, to which the vehicle is assigned. Central Fleet will conduct an audit of all County motor vehicles and heavy equipment owned, leased or otherwise used by the County. The audit will be sent annually to departments for review as part of the budget and replacement process.

## **Emissions Testing**

Upon notification by Central Fleet that an emissions test is due, directors are responsible for making sure the dedicated vehicle is transported to the designated emissions testing site. Departments have 60 days from the date on the emission notice to have the vehicle tested before the MVA suspends the plates associated with the vehicle.

## **VEHICLE CATEGORIES**

### **Vehicle Classes**

Vehicles and heavy equipment have been categorized into classes for clarification and management. The class for a vehicle is determined by its type, cost, weight, and/or financial source when purchased. They are further divided into subclasses for administrative and chargeback purposes:

Class 1: Fleet Assets - Automobiles and lights trucks include automobiles, vans, utility vehicles, and trucks less than 3/4 ton.

Class 2: Fleet Assets - Heavy trucks includes all trucks over 3/4 ton, Class F tractors, Class G freight trailers or semi-trailers, and Class P passenger bus vehicles.

Class 3: Fleet Assets - Heavy equipment includes all other motorized rolling stock such as construction equipment, tractors, highway maintenance equipment, etc.

Class 4: Non-fleet Assets - Equipment that is purchased by the operating agency (e.g. non-motorized trailers and other rolling attachments, mowers, weed eaters, chain saws, etc.). Replacement responsibilities remain with operating departments and are determined through the County budgetary process.

## REPLACEMENTS / ACQUISITIONS

### **Replacements**

The Vehicle Replacement Program is intended to replace County vehicles on a regular basis in the most efficient and economical manner possible. Vehicle purchases will be standardized to the greatest extent possible. It is the responsibility of Central Fleet to purchase and accept the delivery of all new County vehicles.

Central Fleet is responsible for administering the County's approved replacement program to ensure that all County vehicles are promptly replaced. In situations where the estimated repair cost is judged to be excessive, the Fleet Administrator will make the final decision to replace versus repair the vehicle.

The Fleet Administrator will develop a list of County vehicles to be replaced each fiscal year. In developing the list, the Fleet Administrator will solicit and use input from departments regarding the selection of vehicles to be replaced. The Fleet Administrator will distribute the list for review/comment and will inform the departments of any subsequent changes to the list. The Report on County Vehicle Fleet will be sent to the County Council no later than February 1<sup>st</sup>.

### **Replacement Guidelines**

The Fleet Administrator shall determine the criteria for replacement of County vehicles with the concurrence of the CAO. Recommended replacement guidelines for the following vehicle and heavy equipment classes are based on a combination of economic replacement analysis and/or comparison to industry averages:

<u>Vehicle Type</u>	<u>Recommended</u>
Sedans	8 years or 125,000 miles
Law Enforcement Operations Vehicles	5 years or 100,000 miles
Law Enforcement K-9 vehicles	4 years or 100,000 miles
Compact SUVs and Crossovers	8 years or 125,000 miles
Light Trucks/Pick-Ups, Cargo Vans and Pass. Van	8 years or 125,000 miles
Full Size SUV's or Heavy Duty Pickups and Utility/Vans under 1-ton	10 years or 125,000 miles
Pickups, Dumps and Straight Trucks 1-Ton And Over	10 years or 80,000 miles
Heavy Construction Equipment	12 years or 10,000 hours
Large Grounds Maintenance Equipment	10 years or 10,000 hours

Replacement for equipment not listed will be reviewed on a case-by-case basis, based on the equipment's make, model, age, and maintenance history.

### **Acquisitions**

Acquisitions of County automobiles, small trucks, and vans shall be limited to specifications as approved by the Fleet Administrator. Specifications shall be made based on the most economical type of vehicle available in a particular model year that is most efficient for the need of the

County. Minor changes for specific vehicle requests may be approved by the Fleet Administrator based on the department's needs and budgetary considerations.

Any department that desires to upgrade a vehicle being replaced shall indicate in writing on the initial replacement list back to the Fleet Administrator. The Fleet Administrator will then evaluate the request in terms of operational requirements, overall cost and affordability, and fleet standardization. If the Fleet Administrator agrees with the request to upgrade, it will be incorporated into the replacement list.

Departments may request vehicle acquisitions only under the following conditions:

- The department requires a different type of vehicle than is currently assigned to support its mission.
- An additional vehicle or piece of heavy equipment is required to expand the fleet in order to accomplish the department's mission.

Departments may request funding for additional vehicles in their respective operating budget requests with proper justification. Funding for both the acquisition of the vehicle and the lease rate changes (including the vehicle replacement factor) shall be included in the department's operating budget.

### **Acquisition Procedures**

The following procedure shall be followed by County Departments for non-budgeted vehicle acquisitions:

Each Department will submit a request for new/additional vehicles or equipment and submit it to Central Fleet for review. Each request submitted to Central Fleet must contain the following information:

- A statement detailing the anticipated use for the vehicle.
- Listing of corresponding vehicles that will be turned in, if applicable.
- Specifications for the requested new vehicle.
- The Budget Line Item (charge account) to fund the vehicle.

The requesting department shall justify the need for the additional vehicle in the request. Central Fleet will promptly review the request and coordinate with the County's Budget office to verify that funding is available. Central Fleet will forward the request to the CAO with their recommendation for consideration and final approval.

Under no circumstances are departments authorized to contact dealerships regarding the delivery or specification of County vehicles after the vehicle has been ordered.

All vehicle acquisitions will be delivered to an assigned maintenance facility for specification

inspection. New vehicle acquisitions will be assigned to a department as soon as the corresponding surplus vehicle (if any) has been turned into Central Fleet.

## **Vehicle Specifications**

Central Fleet will establish standard specifications for sedans and light trucks, and other selected vehicles and/or heavy equipment. Departments are responsible for developing specifications for specialty vehicles, non-standard equipment, and any other deviations from standardized specifications. Departments must also justify any requested changes to standardized specifications. The Fleet Administrator must approve all final specifications with input from the director.

Directors and elected officials, as approved by the CAO, shall be eligible for an executive type vehicle with specifications approved by the Fleet Administrator. All other vehicles, other than Law Enforcement vehicles, to be used by County employees shall comply with the appropriate standard specifications.

## **SURPLUS VEHICLES**

### **Guidelines**

A designated vehicle shall be declared surplus when Central Fleet in conjunction with the director responsible for the designated vehicles determines:

- The vehicle(s) and/or equipment is no longer required to accomplish the department's goals,
- The vehicle has been damaged to the point that it is not cost effective to repair, or
- The vehicle is to be replaced according to the Replacement Guidelines.

### **Procedure**

When a County vehicle has been declared surplus, Central Fleet shall determine if the County vehicle may be utilized by another department. If the surplus County vehicle may not be used by another department, then Central Fleet will initiate the necessary actions to sell the County vehicle in accordance with Howard County Government Policy and Procedure 300.3, Disposition of Surplus Property.

## **LIABILITY/INSURANCE**

### **County's Insurance Coverage**

The Risk Management Office shall maintain liability and physical damage coverage for County vehicles through a program of self-insurance.

Central Fleet shall be responsible for reporting acquisitions and disposals of County vehicles to Risk Management to update insurance coverage through the County's self-insurance program.

Agencies that procure vehicles outside of the Central Fleet system must promptly report acquisitions and disposals directly to Risk Management.

## **VEHICLE USE**

### **Reporting Vehicle Use and Problems**

Any person driving a County vehicle shall indicate, by an entry into the County Vehicle Utilization Mileage / Log, (Appendix II) the driver's name, date, destination, beginning and ending odometer readings of each trip, including each commute. During business use, law enforcement vehicles and other vehicles used continuously during the business day shall show beginning and ending odometer readings for each shift and for all lunch/dinner breaks. Persons authorized to use vehicles for personal use may enter 'personal' as the destination but must enter beginning and ending odometer readings for each day on the log. Logs shall be retained for three years following the last entry and may not be destroyed for three years from the last day of the fiscal year of the log date.

If the driver of a County vehicle notes any damage to the vehicle; or any other matter that suggests that the vehicle may need maintenance or repair, the driver shall promptly report the problem to Central Fleet. The matter shall be noted on the County Vehicle Utilization Mileage / Log, (Appendix II) and reported within 24 hours or the next business day. However, if the problem affects the safe operation of the vehicle, the problem shall be reported immediately to Central Fleet before the vehicle is driven any distance.

A person shall not operate a County vehicle that appears to the driver not to be safe to drive or that appears to have a mechanical problem that could further damage the vehicle, without express authorization from Central Fleet.

All accidents should be reported in accordance with the Howard County Property & Vehicle Damage Report Form, RM-2 Form, (Appendix IX).

## **ACCIDENTS**

### **Repair of Damaged Vehicles/Equipment**

If towing or mechanical intervention is required during normal business hours contact Central Fleet (410) 313-2044. After normal business hours, call the non-emergency number (410) 313-2200 or if there is an emergency call 911.

County vehicles and equipment will not be repaired until a claim number has been assigned by Risk Management. When immediate repair is required, a claim number may be obtained from Risk Management by email or telephone. For additional information on vehicle and equipment accident or damage reporting, refer to the Howard County Government Policy and Procedure #200.1, Risk Management Program.

## **Stolen Vehicles**

The operator of the stolen vehicle must file a stolen vehicle report to the local police agency in the jurisdiction where the theft occurred and receive a copy of the stolen vehicle report.

The stolen vehicle shall be reported to Central Fleet and Risk Management within 24 hours. If a vehicle is stolen on a weekend or holiday, the operator of the vehicle must contact Central Fleet at the 24 hour service number (410) 313-2950.

## **VEHICLE MAINTENANCE - - GENERAL**

### **Fueling Facilities**

Authorized Drivers are responsible for fueling their County vehicles and for maintaining a record of all fuel and fluids used unless such data is available from a Central Fleet automated fueling site. Central Fleet will be responsible for controlling access to all County fueling facilities.

All County owned vehicles should be fueled at County facilities unless traveling out of the County on authorized business. All County vehicles should be fueled using regular unleaded gasoline, diesel, or other alternative fuels as are recommended by the vehicle manufacturer. Each vehicle should have a fuel facilities location map in the glove box listing all authorized fueling sites.

If a vehicle has traveled outside the County and fueled at a non-County owned fueling facility, the operator must obtain a receipt showing the fuel type and gallons purchased and file a copy with Central Fleet within 48 hours of return to the County. This information is needed to track operating costs for the vehicle and for meeting all regulatory requirements for fuel tax reporting. Central Fleet will reimburse the using department at Central Fleet's current fuel cost. It is the responsibility of the using department to reimburse the employee.

