

Appendix O
Example Industrial SWPPP Template

Arizona Department of Environmental Quality Multi-Sector General Permit Stormwater Pollution Prevention Plan (SWPPP) Template

Introduction

To help you develop a Stormwater Pollution Prevention Plan that is consistent with the Multi-Sector General Permit, the Arizona Department of Environmental Quality has created this Industrial SWPPP Template (or, “the Template”). Use of the Template will help ensure that your SWPPP addresses all the necessary elements required in Part 5 of the MSGP.

Before completing the Template, make sure you read and understand the requirements in the MSGP. A copy of the MSGP is available at www.azdeq.gov/environ/water/permits/msgp.html

Using the Industrial SWPPP Template

Tips for completing the Template:

- This Template is designed for use by all facilities eligible for coverage under the ADEQ’s MSGP. The Template is NOT tailored to your individual industrial sector. Depending on which industrial sector you fall under (see Appendix C of the MSGP) and where your facility is located, you will need to address additional SWPPP requirements outlined in Part 8 of the permit.
- Complete a SWPPP before submitting your Notice of Intent (NOI) for permit coverage.
- Each section includes “instructions” and space for your facility’s specific information. You should read the instructions for each section before you complete that section.
- The Template was developed in *Microsoft Word* so that you can add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.
- To make it easier to complete, the Template generally uses **blue text** where the operator is expected to enter information.

While ADEQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated industrial facilities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the MSGP, the permit controls. ADEQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

Stormwater Pollution Prevention Plan

for:

Insert Facility Name

Insert Facility Address

Insert City, State, Zip Code

Insert Facility Telephone Number (if applicable)

SWPPP Contact (s):

Insert SWPPP Contact Name

Insert SWPPP Contact Business Name

Insert SWPPP Contact Business Address

Insert SWPPP Contact Telephone Number

Insert SWPPP Contact Fax/Email

SWPPP Preparation Date:

___/___/_____

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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Facility Information

Instructions:

- You will need the information from this section to complete your Notice of Intent (NOI).
- For further instruction, refer to the MSGP NOI form and instructions – specifically sections C and D of the NOI. A copy of the MSGP NOI is available at <http://www.azdeq.gov/envIRON/water/permits/msgp.html>
- Detailed information on determining your site's latitude and longitude can be found at <http://gisweb.azdeq.gov/arcgis/emaps/?topic=impaired>.
- You must include a copy of the MSGP, or a reference or link to where a copy can be found, in Attachment C of your SWPPP.
- The permittee shall comply with Part 8 sector-specific requirements associated with the facility's primary industrial activity and any co-located industrial activities, as defined in MSGP, Appendix A. The sector-specific requirements apply to those areas of the facility where those sector-specific activities occur. These sector-specific requirements are in addition to any requirements specified elsewhere in this permit.

Facility Information

Name of Facility: _____

Street: _____

City: _____ State: _____ ZIP Code: _____

County: _____

Permit Tracking Number: _____ (if covered under a previous permit)

Latitude/Longitude (**Required Format is: Degrees, Minutes, Seconds**)

Latitude:

1. __° __' __" N (degrees, minutes, seconds)

Longitude:

1. ___° __' __" W (degrees, minutes, seconds)

Method for determining latitude/longitude (check one):

USGS topographic map (specify scale: _____)

ADEQ Web site GPS

Other (please specify): _____

Is the facility located in Indian Country? Yes No

If yes, name of Reservation: _____

Estimated area of industrial activity at site exposed to stormwater: _____ (acres)

Discharge Information

Does this facility discharge stormwater into an MS4? Yes No

If yes, name of MS4 operator: _____

Name of closest water that receives stormwater from your facility _____

Are any of your discharges directly into any segment of an "Outstanding Arizona Water"? Yes No

If Yes, a copy of the SWPPP must be submitted to ADEQ for review.