### **Fuel Card Program**

Directors of each department must provide Central Fleet with a list of authorized personnel who are designated as the point of contact for all Fuel Card activities. This shall include a list of personnel who are authorized to pick up fuel cards for the department.

The office of Human Resources is responsible for providing Central Fleet with changes, or terminations on a bi-weekly basis. In addition, Central Fleet will coordinate regular audits of all fuel cards to ensure accurate information is maintained on the system. Central Fleet will work with the designated point of contact to conduct these audits.

Central Fleet will monitor the activity of all Fuel Cards. If a Fuel Card has no activity for over one year, the card will be deactivated. The Department would need to follow the procedure for requesting a new fuel card if one is needed.

Fuel Cards will not be assigned to seasonal or contingent staff.



## **New Vehicle Fuel Card**

Central Fleet shall initiate the Fuel Card Application / Change Request, (Appendix V) for the vehicle card for all new vehicles or equipment added to the County Fleet. This will be processed after the Fleet Shop Supervisors notify Central Fleet Administrative Office that the vehicles have been delivered. The Central Fleet fuel staff member will notify the Fleet Shop Supervisor that the card is ready for pick up. The Fleet Shop Supervisor will install the vehicle / equipment fuel card in the vehicle.

The vehicle fuel card is to be used exclusively for the designated vehicle. Using a vehicle fuel card for another vehicle, equipment or fuel container is a violation of this policy and procedure.

The vehicle fuel card is to remain with the designated vehicle until such time as the vehicle is permanently taken out of service. At that time a member of Central Fleet will remove and deactivate the fuel card.

## **New Driver Fuel Card**

Employees will be issued a fuel card by Central Fleet. Each employee who requires a fuel card must complete the Fuel Card Application / Change Request, (Appendix V) and submit it to Central Fleet. Employees shall be responsible to notify Central Fleet if the card is lost or stolen; if there are any changes in the employee name, agency assignment, or employment status by completing the Fuel Card Application / Change Request, (Appendix V).

Driver Fuel Cards must be picked up in person by the employee or a departmental representative authorized by the Director.

The Driver Fuel Card is to be used exclusively by the designated employee. Using a driver fuel card by another employee or to fuel any unauthorized vehicle, equipment or fuel container is a violation of this policy and procedure.

The Driver Fuel Card is to remain with the designated employee until such time as the employee transfers to a position that does not require a fuel card or terminates employment with the County. At such time, the employee is responsible for returning the Driver Fuel Card to their supervisor who should then forward the card to Central Fleet for deactivation.

## **Fuel Cards for Adjunct Agencies**

The Directors within Adjunct Agencies must provide Central Fleet with a list of authorized personnel who are designated as the point of contact for all Driver Fuel Card activities. This shall include a list of personnel who are authorized to pick up fuel cards for the department.

The Directors within Adjunct Agencies are responsible for providing Central Fleet with changes, or terminations on a bi-weekly basis. In addition, Central Fleet will coordinate regular audits of all fuel cards to ensure accurate information is maintained on the system. Central Fleet will work with the designated point of contact to conduct these audits.

## **New Vehicle Fuel Card for Adjunct Agency Vehicles**

The Adjunct Agency shall initiate the Fuel Card Application / Change Request, (Appendix V) for the vehicle card for all new vehicles or equipment which will be fueled at Howard County Facilities. The authorized representative shall complete the Fuel Card Application / Change Request, (Appendix V) and submit the form to the Central Fleet fuel staff member. Once created, the Adjunct Agency will be notified that the card is ready for pick up. The Adjunct Agency is responsible for installing the vehicle / equipment fuel card in the vehicle. The vehicle fuel card is to be used exclusively for the designated vehicle. Using a vehicle fuel card for another vehicle, equipment or fuel container is a violation of this policy.

The vehicle fuel card is to remain with the designated vehicle until such time as the vehicle is permanently taken out of service. At that time the Adjunct Agency will remove the card and forward to Central Fleet to be deactivated.

## **New Driver Fuel Card for Adjunct Agency Employees**

Authorized Drivers of adjunct agency vehicle which are fueled at Howard County Fuel Sites will be issued a fuel card by Central Fleet. Each employee who requires a fuel card must complete the Fuel Card Application/Change Request (Appendix V) and submit it to Central Fleet. Employees shall be responsible to notify Central Fleet if the card is lost or stolen; there are any changes in the employee name, agency assignment, or employment status with the County by completing the Fuel Card Application / Change Request, (Appendix V).

Driver Fuel Cards must be picked up in person by the employee or a departmental representative authorized by the Director.

The driver fuel card is to be used exclusively by the designated employee. Using a driver fuel card by another employee or to fuel any unauthorized vehicle, equipment or fuel container is a violation of this policy.

The Driver Fuel Card is to remain with the designated employee until such time as the employee transfers to a position that does not require a fuel card or terminates employment with the Adjunct Agency. At such time, the employee is responsible for returning the Driver Fuel Card to their supervisor who should then forward the card to Central Fleet for deactivation.

## **Auxiliary Fuel Cards**

Auxiliary Fuel Cards are issued for the purpose of fueling small equipment or fuel cans. If a Department requires an Auxiliary Fuel Card, a Fuel Card Application / Change Request, (Appendix V) shall be completed and approved by the Director of the Department.

The Auxiliary Fuel Card is issued to a designated employee who is responsible for tracking the usage of fuel dispensed. The date, gallons, and use must be recorded. This information shall be retained for three (3) years by the Department and made available to Central Fleet and the internal auditors upon request.

When an Auxiliary Fuel Card is used to dispense fuel, an Auxiliary Fuel Use Form (Appendix XIV) shall be completed and forwarded to Central Fleet within 24 hours of use.

Auxiliary Fuel Cards must be picked up in person by the designated employee or a departmental representative authorized by the Director.

Using an Auxiliary Fuel Card to fuel vehicles, large equipment or large fuel tanks is a violation of this policy.

### **Duty Fuel Card for Public Safety and Law Enforcement**

Duty Fuel Cards are issued to Public Safety and Law Enforcement in the event that an officer experiences problems fueling their vehicle after hours.

Duty Fuel Cards must be picked up in person by the designated employee or a departmental representative authorized by the Director.

When a Duty Fuel Card is used, the Department shall notify Central Fleet the following business day by completing the Auxiliary Fuel Use Form (Appendix XIV). The Department shall provide the following information: the time, date, gallons, vehicle FAICS number and odometer reading. This will enable accurate recording of fuel consumed by the vehicle.

The Duty Fuel Card is issued to a designated employee who is responsible for tracking the usage of fuel dispensed. The time, date, gallons, vehicle FAICS number and odometer reading must be recorded. This information shall be retained for three (3) years by the Department and made available to Central Fleet and the internal auditors upon request.

### **Fuel Procurement**

Central Fleet will be responsible for procuring all fuel for County vehicles. Central Fleet will also be responsible for tracking fuel consumption and maintaining adequate inventories at the fueling facilities.

### **Fuel Tax Reporting**

Central Fleet will be responsible for meeting all regulatory requirements for fuel tax reporting.

### **Maintenance Facility Assignments**

Central Fleet will assign all County vehicles to a maintenance facility for repairs. The facility is the location the vehicle/equipment will be taken for maintenance. Central Fleet may assign County vehicles to other facilities should the assigned facility be unavailable.

### **Preventive Maintenance Guidelines**

All County vehicles must be under a preventive maintenance (PM) program. For non-County owned vehicles, departments can elect to include non-County owned vehicles in Central Fleet's preventive maintenance program or contract with a third party vendor; but not both. The Driver

Preventive Maintenance Measures, (Appendix VI) provides guidance to help drivers perform adequate inspections of the vehicle.

Central Fleet is responsible for scheduling and performing preventive maintenance for all County vehicles. Central Fleet will put preventative maintenance stickers on the inside upper left hand corner of the windshield stating when the next required preventative maintenance service is required. It is the responsibility of the driver to ensure that the maintenance is performed at the required intervals.

When a vehicle is due for preventive maintenance, Central Fleet will notify the using department at least one (1) week prior to the scheduled service date. If an employee is unable to make the appointment, he/she must inform Central Fleet immediately to schedule an alternative date. The user must notify Central Fleet if the vehicle is within one (1) week of the next maintenance, based on reasonable anticipated use, and has not been notified by Central Fleet.

It is essential for all operators of County vehicles to cooperate by making the necessary adjustments in their schedules so that this service can run effectively. Unreasonable missing of appointments without prior notification will result in additional service charges to user agency.

When a vehicle is overdue for inspection by more than 30 days the using agency will be charged the full maintenance charge regardless of the vehicle classification. When a vehicle is overdue for inspection by more than 30 days the fuel card will be suspended until the inspection has been completed.

Preventive Maintenance schedules by vehicle class:

- Automobiles, vans, utility vehicles and light trucks
  - Level A.....Every 5,000 miles
  - Level B.....Every 36,000 miles
  
- Heavy Trucks\*
  - Level A.....Every 5,000 miles
  - Level B (DOT).....Annually or every 25,000 miles
  
- Dump Trucks\*
  - Level A.....Every 5,000 miles or annually
  - Level B (DOT).....Annually or every 25,000 miles
  
- Heavy Equipment\*
  - Level A.....Every 250 service hours or 6 months
  - Level B (DOT).....Annually or every 25,000 miles
  
- Trailers
  - Level A.....6 months
  - Level B (DOT).....Annually

For equipment that is not listed above preventive maintenance is performed at least annually to ensure the safe condition and operability of the equipment.

\*Preventive maintenance for heavy trucks and equipment should be done according to the manufacturer's specifications at a minimum. The State of Maryland (Annotated Code of Maryland, Transportation Article. Title 23 Vehicle Laws - - Inspection of Used Vehicles and Warnings for Defective Equipment, Subtitle 3. Preventive Maintenance Program), requires all trucks with a gross vehicle weight (GVW) of over 10,000 pounds to carry the appropriate required document, as follows:

- A record of the most recent inspection (at least every 25,000 miles or at least every 12 months whichever occurs first), including any maintenance or repair work performed.
- A written certification that the vehicle is maintained under a preventive maintenance plan approved by the Administration and the Automotive Safety Enforcement Division of the Maryland State Police Division.
- NOTE: For non-County owned vehicles and equipment that Central Fleet maintains, a schedule for preventive maintenance must be prepared and filed with Central Fleet.

### **Unscheduled Maintenance**

Central Fleet will be responsible for responding to all requests for unscheduled maintenance both emergency and non-emergency.

### **Unauthorized Service and Repairs**

Departments are not authorized to perform repair or perform any service to vehicles and equipment included in the Central Fleet Program except as set forth in this Policy and Procedure and/or as pre-approved by Central Fleet.

### **Operator Maintenance and Service**

Authorized drivers are responsible for performing a daily walk-around of their vehicles and heavy motorized equipment. A sample weekly walk-around inspection for automobiles and light trucks will include the following:

- Tire pressure and conditions.
- Engine inspection.
- Exterior lights.
- Interior lights.
- Windows and interior features.
- Fluid and belt.

Heavy truck operators must also perform a daily walk-around inspection and complete the Driver Vehicle Inspection Report (Appendix XVII) to include:

- General condition of power unit.
- Fluids and belts.
- In-cab condition.
- Exterior condition.
- Transmission inspection.
- Brake inspection.
- Towed unit inspection.

Supervisors are responsible for ensuring daily inspections are performed on County vehicles prior to and after they are used. If problems are found, the supervisors are responsible for submitting a Maintenance Request (Appendix XVI) to the County vehicle's assigned repair facility.

**Department personnel may perform the following general service activities** on County vehicles if it has been determined by the employee's direct supervisor, Central Fleet, and the employees acknowledges that he/she has the proper training:

- Topping fluids.
- Inflating and installing spare tires Flat tires may be changed by the employee if they choose to do so but only if the employee has the proper training and proper equipment on hand and only if the location of the tire change is on level ground, off the roadway and in a safe place for the activity.
- Replacing wiper blades.
- Replacing lights, lamps, and fuses.

Frequent occurrences of any of the above activities (e.g., replacing fuses), for the same County vehicle should result in a Central Fleet Vehicle Maintenance Request (Appendix XVI). In addition to the above, the authorized driver is responsible for the following daily and/or weekly maintenance on specialized equipment according to the manufacturer's recommendations such as:

- Greasing and lubrication of bearings, joints, fittings, etc.
- Cleaning lines, attachments, fitting, etc.
- Adjusting of air pressure, attachments, etc.
- Sharpening of blades, etc.
- Changing of attachments, etc.

The following tasks are the responsibility of the user agency:

- Building, repairing, and installing tire chains for snow removal operations.
- Changing blades, repairing and installing snow plows for snow removal.
- Installing and removing salt spreaders, greasing spreader bearings daily and cleaning spreaders as necessary and at the season's end.
-

- Preparing plows and salt spreaders for repainting at the end of the snow season.
- Replacing blades on snow plows, loaders, buckets, graders, etc.

### **Emergency Maintenance**

Emergency maintenance is required when a County vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a County vehicle or piece of equipment breaks down during the Central Fleet shop's normal operating hours, the problem should be reported to the Central Fleet shop responsible for that County vehicle.

If the County vehicle breaks down outside of normal operating hours, on weekends or holidays, the Authorized Driver should contact Central Fleet at the 24 hour service number (410) 313-2950. If necessary, a service van or tow truck will be dispatched to pick up the disabled vehicle.

### **Non-emergency Maintenance**

Non-emergency maintenance occurs when the County vehicle requires maintenance but can still be operated safely. Maintenance must be requested in writing and submitted to the maintenance supervisor at the primary maintenance facility for scheduling of service. The maintenance supervisor will schedule the work based on the current workload at the maintenance facility and the severity of the work to be done. The requesting party will be notified within 24 hours as to when to bring the vehicle into the shop for service.

NOTE: Departments are responsible for delivering the vehicles or equipment to the shop for non-emergency servicing and for picking up the vehicle/equipment following servicing.

### **Record Keeping**

Central Fleet is responsible for managing all of the centralized records regarding County vehicles:

- County Vehicle Utilization / Mileage Log, (Appendix II)
- Accident Report Kit
- Fuel/Fluids Usage Records, (maintained in the Fleet Management system.)
- Central Fleet Vehicle Maintenance Request (Appendix XVI).
- Current Registration and Emissions Inspection form.

### **SMALL MOTORIZED EQUIPMENT**

All small motorized equipment (i.e. mowers, chain saws, weed eaters, etc.) will be owned by the using department. The department is responsible for purchasing, assigning, and controlling this equipment.

### **User Servicing and Maintenance**

Small motorized equipment operators will be responsible for all regular service, such as lubrication, oil changes, sharpening blades, etc., according to manufacturer's suggested

schedules. As determined by the director, operators may be authorized to perform equipment repairs based on the operator's training.

### **Central Fleet Maintenance**

Central Fleet will perform maintenance on small, motorized equipment at assigned maintenance facilities. Using departments must complete a Central Fleet Vehicle Maintenance Request (Appendix XVI) and forward it and defective equipment to the selected maintenance shop.

Central Fleet will record all small equipment maintenance labor, parts, and vendor cost on a Central Fleet Repair Order (Appendix XIII) and will charge using departments based on the total repair order cost.

### **Repair/Replacement**

If Central Fleet determines that the cost of repair will be substantial, Central Fleet will recommend to the using department that the equipment be replaced. The department makes the final repairs or replacement decisions and is responsible for purchasing the replacement equipment.

## **FUND CHARGEBACK**

### **Departmental Charges**

Central Fleet will charge each department for fleet and non-fleet related activities as defined in the Central Fleet fund chargeback system. Central Fleet will calculate charges as follows:

- Mileage based charges for use of Central Fleet pool vehicles will be calculated when the vehicle is returned and charged to the using department.
- Dedicated vehicle fixed charges for insurance (annual), depreciation, capitalization (annual), and overhead will be calculated monthly and billed to the using department.
- Mileage charges for dedicated auto/van/light truck class vehicles will be calculated and charged monthly from the mileage documents that Central Fleet receives from user departments each month.
- Repair order based maintenance charges (both fleet related and non-fleet related) will be accumulated from Central Fleet Repair Order (Appendix XIII) and charged monthly to the using department.
- Fuel charges will be accumulated from Auxiliary Fuel Use Form (Appendix XIV) or automated records and charged monthly to the using department.

Charges for operating parts (e.g. light bulbs, wiper blades, fluids, etc.) issued to using departments from Central Fleet storehouses will be accumulated and charged monthly.



**The bold appendixes are included in this policy and procedure.**

- I. County Driver’s Vehicle Use Form
- II. County Vehicle Utilization / Mileage Log**
- III. Personal Vehicle Mileage Reimbursement Log
- IV. Central Fleet Motor Pool – Vehicle Request –Vehicle Return Instructions
- V. Fuel Card Application / Change Request**
- VI. Driver Preventive Maintenance Measures**
- VII. Vehicle & Equipment Accident Reporting Procedure
- VIII. On-The-Scene Vehicle/Equipment Accident Report Form
- IX. Howard County Property & Vehicle Damage Report Form**
- X. Take-Home Vehicle Authorization Request
- XI. Assigned Take-Home Vehicle Data Sheet
- XII. Employee Interlock Exclusion Letter and Agreement
- XIII. Central Fleet Repair Order**
- XIV. Auxiliary Fuel Use Form**
- XV. Heavy Truck Operator’s Daily Inspection**
- XVI. Maintenance Request Form**
- XVII. Driver Vehicle Inspection Report
- XVIII. Authorization for Out-of-State Use of County Vehicle

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

\_\_\_\_\_  
Date

**CERTIFICATION**

“This Vehicle and Equipment Maintenance Policy and Procedure are not subject to the provision of the Howard County Administrative Procedures Act.”

\_\_\_\_\_  
Margaret Ann Nolan  
County Solicitor

\_\_\_\_\_  
Date

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**APPENDIX I**

**HOWARD COUNTY SPILL RESPONSE AND NOTIFICATION SOP**

Howard County Bureau of Environmental Services  
Standard Operating Procedure



Subject: Spill Response and Notification Procedure

SOP No.:

Revision No.: 1

Issued: 1/19/17

Effective: 1/19/17

Approved: *[Signature]*

**Purpose:**

To ensure that Howard County personnel understand how to properly respond to a release of oil and/or hazardous material and that the necessary federal and state notifications occur in order to maintain regulatory compliance.

**Applicability:**

This procedure applies to all Howard County staff in the event of a spill or leak.

**Responsibility:**

The Howard County Department of Public Works Bureau of Environmental Services (BES) shall be responsible for providing guidance to facility personnel regarding spill response and will coordinate all federal, state and local notifications and reporting in accordance with this SOP.

All Howard County staff who discover or observe a spill or leak must immediately report the spill to the designated responder and address it in accordance with their level of training.

**Procedure:**

**MINOR DISCHARGE**

1. Upon discovery of a spill/leak, personnel must report the spill immediately to the Superintendent or their designee.
  - A. If the spill/leak occurs outside normal business hours call 410-313-2929.
2. At the direction of the Superintendent and **only if safe to do so**, identify the source of the spill/leak and attempt to prevent the spill/leak from reaching soil and/or Maryland waters of the State.
  - A. Clean up the spilled material with appropriate spill response equipment.
    - i. Materials may include but are not limited to stay dry, absorbent pads or mats, or booms.
    - ii. Once allowed to absorb, materials must be collected within the used absorbent drum.
  - B. Dispose of materials in a properly labeled container.
    - i. Container may be located in an approved Satellite Accumulation Area within the Facility.
    - ii. Disposal container may be taken directly to the Main Accumulation Area.
      - a. Label the container with the accumulation start date.
3. The Superintendent or their designee will complete and submit the DISCHARGE NOTIFICATION FORM (Appendix A) to the BES and it will be retained in both BES and facility files.
4. No further reporting is necessary.

**MAJOR DISCHARGE**

1. Immediately evacuate the area and notify the Superintendent or their designee.
  - A. Call 911 for medical assistance or to alert the Howard County Fire Department of Police Department.

- B. Contact the appropriate emergency responders from the list provided in Appendix A.
- C. Notify Maryland Department of Environment (MDE) Emergency Response Division within two hours of the release.

- i. The MDE Emergency Response Division can be reached at 1-866-633-4686 (24 hour reporting) or 410-537-3975.
- ii. The notification will include:
  - a. The exact address, location and phone number of the facility
  - b. The date and time of the release
  - c. The type of material released
  - d. Estimates of the total quantity released
  - e. The source and exact location of the release
  - f. A description of all affected media
  - g. The cause of the release
  - h. Any damages or injuries caused by the release
  - i. Actions being taken to stop, remove, and mitigate the area impacted by the release
  - j. Whether an evacuation may be needed
  - k. The names of individuals and/or organizations who have been contacted to assist in the cleanup
  - l. Whether or not assistance is required
  - m. The name, address, and telephone number of the person making the report
  - n. Other information as requested.
- ii. The Superintendent will complete an MDE Spill Incident Report Form (included as Appendix B) and submit to MDE within 10 working days of the completion of removal/clean-up work. BES will be copied on the transmission.