If Yes, identify name of the impaired water (and segment, if applicable): _____

Identify the pollutant(s) causing the impairment: _____

For pollutants identified, which do you have reason to believe will be present in your discharge? _____

For pollutants identified, which have a completed TMDL? _____

TMDL information is available at ADEQ's website:

<http://www.azdeq.gov/envirom/water/assessment/tmdl.html>

Do you discharge into receiving water designated as an Outstanding Arizona Water? Yes No

Is any part of the facility within 2.5 miles of an impaired water or Outstanding Arizona water? Yes No

Are any of your stormwater discharges subject to effluent guidelines? Yes No

If Yes, which guidelines apply? _____

Primary SIC Code or 2-letter Activity Code: _____
(refer to Appendix C of the MSGP)

Identify your applicable sector and subsector: _____

1.2 Contact Information/Responsible Parties

Instructions:

- List the facility operator(s), facility owner, and 24 hour emergency contact. Indicate respective responsibilities, where appropriate.
- You will need the information from this section of the SWPPP Template for your NOI.

Facility Operator:

Contact Name: *Insert Contact Name*

Contact Telephone Number: *Insert Contact Telephone Number*

Contact Email Address: *Insert Contact Email Address*

Contact Fax Number: *Insert Contact Fax Number (optional)*

Operator Business Name: Insert Operator Business Name
Operator Mailing Address: Insert Operator Mailing Address

SWPPP Contact:

SWPPP Contact Name: Insert SWPPP Contact Name
SWPPP Contact Telephone Number: Insert SWPPP Contact Telephone Number
SWPPP Contact Email Address: Insert SWPPP Contact Email Address
SWPPP Contact Fax Number: Insert SWPPP Contact Fax Number (optional)

Facility Owner: (If different from Facility Operator above)

Facility Owner Name: Insert Facility Owner Name
Facility Owner Business Name: Insert Facility Owner Business Name
Facility Owner Address: Insert Facility Owner Address
Facility Owner Telephone Number: Insert Facility Owner Telephone Number
Facility Owner Email Address: Insert Facility Owner Email Address
Facility Owner Fax Number: Insert Facility Owner Fax Number (optional)

1.3 Stormwater Pollution Prevention Team

Instructions (see MSGP Part 5.1.1):

- 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, implementing and maintaining control measures/BMPs, 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 the MSGP and your SWPPP.

Staff Names	Individual Responsibilities
Insert name of SWPPP team member	Insert explanation of that staff person's responsibilities relating to compliance with the permit
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]

1.4 *Activities at the Facility*

Instructions (see MSGP Part 5.1.2):

- Provide a general description of the nature of the industrial activities at your facility.

[Insert text here](#)

1.5 *General Location Map*

Instructions (see MSGP Part 5.1.2) (Continued)

- Provide a general location map (e.g., U.S. Geological Survey (USGS) quadrangle map) with enough detail to identify the location of your facility and all receiving waters for your stormwater discharges (include as Attachment A of this SWPPP Template).

Include a copy of the general location map for this facility in Attachment A.

1.6 Site Map

Instructions (see MSGP Part 5.1.2):

- Include a map showing the following information. The site map should be included as Attachment B of this SWPPP Template.
 - the size of the property in acres;
 - the location and extent of significant structures and impervious surfaces;
 - directions of stormwater flow (use arrows);
 - locations of all existing structural control measures;
 - 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;
 - locations of all stormwater conveyances including ditches, pipes, and swales;
 - locations of potential pollutant sources identified under MSGP, Part 5.1.3.2;
 - locations where significant spills or leaks identified under MSGP, Part 5.1.3.3 have occurred;
 - locations of all stormwater monitoring points;
 - 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” under MSGP, Parts 4.2.3, 5.1.5.2, and 6.1.1, and an approximate outline of the areas draining to each outfall;
 - municipal separate storm sewer systems, where your stormwater discharges to them;
 - locations and descriptions of all non-stormwater discharges identified under MSGP, Part 2.1.1.10;
 - locations of the following activities where such activities are exposed to precipitation:
 - fueling stations;
 - vehicle and equipment maintenance and/or cleaning areas;
 - loading/unloading areas;
 - locations used for the treatment, storage, or disposal of wastes;
 - liquid storage tanks;
 - processing and storage areas;
 - immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility;
 - transfer areas for substances in bulk;
 - machinery; and
 - Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.

Include a copy of the site map for this facility in Attachment B.