2. Discharges of oil to Waters of the State must notify the National Response Center (NRC) immediately.

- i. A harmful quantity of oil is one which causes a visible sheen or leaves sludge or emulsion beneath the surface.
- ii. The NRC can be reached at 1-800-424-8802
- iii. Report will include:
  - a. Name, organization and telephone number
  - b. Name and address of the responsible party
  - c. Date, time, location of the incident
  - d. Source, cause, type and amount of discharge
  - e. Danger or threat posed/number of injuries
  - f. Weather at the time of the incident
  - g. Other information requested.
- iv. The Superintendent will complete the DISCHARGE NOTIFICATION FORM (Appendix A) and will submit to BES.

3. If the facility is subject to the Spill Prevention, Control, and Countermeasures Rule (SPCC) in addition to the notification requirements under 1 & 2 above, the facility must also notify US EPA and the NRC if the following occur.

- i. Discharges of more than 1,000 gallons of oil in a single discharge or
- ii. More than 42 gallons of oil in each of two discharge events in a 12-month period.
- iii. The EPA Region 3 Administrator can be reached at 1-800-438-2474. The NRC can be reached at 1-800-424-8802.
- iv. The report should be made within 60 days of the discharge and include:
  - a. Name and location of the facility
  - b. Owner/Operator name
  - c. Maximum storage/handling capacity of the facility and normal daily throughput
  - d. Corrective actions and countermeasures taken
  - e. Description of the facility included maps
  - f. Cause of the discharge and failure analysis
  - g. Additional measures taken or planned to minimize reoccurrence

- h. Any other information required.
- v. Further guidance relative to the reporting under the SPCC Rule can be found in the facility SPCC Plan if applicable.

#### **RECORDKEEPING**

1. Notifications submitted to the BES shall be retained in facility files for at least five years.
2. Any documentation submitted to an external agency (EPA, MDE, NRC, or Local Governments) shall also be retained in facility files for at least five years.
3. Record logs for spills and leaks should be updated in the facility Stormwater Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plans.

#### **TRAINING**

1. The BES shall conduct annual Spill Response and Notification training for all applicable Howard County staff who engage in activities that involve hazardous materials. Training shall include the following:
  - A. Spill response,
  - B. Documentation procedures,
  - C. Personal protective equipment, and
  - D. General education on various types of hazardous materials.
2. The BES shall maintain documentation of spill response training for all employees for at least five years.

#### **PERSONNEL PROTECTIVE EQUIPMENT (PPE)**

1. Certain types of PPE, such as gloves, protective clothing, and eyewear may be needed during spill response activities. Consult your supervisor for proper equipment.

#### **Definitions:**

**Discharge** – Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, dumping, addition of, or introduction of any pollutant into waters of the State, or the placing of any pollutant in a location where it is likely to pollute.

**Hazardous Substance** – As defined by EPA, any material that poses a threat to human health and/or the environment. Hazardous substances are typically toxic, corrosive, ignitable, explosive, or chemically reactive.

**Major Discharge** – Discharge that cannot be safely controlled or cleaned up by facility personnel and are reportable. Major discharges are large enough to spread beyond the immediate discharge area, reach nearby water, soil, or sanitary sewers, require special clean up equipment or training, pose a hazard to human health or safety or present a risk of fire or explosion. Reportable quantities for chemicals other than petroleum may be found in 40 CFR 302.4. Discharges which reach the sanitary sewer are considered major.

**Minor Discharge** – Discharge that poses no significant harm or threat to human health and safety or to the environment. Minor discharges are small enough to be easily stopped and contained, do not reach nearby waters or soils, are localized at the source, present little risk to human health or safety and present little risk of fire or explosion.

**Navigable Waters** – The waters of the U.S. including all waters currently used, were used in the past or may be used in interstate or foreign commerce; all waters subject to the ebb and flow of the tide; interstate waters and wetlands; intrastate lakes, rivers, streams, intermittent streams, sandflats, mudflats, tributaries of such waters and wetlands.

**Oil** – Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.

**Pollutant** – Any waste or wastewater that is discharged from a sewage system, from an industrial source, or any

other liquid, gaseous, solid, or other substances which will or may cause pollution to waters of the State. Examples of pollutants include salt, salt brine, magnesium chloride, sewage/septic etc.

**Reportable Discharge** – Any discharge which meets any of the following: (a) Discharge of oil which reaches Waters of the State must be reported to MDE; (b) Discharges of more than 1,000 gallons of oil in a single discharge or more than 42 gallons of oil in each of two discharge events in a 12-month period must be reported to the USEPA and NRC;

**Spill** – For the purposes of this procedure, a release of any pollutant to the environment.

**Waters of the State** – Both surface and underground waters within the boundaries of this State subject to its jurisdiction, including that part of the Atlantic Ocean within the boundaries of this State, the Chesapeake Bay, and its tributaries, and all ponds, lakes, rivers, streams, tidal and non-tidal wetlands, public ditches, tax ditches and sanitary sewage. Also includes the flood plain of free-flowing waters determined by the Department of Natural Resources on the basis of the 100-year flood frequency.

**Contacts:**

Cynthia Alden Bureau of Environmental Services: 410-313-6447

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**Appendix A**  
**Discharge Notification Form**



## DISCHARGE NOTIFICATION REPORT

### Part A: Discharge Information

General information when reporting a spill to outside authorities:

Owner/Operator:

Howard County  
Department of Public Works  
3430 Court House Drive  
Ellicott City, Maryland 21043

Primary Contact:

Site Superintendent

Type of Oil:

Discharge Date and Time:

Quantity Released:

Discovery Date and Time:

Quantity Released to a Water Body:

Discharge Duration:

Location/Source:

Actions taken to stop, remove, and mitigate impacts of the discharge:

Affected media:

- Air
- Water
- Soil
- Storm water sewer/POTW
- Dike/berm/oil-water separator
- Other: \_\_\_\_\_

Notification person:

Telephone contact:

Business:

24-hr:

Nature of discharges, environmental/health effects, and damages:

Injuries, fatalities or evacuation required?

### Part B: Notification Checklist

<i>Contact Name, Title, and Phone Number</i>	<i>Date and Time</i>	<i>Name of Person Receiving Call</i>
<b>All Discharges:</b>		
Gary Stewart, Facilities Supervisor, 410/313-5797 or 410/807-0224		
Damon Harcum, Fleet Regulation Inspector, 410/313-2070 or 443/487-3799		
Cynthia Alden, Engineer III, (410) 313-6447 or 410/802-6001		
<b>Major Discharge:</b>		
911		
Howard County After Hours Response, 410/313-2929		
Emergency Response Contractor Total Environmental Concepts, 301/548-0382		
National Response Center, (800) 424-8802 (if discharge reaches navigable waters)		
Maryland Department of the Environment, (866) 633-4686		

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**APPENDIX J**

**TRAINING OUTLINE AND ATTENDANCE SHEET**

# *Sample Pollution Prevention Training Outline*

## Module 1

- Purpose of SWPPP
- NPDES/SWPPP requirements
- SWPPP contents
- Hydrology and water quality basics

## Module 2

- Topic: Good Housekeeping Practices
  - Solid and hazardous waste management
  - Waste, garbage and floatable debris
  - Dust generation and vehicle tracking
- Topic: Materials Management
  - Labeling
  - Container compatibility
  - Container storage

## Module 3

- Topic: Minimize exposure
- Topic: Maintenance
  - Used oil and spent solvent management\*
  - Fueling procedures\*
  - Painting procedures\*
  - Used battery management
- Topic: Salt Storage

## Module 4

- Topic: Spill Response
  - Spill Prevention
  - Spill Handling
    - Agency Notification
    - Spill Kits/Response Equipment
    - Spill Prevention Control and Countermeasure Plan
  - Spill Documentation

## Module 5

- Topic: Stormwater Management
  - Erosion and sediment controls
  - Management of runoff
- Topic: Monitoring and Inspection Requirements
  - Effluent Limits
  - Non-stormwater discharges
  - Monitoring
  - Inspections

# RECORD OF ANNUAL STORMWATER POLLUTION PREVENTION TRAINING

Annual training will be scheduled and conducted for stormwater pollution prevention to ensure adequate understanding of this SWPPP Plan at FACILITY. The outline of the training including topics covered is attached to this record.

**Date of Training:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Subjects Covered:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employees in Attendance:**

- |       |       |
|-------|-------|
| 1.    | 13.   |
| _____ | _____ |
| 2.    | 14.   |
| _____ | _____ |
| 3.    | 15.   |
| _____ | _____ |
| 4.    | 16.   |
| _____ | _____ |
| 5.    | 17.   |
| _____ | _____ |
| 6.    | 18.   |
| _____ | _____ |
| 7.    | 19.   |
| _____ | _____ |
| 8.    | 20.   |
| _____ | _____ |
| 9.    | 21.   |
| _____ | _____ |
| 10.   | 22.   |
| _____ | _____ |
| 11.   | 23.   |
| _____ | _____ |

**BUREAU OF UTILITIES  
EMPLOYEE ROSTER**

Date: 3/4/2020      Time: 7:00AM      Duration: 2 hours  
 Subject: SWPPP  
 Topic: Environmental Training  
 Trainer/Presenter: AECOM  
 Presentation Type (Power Point, Video, Demo): Presenter/Power Point  
 Training Synopsis: Environmental compliance issues including the SWPPP, the SPCC Plan, vehicle fueling and washing, and hazardous waste.

Employee	Signature	Employee	Signature
Bacon, Jemmel		Jackson, Shaneia	
Bailey, Rodney		James, Andrew	
Ball, Dave		Jamie-Jimenez, Jesus	
Bapistellar, Jake		Jeffra, Benjamin	
Baucom, Scott		Johnson, Kathy	
Beschner, Ross		Jones, Bobby	
Blankenship, Brandon		Kelly, Kenny	
Boiton, Robert		Knopfmacher, Joel	
Bonds, Robb		Kolliogbo, Nyamah	
Bowland, Archie		Lang, Joe	
Bozzell, Duane		Levine, Nathan	
Brown, Robert		Liberatore, Fay	
Bryson, Anthony		Lowery, Corey	
Buck, Robert		Maben, Tammy	
Burns, Matt		Madison, Maria	
Campbell, Don		Magee, Brian	
Campbell, Robert		Martini, Sharon	
Carter, Ryan		McDaniel, Holly	
Coleman, Shawn		McKenzie, Sean	
Cox, Donald		Miller, Tom	
Cregger, Anthony		Mitchell, Paul	
Dawson, Clem		Musgrove, Calvin	
Dillard, Kim		Nelson, Justin	
Dorsey, George		Nelson, Nathan	
Dorsey, Ryan		O'Connell, Becky	
Edgin, Jeff		Overholtzer, Dustin	
Farragut, Matt		Palmer, John	
Fisher, Mike		Parker, Joyce	
Fletcher, Darrell		Price, Loren	
Franks, Joshua		Rehbein, Connor	
Freeland, Iren		Roberts, Kyle	
Gallion, Geoffrey		Rocco, Anthony	
Gardner, Will		Roffman, Louis	
Gliptis, Joshua		Routhier, Cameron	
Gogebakan, Sam		Schaeffer, John	
Gomez, Mauricio		Shapiro, Art	
Guido, Oscar		Shivers, Calvin	
Hair, Keith		Siemer, Mike	
Hamilton, Devry		Snapp, CJ	
Hart, Amy		Snyder, Mitchell	
Hoagland, Brad		Stevenson, Warnell	
Hoagland, John		Voss, Jordan	
Hobbs, JoAnne		Warner, Zachary	
Hoffman, Jason		Warren, Wesley	
Alabi, Olufemi		Watts, David	
McAbee, Alex		Guest/Visitors	
Schumacher, Darren			
Vogel, Zachary			

**BUREAU OF UTILITIES  
EMPLOYEE ROSTER**

Date: 3/5/2020

Time: 7:00AM Duration: 2 hours

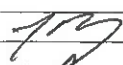
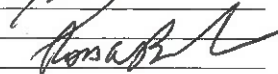
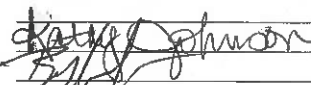


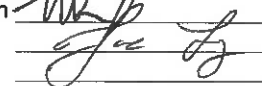
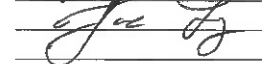
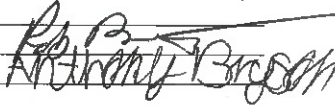
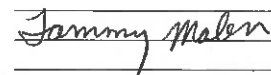


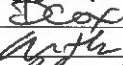
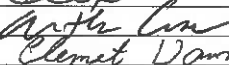
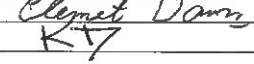

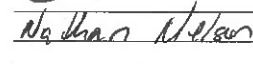
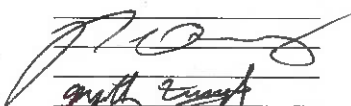
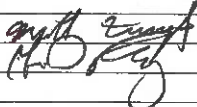
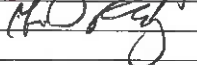
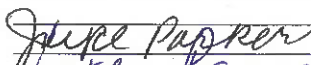
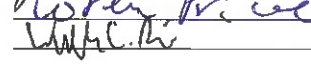
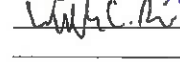
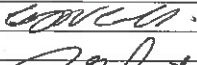

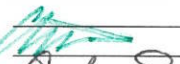





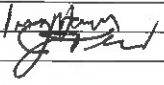
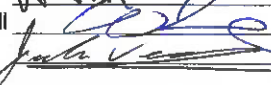

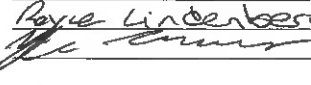
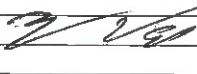
Subject: SWPPP

Topic: Environmental Training

Trainer/Presenter: AECOM

Presentation Type (Power Point, Video, Demo): Presenter/Power Point

Training Synopsis: Environmental compliance issues including the SWPPP, the SPCC Plan, vehicle fueling and washing, and hazardous waste.

Employee	Signature	Employee	Signature
Bacon, Jemmel		Jackson, Shaneia	
Bailey, Rodney		James, Andrew	
Ball, Dave		Jamie-Jimenez, Jesus	
Bapistellar, Jake		Jeffra, Benjamin	
Baucom, Scott		Johnson, Kathy	
Beschner, Ross		Jones, Bobby	
Blankenship, Brandon		Kelly, Kenny	
Bolton, Robert	RLD	Knopfmacher, Joel	
Bonds, Robb		Kollegbo, Nyamah	
Bowland, Archie		Lang, Joe	
Bozzell, Duane		Levine, Nathan	
Brown, Robert		Liberatore, Fay	
Bryson, Anthony		Lowery, Corey	
Buck, Robert		Maben, Tammy	
Burns, Matt		Madison, Maria	
Campbell, Don		Magee, Brian	
Campbell, Robert		Martini, Sharon	
Carter, Ryan		McDaniel, Holly	
Coleman, Shawn		McKenzie, Sean	
Cox, Donald		Miller, Tom	
Cregger, Anthony		Mitchell, Paul	
Dawson, Clem		Musgrove, Calvin	
Dillard, Kim	KV	Nelson, Justin	
Dorsey, George		Nelson, Nathan	
Dorsey, Ryan		O'Connell, Becky	
Edgin, Jeff		Overholtzer, Dustin	
Farragut, Matt		Palmer, John	
Fisher, Mike		Parker, Joyce	
Fletcher, Darrell		Price, Loren	
Franks, Joshua		Rehbein, Connor	
Freeland, Iren		Roberts, Kyle	
Gallion, Geoffrey		Rocco, Anthony	
Gardner, Will		Roffman, Louis	
Gliptis, Joshua		Routhier, Cameron	
Gogebakan, Sam		Schaeffer, John	
Gomez, Mauricio		Shapiro, Art	
Guido, Oscar		Shivers, Calvin	
Hair, Keith		Siemer, Mike	
Hamilton, Devry		Snapp, CJ	
Hart, Amy		Snyder, Mitchell	
Hoagland, Brad		Stevenson, Warnell	
Hoagland, John		Voss, Jordan	
Hobbs, JoAnne		Warner, Zachary	
Hoffman, Jason		Warren, Wesley	
		Watts, David	
Alabi, Olufemi			
McAbee, Alex			
Schumacher, Darren		Guest/Visitors	
Vogel, Zachary			

Username	Last Name	First Name	Course Name	Course Number	Section Number	Is Absent (Yes / No)	Seat Start Time	Seat End Time	Location	Job Title	Credit Hours
1 jknopfmacher	Knopfmacher	Joel	Environmental Training Program	BES001	22- Utilit	No	12/22/2022 12:48	12/22/2022 13:54	Department of Public Works	Utility Worker III	
2 bebaker	Baker	Benjamin	Environmental Training Program	BES001	22- Utilit	No	12/22/2022 6:33	12/22/2022 7:26	Department of Public Works	Utility Worker II	
3 fhobbs	Hobbs	JoAnne	Environmental Training Program	BES001	22- Utilit	No	12/21/2022 15:30	12/22/2022 10:52	Department of Public Works	Administrative Aide	
4 bailey	Bailey	Rodney	Environmental Training Program	BES001	22- Utilit	No	12/21/2022 13:19	12/21/2022 14:29	Department of Public Works	Enginrng Support Tech I	
5 bolton	Bolton	Robert	Environmental Training Program	BES001	22- Utilit	No	12/21/2022 9:19	12/21/2022 13:49	Department of Public Works	Enginrng Support Worker	
6 mmadison	Madison	Maria	Environmental Training Program	BES001	22- Utilit	No	12/21/2022 8:01	12/21/2022 8:51	Department of Public Works	Senior Analyst	
7 CSnapp	Snapp	Caroll	Environmental Training Program	BES001	22- Utilit	No	12/21/2022 6:34	12/21/2022 7:25	Department of Public Works	Operations Supervisor I	
8 PMitchell	Mitchell	Paul	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 11:09	12/20/2022 12:08	Department of Public Works	Operations Supervisor I	
9 acregger	Cregger	Anthony	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 10:47	12/22/2022 6:59	Department of Public Works	Utility Worker III	
10 msiemer	Siemer	Michael	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 10:26	12/20/2022 13:10	Department of Public Works	Utility Worker II	
11 BBlankenship	Blankenship	Brandon	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 10:11	12/20/2022 11:17	Department of Public Works	Utility Worker IV	
12 dball	Ball	David	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 9:54	12/20/2022 11:17	Department of Public Works	Operations Supervisor II	
13 jahoffman	Hoffman	Jason	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 9:47	12/20/2022 11:30	Department of Public Works	Operations Supervisor I	
14 jgrim	Grim	Joshua	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 9:31	12/20/2022 10:28	Department of Public Works	Utility Worker II	
15 RHoee	Hoee	Roy	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 9:15	12/20/2022 10:31	Department of Public Works	Regulation Inspector II	
16 tydorsey	Dorsey	Tyler	Environmental Training Program	BES001	22- Utilit	No	12/20/2022 8:39	12/20/2022 9:28	Department of Public Works	Utility Worker III	
17 wgardner	Gardner	William	Environmental Training Program	BES001	22- Utilit	No	12/16/2022 11:22	12/16/2022 12:36	Department of Public Works	Utility Worker III	
18 smeegoda	Meegoda	Sithmini	Environmental Training Program	BES001	22- Utilit	No	12/16/2022 10:50	12/19/2022 16:59	Department of Public Works	Engineering Specialist II	
19 nkolliebo	Kolliebo	Nyamah	Environmental Training Program	BES001	22- Utilit	No	12/16/2022 9:33	12/16/2022 10:24	Department of Public Works	Utility Worker II	
20 dhamilton	Hamilton	Devery	Environmental Training Program	BES001	22- Utilit	No	12/16/2022 6:40	12/16/2022 8:03	Department of Public Works	Stores Clerk	
21 jgliptis	Gliptis	Joshua	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 16:19	12/15/2022 17:36	Department of Public Works	Engineering Manager I	
22 jschaeff	Schaeffer	John	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 13:24		Department of Public Works	Enginrng Spec II	
23 mifisher	Fisher	Mike	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 12:51	12/15/2022 13:36	Department of Public Works	Operations Supervisor II	
24 rbeschner	Beschner	Ross	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 11:34	12/15/2022 12:42	Department of Public Works	Manager I	
25 jrking	King	Jesse	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 9:22	12/15/2022 10:32	Department of Public Works	Utility Worker IV	
26 gdrorsey	Dorsey	George	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 9:22	12/15/2022 10:16	Department of Public Works	Utility Worker II	
27 kckyyou	Ckyyou	Kenyata	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 9:16	12/15/2022 10:15	Department of Public Works	Utility Worker II	
28 lprice	Loren	Loren	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 9:03	12/15/2022 10:14	Department of Public Works	Utility Worker II	
29 nlevine	Levine	Nathen	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:57	12/15/2022 10:07	Department of Public Works	Utility Worker IV	
30 juhden	Uhden	Justin	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:31	12/15/2022 9:38	Department of Public Works	Utility Worker II	
31 wrehein	Rehhein	William	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:30	12/15/2022 9:29	Department of Public Works	Utility Worker II	
32 blaing	Laing	Brandon	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:30	12/15/2022 9:16	Department of Public Works	Utility Worker I	
33 smckenzie	McKenzie	Sean	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:23	12/15/2022 10:05	Department of Public Works	Utility Worker III	
34 jbking	King	Jason	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:21	12/15/2022 9:22	Department of Public Works	Utility Worker III	
35 medwards	Edwards	Michael	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 8:02	12/15/2022 9:11	Department of Public Works	Utility Worker III	
36 zwarner	Warner	Zachary	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:56	12/15/2022 9:06	Department of Public Works	Utility Worker II	
37 KHair	Hair	Keith	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:47	12/15/2022 8:52	Department of Public Works	Utility Worker III	
38 dwillis	Willis	Daniel	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:46	12/15/2022 8:41	Department of Public Works	Utility Worker II	
39 kkelly	Kelly	Kenneth	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:37	12/15/2022 8:26	Department of Public Works	Utility Worker IV	
40 oguido	Guido	Oscar	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:36	12/15/2022 8:54	Department of Public Works	Utility Worker IV	
41 bwatts	Watts	Brandon	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:35	12/15/2022 8:24	Department of Public Works	Utility Worker I	
42 msnyder	Snyder	Mitchell	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:33	12/15/2022 8:25	Department of Public Works	Utility Worker III	
43 doverholtzer	Overholtzer	Dustin	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:32	12/15/2022 8:29	Department of Public Works	Utility Worker III	
44 gsnyder	Snyder	George	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:31	12/15/2022 8:25	Department of Public Works	Utility Worker III	
45 lroffman	Roffman	Louis	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:30	12/15/2022 8:20	Department of Public Works	Utility Worker II	
46 rbrown	Brown	Robert	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:29	12/15/2022 8:24	Department of Public Works	Utility Worker IV	
47 mgomez	Gomez	Mauricio	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:29	12/15/2022 8:35	Department of Public Works	Utility Worker III	
48 amcabee	McAbee	Alexander	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:29	12/15/2022 8:27	Department of Public Works	Utility Worker II	
49 cshivers	Shivers	Calvin	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:12	12/15/2022 8:39	Department of Public Works	Utility Worker III	
50 gdorsey	Dorsey	George	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 7:12	12/15/2022 8:17	Department of Public Works	Utility Worker IV	
51 SJackson	Jackson	Shaneia	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 6:51	12/15/2022 8:01	Department of Public Works	Utility Worker III	
52 JLang	Lang	Joe	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 5:25	12/15/2022 6:22	Department of Public Works	Operations Supervisor I	
53 dbozell	Bozell	Duane	Environmental Training Program	BES001	22- Utilit	No	12/15/2022 4:36	12/15/2022 6:02	Department of Public Works	Operations Supervisor I	
54 cmusgrove	Musgrove	Calvin	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 18:31	12/14/2022 19:47	Department of Public Works	Operations Manager	
55 ablackwell	Blackwell	Angela	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 14:46	12/16/2022 13:14	Department of Public Works	Administrative Aide	
56 rbuck	Buck	Robert	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 14:40	12/16/2022 8:16	Department of Public Works	Utility Worker II	
57 rycarter	Carter	Ryan	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 12:56	12/14/2022 13:51	Department of Public Works	Utility Worker IV	
58 ahart	Hart	Amy	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 12:01	12/14/2022 14:04	Department of Public Works	Enginrng Sup Supvr	
59 kroberts	Roberts	Kyle	Environmental Training Program	BES001	22- Utilit	No	12/14/2022 11:49	12/14/2022 12:49	Department of Public Works	Operations Supervisor I	
60 nnelson	Nelson	Nathan	Environmental Training Program	BES001	22- Utilit	No	12/6/2022 7:11	12/6/2022 8:31	Department of Public Works	Regulation Inspector II	
61 crouthier	Routhier	Cameron	Environmental Training Program	BES001	22- Utilit	No	12/2/2022 7:54	12/2/2022 8:41	Department of Public Works	Administrative Aide	
62 mfarragut	Farragut	Matthew	Environmental Training Program	BES001	22- Utilit	No	11/30/2022 9:58	11/30/2022 11:25	Department of Public Works	Utility Worker III	
63 kdillard	Dillard	Kim	Environmental Training Program	BES001	22- Utilit	No	11/30/2022 9:58	11/30/2022 11:25	Department of Public Works	Utility Worker III	
64 Alames	James	Andrew	Environmental Training Program	BES001	22- Utilit	No	11/28/2022 7:16	11/28/2022 8:09	Department of Public Works	Utility Worker IV	
65 WWarren	Warren	Wesley	Environmental Training Program	BES001	22- Utilit	No	11/23/2022 13:58	11/23/2022 14:57	Department of Public Works	Operations Supervisor I	
66 phroberts	Roberts	Philip	Environmental Training Program	BES001	22- Utilit	No	11/23/2022 13:51	11/23/2022 14:45	Department of Public Works	Utility Worker III	
67 jpalmer	Palmer	John	Environmental Training Program	BES001	22- Utilit	No	11/22/2022 14:59	12/6/2022 8:52	Department of Public Works	Regulation Inspector I	
68 jbacon	Bacon	Jemmel	Environmental Training Program	BES001	22- Utilit	No	11/18/2022 13:58	12/6/2022 7:30	Department of Public Works	Regulation Support Technician II	
69 rdorsey	Dorsey	Ryan	Environmental Training Program	BES001	22- Utilit	No	11/18/2022 13:44	11/28/2022 11:39	Department of Public Works	Utility Worker III	
70 pbblack	Black	Patrick	Environmental Training Program	BES001	22- Cooksv	No	11/18/2022 8:15	11/18/2022 9:43	Department of Public Works	Motor Equipment Operator I	
71 SBaucom	Baucom	Scott	Environmental Training Program	BES001	22- Utilit	No	11/18/2022 6:40	11/18/2022 13:36	Department of Public Works	Operations Superintendent	
72 tmaben	Maben	Tammy	Environmental Training Program	BES001	22- Utilit	No	11/17/2022 14:32	11/18/2022 10:31	Department of Public Works	Admin Support Tech I	
73 jedgin	Edgin	Jeffrey	Environmental Training Program	BES001	22- Utilit	No	11/16/2022 6:54	11/16/2022 7:46	Department of Public Works	Engineering Support Technician III	
74 bsarayra	Sarayra	Bilal	Environmental Training Program	BES001	22- Utilit	No	11/15/2022 14:53	11/15/2022 16:01	Department of Public Works	Engineering Manager I	
75 hkmcdaniel	McDaniel	Holly	Environmental Training Program	BES001	22- Utilit	No	11/15/2022 13:57	12/15/2022 14:32	Department of Public Works		
76 kjohnson	Johnson	Kathy	Environmental Training Program	BES001	22- Utilit	No	11/15/2022 9:37	11/17/2022 11:00	Department of Public Works	Engineering Support Technician I	
77 wstevenson	Stevenson	Wannell	Environmental Training Program	BES001	22- Utilit	No	11/15/2022 7:38	11/16/2022 7:38	Department of Public Works	Utility Worker III	
78 cgarrett	Garrett	Charles	Environmental Training Program	BES001	22- Utilit	No	11/14/2022 7:40	11/14/2022 8:36	Department of Public Works	Operations Supervisor I	
79 bhoagland	Hoagland	Bradley	Environmental Training Program	BES001	22- Utilit	No	11/3/2022 15:15	12/15/2022 9:45	Department of Public Works	Operations Supervisor I	
80 jhoagland	Hoagland	John	Environmental Training Program	BES001	22- Utilit	No	11/3/2022 15:12	11/3/2022 16:12	Department of Public Works	jones	
81 dwatts	Watts	David	Environmental Training Program	BES001	22- Utilit	No	11/3/2022 11:43	11/18/2022 9:06	Department of Public Works	Operations Superintendent	
82 ashapiro	Shapiro	Arthur	Environmental Training Program	BES001	22- Utilit	No	11/3/2022 10:44	11/8/2022 10:39	Department of Public Works	Engineering Manager II	
83 jvoss	Voss	Jordon	Environmental Training Program	BES001	22- Utilit	No	11/2/2022 7:15	11/29/2022 7:05	Department of Public Works	Utility Worker IV	
84 arocco	Rocco	Anthony	Environmental Training Program	BES001	22- Utilit	No	10/28/2022 13:46	10/31/2022 11:37	Department of Public Works	Engineering Support Tech IV	
85 jfranks	Franks	Joshua	Environmental Training Program	BES001	22- Utilit	No	10/27/2022 6:39	10/27/2022 7:33	Department of Public Works	Utility Worker IV	
86 jbpapsteller	Bapsteller	Jake	Environmental Training Program	BES001	22- Utilit	No	10/17/2022 14:27	10/19/2022 13:46	Department of Public Works	Utility Worker IV	
87 smartini	Martini	Sharon	Environmental Training Program	BES001	22- Utilit	No	10/17/2022 7:49	11/4/2022 14:32	Department of Public Works	Operations Supervisor I	
88 dball	Ball	David	Environmental Training Program	BES001	21- Utilit	No	4/11/2022 10:57	4/11/2022 14:30	Department of Public Works	Operations Supervisor II	
89 fhobbs	Hobbs	JoAnne	Environmental Training Program	BES001	21- Utilit	No	1/12/2022 11:03	1/12/2022 12:39	Department of Public Works	Administrative Aide	
90 jedgin	Edgin	Jeffrey	Environmental Training Program	BES001	21- Utilit	No	12/17/2021 8:55	12/17/2021 10:49	Department of Public Works	Engineering Support Technician III	
91 tmaben	Maben	Tammy	Environmental Training Program	BES001	21- Utilit	No	12/17/2021 6:24	12/17/2021 8:21	Department of Public Works	Admin Support Tech I	
92 ablackwell	Blackwell	Angela	Environmental Training Program	BES001	21- Utilit	No	12/16/2021 16:14	12/21/2021 16:50	Department of Public Works	Administrative Aide	
93 hkmcdaniel	McDaniel	Holly	Environmental Training Program	BES001	21- Utilit	No	12/16/2021 15:38	12/28/2021 13:37	Department of Public Works		
94 kckyyou	Ckyyou	Kenyata	Environmental Training Program	BES001	21- Utilit	No	12/16/2021 11:59	12/16/2021 12:58	Department of Public Works	Utility Worker II	
95 mmadison	Madison	Maria	Environmental Training Program	BES001	21- Utilit	No	12/16/2021 9:22	12/21/2021 14:06	Department of Public Works	Senior Analyst	
96 kjohnson	Johnson	Kathy	Environmental Training Program	BES001	21- Utilit	No	12/16/2021 7:23	12/16/2021 10:45	Department of Public Works	Engineering Support Technician I	
97 smeegoda	Meegoda	Sithmini	Environmental Training Program	BES001	21- Utilit	No	12/15/2021 15:53	12/17/2021 16:00	Department of Public Works	Engineering Specialist II	
98 bsarayra	Sarayra	Bilal	Environmental Training Program	BES001	21- Utilit	No	12/15/2021 15:41	12/15/2021 16:57	Department of Public Works	Engineering Manager I	
99 jschaeff	Schaeffer	John	Environmental Training Program	BES001	21- Utilit	No	12/13/2021 8:37	12/13/2021 9:39	Department of Public Works	Enginrng Spec II	
100 smckenzie	McKenzie	Sean	Environmental Training Program	BES001	21- Utilit	No	12/2/2021 9:20	12/2/2021 11:01	Department of Public Works	Utility Worker III	
101 wgardner	Gardner	William	Environmental Training Program	BES001	21- Utilit	No	1				



116	dwatts	Watts	David	Environmental Training Program	BES001	21- Utilit	No	11/15/2021 13:00	11/15/2021 13:57	Department of Public Works	Operations Superintendent
117	jrking	King	Jesse	Environmental Training Program	BES001	21- Utilit	No	11/12/2021 9:17	11/12/2021 10:24	Department of Public Works	Utility Worker IV
118	mgomez	Gomez	Mauricio	Environmental Training Program	BES001	21- Utilit	No	11/12/2021 9:02	11/12/2021 10:13	Department of Public Works	Utility Worker III
119	pbblack	Black	Patrick	Environmental Training Program	BES001	21- Cooksv	No	11/12/2021 7:59	11/12/2021 9:59	Department of Public Works	Motor Equipment Operator I
120	rdorsey	Dorsey	Ryan	Environmental Training Program	BES001	21- Utilit	No	11/12/2021 7:54	11/12/2021 8:44	Department of Public Works	Utility Worker III
121	jahoffman	Hoffman	Jason	Environmental Training Program	BES001	21- Utilit	No	11/10/2021 9:06	11/10/2021 12:45	Department of Public Works	Operations Supervisor I
122	CSnapp	Snapp	Caroll	Environmental Training Program	BES001	21- Utilit	No	11/9/2021 13:12	11/10/2021 9:44	Department of Public Works	Operations Supervisor I
123	JLang	Lang	Joe	Environmental Training Program	BES001	21- Utilit	No	11/6/2021 8:48	12/1/2021 8:15	Department of Public Works	Operations Supervisor I
124	mfarragut	Farragut	Matthew	Environmental Training Program	BES001	21- Utilit	No	11/5/2021 10:09	11/5/2021 11:29	Department of Public Works	Utility Worker III
125	WWarren	Warren	Wesley	Environmental Training Program	BES001	21- Utilit	No	11/5/2021 9:26	11/5/2021 10:30	Department of Public Works	Operations Supervisor I
126	dhamilton	Hamilton	Devery	Environmental Training Program	BES001	21- Utilit	No	11/5/2021 8:43	11/5/2021 10:35	Department of Public Works	Stores Clerk
127	SJackson	Jackson	Shaneia	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 13:20	11/3/2021 14:13	Department of Public Works	Utility Worker III
128	jbapisteller	Bapisteller	Jake	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 8:39	11/3/2021 10:29	Department of Public Works	Utility Worker IV
129	nkolliegbo	Kolliegbo	Nyamah	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 8:15	11/3/2021 9:27	Department of Public Works	Utility Worker II
130	cshivers	Shivers	Calvin	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 8:00	11/3/2021 9:12	Department of Public Works	Utility Worker III
131	gdorsey	Dorsey	George	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 7:28	11/3/2021 8:32	Department of Public Works	Utility Worker IV
132	dbozzell	Bozzell	Duane	Environmental Training Program	BES001	21- Utilit	No	11/3/2021 6:40	11/3/2021 7:45	Department of Public Works	Operations Supervisor I
133	zwarner	Warner	Zachary	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 13:21	11/3/2021 6:29	Department of Public Works	Utility Worker II
134	jvoss	Voss	Jordon	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 13:13	11/2/2021 14:09	Department of Public Works	Utility Worker IV
135	ghendrickson	Hendrickson	Gregory	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 12:43	11/2/2021 14:24	Department of Fire and Rescue	Volunteer
136	nnelson	Nelson	Nathan	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 10:54	11/2/2021 13:18	Department of Public Works	Regulation Inspector II
137	jbking	King	Jason	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 10:43	11/2/2021 11:44	Department of Public Works	Utility Worker III
138	RHooe	Hooe	Roy	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 8:14	1/4/2022 14:45	Department of Public Works	Regulation Inspector II
139	jknopfmacher	Knopfmacher	Joel	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 8:08	11/2/2021 9:37	Department of Public Works	Utility Worker III
140	rycarter	Carter	Ryan	Environmental Training Program	BES001	21- Utilit	No	11/2/2021 6:33	11/2/2021 8:05	Department of Public Works	Utility Worker IV
141	ahart	Hart	Amy	Environmental Training Program	BES001	21- Utilit	No	11/1/2021 12:02	11/1/2021 13:12	Department of Public Works	Enginrng Sup Supr
142	BBlankenship	Blankenship	Brandon	Environmental Training Program	BES001	21- Utilit	No	10/30/2021 10:57	10/30/2021 17:46	Department of Public Works	Utility Worker IV
143	gdorsey	Dorsey	George	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 14:42	11/9/2021 14:24	Department of Public Works	Utility Worker II
144	PMitchell	Mitchell	Paul	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 13:54	11/30/2021 7:42	Department of Public Works	Operations Supervisor I
145	jpalmer	Palmer	John	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 13:12	12/9/2021 7:25	Department of Public Works	Regulation Inspector I
146	rbuck	Buck	Robert	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 12:44	10/29/2021 14:41	Department of Public Works	Utility Worker II
147	wrehbein	Rehbein	William	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 12:31	10/29/2021 13:42	Department of Public Works	Utility Worker II
148	rbrown	Brown	Robert	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 12:00	10/29/2021 13:12	Department of Public Works	Utility Worker IV
149	lprice	Price	Loren	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 11:22	10/29/2021 12:42	Department of Public Works	Utility Worker II
150	jhoagland	Hoagland	John	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 10:44	11/15/2021 13:27	Department of Public Works	jones
151	bhoagland	Hoagland	Bradley	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 10:37	11/2/2021 11:40	Department of Public Works	Operations Supervisor I
152	jgrim	Grim	Joshua	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 10:33	10/29/2021 12:02	Department of Public Works	Utility Worker II
153	AJames	James	Andrew	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 10:33	10/29/2021 11:31	Department of Public Works	Utility Worker IV
154	kdiillard	Dillard	Kim	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 10:24	10/29/2021 14:16	Department of Public Works	Utility Worker III
155	jfranks	Franks	Joshua	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 9:44	10/29/2021 10:40	Department of Public Works	Utility Worker IV
156	tydorsey	Dorsey	Tyler	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 9:41	10/29/2021 10:41	Department of Public Works	Utility Worker III
157	phroberts	Roberts	Philip	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 9:24	10/29/2021 10:35	Department of Public Works	Utility Worker III
158	lroffman	Roffman	Louis	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 9:14	10/29/2021 10:22	Department of Public Works	Utility Worker II
159	KHair	Hair	Keith	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 9:05	10/29/2021 10:25	Department of Public Works	Utility Worker III
160	jbacon	Bacon	Jemmel	Environmental Training Program	BES001	21- Utilit	No	10/29/2021 6:33	10/29/2021 8:05	Department of Public Works	Regulation Support Technician II
161	bwatts	Watts	Brandon	Environmental Training Program	BES001	21- Utilit	No	10/28/2021 14:49	10/29/2021 13:13	Department of Public Works	Utility Worker I
162	ashapiro	Shapiro	Arthur	Environmental Training Program	BES001	21- Utilit	No	10/28/2021 8:58	10/28/2021 10:53	Department of Public Works	Engineering Manager II
163	cgarrett	Garrett	Charles	Environmental Training Program	BES001	21- Utilit	No	10/28/2021 6:56	10/28/2021 9:17	Department of Public Works	Operations Supervisor I
164	cmusgrove	Musgrove	Calvin	Environmental Training Program	BES001	21- Utilit	No	10/25/2021 12:46	10/25/2021 13:45	Department of Public Works	Operations Manager
165	mifisher	Fisher	Mike	Environmental Training Program	BES001	21- Utilit	No	10/25/2021 12:08	11/12/2021 9:48	Department of Public Works	Operations Supervisor II
166	kkelly	Kelly	Kenneth	Environmental Training Program	BES001	21- Utilit	No	10/25/2021 11:58	10/25/2021 12:48	Department of Public Works	Utility Worker IV
167	rboberts	Roberts	Kyle	Environmental Training Program	BES001	21- Utilit	No	10/25/2021 11:46	10/25/2021 12:37	Department of Public Works	Operations Supervisor I
168	SBaucom	Baucom	Scott	Environmental Training Program	BES001	21- Utilit	No	10/22/2021 14:11	10/25/2021 9:40	Department of Public Works	Operations Superintendent
169	rbaily	Baily	Rodney	Environmental Training Program	BES001	21- Utilit	No	10/22/2021 14:03	11/16/2021 9:43	Department of Public Works	Enginrng Support Tech I

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**APPENDIX K**

**ROUTINE FACILITY AND CSCE CHECKLIST**

SWP3 Routine Facility Inspection Form

<b>Site:</b>					
<b>Inspectors:</b>					
<b>Date:</b>					
<b>Weather:</b>					
Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
<b>Records Review</b>					
Copy of Notice of Intent and Permit on site?					
Copy of SWPPP on site?					
Copy of SPCC on-site?					
Inspection records on site? (Routine, Quarterly Visual, Annual CSCE)					
Spill records/log on site?					
Waste records/manifests on site?					
Oil/water separator inspection and pump out records onsite?					
Corrective action records?					
<b>Effectiveness of Spill Prevention and Response Measures</b>					
Outdoor areas free of spilled material or evidence of release?					

SWP3 Routine Facility Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Are storage/waste containers in good condition?					
Storage/waste containers clearly labeled?					
Spill kits available and stocked?					
Are secondary containment units free from liquid/debris?					
<b>Inspection of Stormwater Control Measures</b>					
Material storage areas managed to prevent discharge?					
Salt storage piles/containers managed to prevent discharge?					
Areas of equipment/vehicle cleaning neat?					
Areas of equipment/vehicle maintenance neat?					
Areas of equipment/vehicle awaiting maintenance neat?					
Areas of equipment/vehicle storage neat?					
Procedures identified in the SWP3 for vehicle/equipment practices in place (i.e. use of drip pans, performing work indoors, etc.)?					
Fueling areas in good condition?					
Spill/overfill protection present and in good working condition?					

SWP3 Routine Facility Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Evidence of improper management of waste, garbage, or flutable debris?					
Evidence of dust generation?					
Evidence of off-site tracking of waste materials or sediment near entrances and exits?					
Evidence of tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas?					
Evidence of non-stormwater discharges?					
Erosion and sediment controls in place and working?					
Evidence of runoff present?					
Evidence of run-on from off-site?					
<b>Inspection of BMPs and Housekeeping Effectiveness</b>					
Areas free of trash and debris?					
Waste receptacles available and intact?					
Dumpsters closed and free of leaks?					
ASTs in good condition and free of leaks?					

SWP3 Routine Facility Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Waste containers properly stored?					
Hazardous waste removed within 90 days of storage in the main accumulation area?					
BMPs being implemented and maintained as required?					
<b>Inspection of Structural Controls and Maintenance Program</b>					
Adequate drainage (no flooding)?					
Structural controls in good condition?					
Maintenance being performed on structural controls, if applicable?					
<b>Inspection of Outfalls/Drainage System</b>					
Outfalls clean and free of debris?					
Outfalls without staining or signs of contaminant release?					
Evidence of discharges to surface waters or outfalls?					
Evidence of pollutants in drainage systems?					
<b>Signatures:</b>					

SWP3 Routine Facility Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
-----------------	--------	-------------	-------------------------------	---------------------------	------------------------

*By signing this inspection record, I certify that to the best of my knowledge and observation this site is in compliance with the site Stormwater Pollution Prevention Plan and the General Discharge Permit for Discharges Associated with Industrial Activities, unless otherwise noted above.*



SWP3 Comprehensive Site Evaluation Inspection Form

<b>Site:</b>					
<b>Inspectors:</b>					
<b>Date:</b>					
<b>Weather:</b>					
Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
<b>Records Review</b>					
Copy of Notice of Intent and Permit on site?					
Copy of SWPPP on-site?					
Copy of SPCC on-site?					
Inspection records on site? (Routine, Quarterly Visual, Annual CSCE)					
Spill records/log on-site?					
Waste records/manifests on-site?					
Oil/water separator inspection and pump out records on-site?					
Training records on-site?					
Structural control maintenance records available?					
Corrective action records on-site?					

SWP3 Comprehensive Site Evaluation Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
<b>Effectiveness of Spill Prevention and Response Measures</b>					
Outdoor areas free of spilled material or evidence of release?					
Are storage/waste containers in good condition?					
Storage/waste containers clearly labeled?					
Spill kits available and stocked?					
Are secondary containment units free from liquid/debris?					
<b>Inspection of Stormwater Control Measures</b>					
Material storage areas managed to prevent discharge?					
Salt storage piles/containers managed to prevent discharge?					
Areas of equipment/vehicle cleaning neat?					
Areas of equipment/vehicle maintenance neat?					
Areas of equipment/vehicle awaiting maintenance neat?					
Areas of equipment/vehicle storage neat?					
Procedures identified in the SWP3 for vehicle/equipment practices in place (i.e. use of drip pans, performing work indoors, etc.)?					

SWP3 Comprehensive Site Evaluation Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Fueling areas in good condition?					
Spill/overflow protection present and in good working condition?					
Evidence of improper management of waste, garbage, or flutable debris?					
Evidence of dust generation?					
Evidence of off-site tracking of waste materials or sediment near entrances and exits?					
Evidence of tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas?					
Evidence of non-stormwater discharges?					
Erosion and sediment controls in place and working?					
Evidence of runoff present?					
Evidence of run-on from off-site?					
<b>Inspection of BMPs and Housekeeping Effectiveness</b>					
Areas free of trash and debris?					
Waste receptacles available and intact?					

SWP3 Comprehensive Site Evaluation Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Dumpsters closed and free of leaks?					
ASTs in good condition and free of leaks?					
Waste containers properly stored?					
Hazardous waste removed within 90 days of storage in the main accumulation area?					
BMPs being implemented and maintained as required?					
<b>Inspection of Structural Controls and Maintenance Program</b>					
Adequate drainage (no flooding)?					
Structural controls in good condition?					
Maintenance being performed on structural controls, if applicable?					
<b>Inspection of Outfalls/Drainage System</b>					
Outfalls clean and free of debris?					
Outfalls without staining or signs of contaminant release?					
Evidence of discharges to surface waters or outfalls?					
Evidence of pollutants in drainage systems?					
<b>SWPPP Document Review</b>					

SWP3 Comprehensive Site Evaluation Inspection Form

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Have there been changes at the facility which would require an update of the plan?					
Are the Pollution Prevention Team members up to date?					
Are all industrial activities onsite described in the plan?					
Is the map in the SWPPP up to date and reflects current locations of industrial activities and material/waste storage?					
Is modification of the SWPPP necessary at this time?					

**Signatures:**

\_\_\_\_\_

\_\_\_\_\_

*Note: This inspection may be conducted in place of one of the quarterly routine facility inspections.*

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**APPENDIX L**  
**QUARTERLY VISUAL MONITORING FORM**

## Appendix B: Quarterly Visual Monitoring Form

*Fill out a separate form for each outfall sampled.*

<b>Sample Location</b>					
<b>Quarter / Year:</b>		<b>Date / Time Collected:</b>		<b>Date / Time Examined:</b>	
<b>Qualifying Storm Event?</b>	Yes	No	<b>Runoff Source:</b>	Rainfall	Snowmelt
<b>Collector's Name &amp; Title</b>					
<b>Examiner's Name &amp; Title</b>					
<b>Parameter</b>	<b>Parameter Description</b>		<b>Parameter Characteristics</b>		
<b>1. Color</b>	Does the stormwater appear to have any color? <b>Yes</b> <b>No (Clear)</b>		If Yes, describe: <i>Yellow Brown Red Gray</i> <i>Other:</i>		
<b>2. Clarity</b>	Is the stormwater <u>not</u> clear? <b>Yes</b> <b>No</b>		If not clear, which of the following best describes the clarity of the stormwater? <i>Suspended Solids Milky/Cloudy Opaque</i> <i>Other:</i>		
<b>3. Oil Sheen</b>	Can you see a rainbow effect or sheen on the water surface? <b>Yes</b> <b>No</b>		Which best describes the sheen? <i>Rainbow sheet Floating oil globules</i> <i>Other:</i>		
<b>4. Odor</b>	Does the sample have an odor? <b>Yes</b> <b>No</b>		If Yes, describe: <i>Chemical Musty Rotten Eggs</i> <i>Sewage Sour Milk Oil/Petroleum</i> <i>Other:</i>		
<b>5. Floating Solids</b>	Is there anything on the surface of the sample? <b>Yes</b> <b>No</b>		If Yes, describe: <i>Suds Oily Film Garbage</i> <i>Sewage Water Fowl Excrement</i> <i>Other:</i>		
<b>6. Suspended Solids</b>	Is there anything suspended in the sample? <b>Yes</b> <b>No</b>		Describe:		
<b>***Leave sample undisturbed for 30 minutes.***</b>					
<b>7. Settled Solids</b>	Is there anything settled on the bottom of the sample? <b>Yes</b> <b>No</b>		Describe: <i>(note type, size and material after sample is not disturbed for 30 minutes)</i>		
<b>8. Foam</b>	Does foam or material form on the top of the sample surface if you shake it? <b>Yes</b> <b>No</b>		Describe:		
<b>9. If there are any visible indicators of pollution identify (1) where the pollution may come from and (2) any corrective actions taken.</b>					

Stormwater Collector's Signature and Date:

Stormwater Examiner's Signature and Date:

*Note – Sample should be collected and analyzed in a colorless glass or plastic bottle.*



### **Instructions for Completing the Visual Monitoring Form**

Per PART V. INSPECTIONS, MONITORING, AND REPORTING, you must collect a stormwater sample from each outfall once each quarter for the entire permit term and conduct a visual assessment of each sample. You must follow the monitoring procedures outlined in Part V.C. These samples should be collected in such a manner that they are representative of the stormwater discharge from that outfall. Each assessment must be kept onsite with your SWPPP and available for inspection and review by the Department at anytime.

First, fill out all information on the top of the visual monitoring form. A qualifying storm event is any storm where there is a measurable discharge. Then, take a grab sample in a clear container. Evaluate the sample in a well-lit area for the following parameters:

1. **Color:** Record the best description of the sample color in the appropriate space on the form.
2. **Clarity:** This parameter refers to how cloudy the sample is. It is *usually* an indication of fewer pollutants in the water if the sample is clear or transparent. If the clarity has changed since the last sample, try to identify what might have caused this to happen.
  - **Clear** – Sample doesn't block any light; can be seen through regardless of color.
  - **Cloudy** – Sample blocks some light; objects not clear but can be identified looking through the sample.
  - **Very Cloudy** – Sample blocks most light; objects cannot be identified looking through the sample.
  - **Opaque** – Sample blocks all light; objects cannot be seen when looking through the sample.
3. **Oil Sheen:** Record whether or not an oil sheen is present. If a film of iridescent color is noted on the surface of the sample or a rainbow effect appears to be floating on the surface of the water, this usually indicates oil is present.
4. **Odor:** If sample has no odor other than natural rainwater or snowmelt, write "NO" on the visual monitoring form. Note the presence of any of the following odors if detected, such as gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), garbage, fishy, sweet/sugary, any other unusual odors not normally present in clean runoff from the area sampled.
5. **Floating Solids:** A contaminated flow may contain solids or liquids floating on the surface. Identifying floatables can aid in finding the source of the contamination. Examples of floatables are spoiled food products, oils, plant parts, solvents, sawdust, foams and fuel. Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Identify amount of floating solids as described below.
  - **High** – More than 20% of the surface of the sample is covered with floating solids.
  - **Moderate** – Less than 20% of the surface of the sample is covered with floating solids.
  - **Slight** – Only a few floating particles observed on the surface of the sample.
  - **None** – No floating solids present on the surface of the sample.
6. **Suspended solids:** Record whether or not suspended solids are present in the sample. Suspended solids are particles floating inside the column of water, not on top, and may contribute to changes in water color or clarity. Cracked or deteriorated concrete or peeling surface paint at an outfall usually indicates the presence of severely contaminated discharges. Contaminants causing this type of damage are usually very acidic or basic.

----- **WAIT 30 MINUTES** -----

Leave the sample undisturbed for 30 minutes to allow the water and anything in it to settle.

7. **Settled Solids:** After 30 minutes has passed, give a general description of the type of settled solids present (sand, decayed plant matter, rust particles, etc.) in the general comments section.
  8. **Foam:** After completing #7, shake the bottle gently. Record foam results on the form as they most closely match one of the descriptions listed below.
    - **None** – Most bubbles break down within ten (10) seconds of shaking; only a few large bubbles persist longer than ten (10) seconds.
    - **Moderate** – Many small bubbles are present but these bubbles persist for less than two (minutes) after shaking.
    - **High** – Many small bubbles are present and they persist longer than two (2) minutes after shaking.
  9. Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample. This should include the identified source if there are visible indicators present in the sample. The person performing test must sign and date each form.
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