SECTION 2: POTENTIAL POLLUTANT SOURCES

Instructions (see MSGP Part 5.1.3):

- In this section, you are required to describe areas at your facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges are released.

2.1 Industrial Activity and Associated Pollutants

Instructions (see MSGP Parts 5.1.3.1 and 5.1.3.2):

- Include a list of industrial activities exposed to stormwater (e.g., material storage; equipment/vehicle fueling, maintenance, and cleaning; cutting steel beams) and the pollutants or pollutant constituents (e.g., motor oil, fuel, battery acid, and cleaning solvents) associated with these activities.
- In your list of pollutants associated with your industrial activities, include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the 3 years prior to the date you prepare your SWPPP.

Industrial Activity	Associated Pollutants
Insert specific industrial activity	Insert names of pollutants or pollutant constituents that could be associated with this activity and released in stormwater
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]

2.2 Spills and Leaks

Instructions (See MSGP Part 5.1.3.3):

- Include the following in this section:
 - **Potential spills and leaks:** A description of where potential spills and leaks could occur at your site that could contribute pollutants to your stormwater discharge, and specify which outfall(s) are likely to be affected by such spills and leaks.
 - **Past spills and leaks:** A description of significant spills and leaks in the past 3 years of oil or toxic or hazardous pollutants that actually occurred at exposed areas, or that drained to a stormwater conveyance.
- *Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.*

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Outfalls
Insert description of area where spill/leak could occur	Specify which outfall(s) would be affected
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]

Description of Past Spills/Leaks

Date	Description	Outfalls
Insert date of spill/leak	Insert description of spill/leak (where it occurred, what happened, types of pollutants, extent of damage)	Specify which outfall(s) were affected
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]

2.3 Non-Stormwater Discharges Documentation

Instructions (see MSGP Part 5.1.3.4):

- The questions below require you to provide documentation of the following:
 - Your evaluation for the presence of non-stormwater discharges at your site; and
 - Your elimination of any unauthorized non-stormwater discharges.

- Date of evaluation: [Insert the date\(s\) of your evaluation.](#)
- Description of the evaluation criteria used: [Describe the method you used to conduct your evaluation and to determine for each non-stormwater sources whether it is prohibited or allowed under the permit.](#)
- List of the outfalls or onsite drainage points that were directly observed during the evaluation: [Insert outfalls/drainage points observed.](#)
- Different types of non-stormwater discharge(s) and source locations: [Describe types of non-stormwater discharges observed and the corresponding outfall or drainage point.](#)
- 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, or an AZPDES permit application was submitted for an unauthorized cooling water discharge: [Describe actions taken to eliminate unauthorized non-stormwater discharges and the corresponding outfall/drainage point affected.](#)

2.4 Salt Storage

Instructions (see MSGP Part 5.1.3.5):

- Document the location of any storage piles containing salt used for deicing or other commercial or industrial purposes.
- Note: You will be asked additional questions concerning salt storage in Section 3.7 of this SWPPP template, below.

[Insert description of the location of any storage piles containing salt.](#)

2.5 Sampling Data Summary

Instructions (See MSGP Part 5.1.3.6):

- Summarize all stormwater sampling data collected from your permitted outfalls during the previous permit term.

[Insert summary of stormwater sampling data collected for the past permit, and/or attach discharge monitoring reports or laboratory results.](#)

SECTION 3: STORMWATER CONTROL MEASURES

Instructions (See MSGP Parts 5.1.4 and 2.1):

- In Sections 3.1 - 3.12 of this SWPPP template, you are asked to describe the stormwater control measures that you have installed at your site to meet each of the permit's requirements in Part 2.1 of the MSGP.

3.1 *Minimize Exposure*

Instructions (see MSGP Part 2.1.1.1):

- Describe any structural controls or practices used to minimize the exposure of industrial activities to rain, snow, snowmelt, and runoff. Describe where the controls or practices are being implemented at your site.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.2 *Good Housekeeping*

Instructions (see MSGP Parts 2.1.1.2 and 5.1.5.1):

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks, and containers.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.3 *Maintenance*

Instructions (see MSGP Parts 2.1.1.3 and 5.1.5.1):

- Describe procedures (1) to maintain industrial equipment so that spills/leaks are avoided, and (2) to maintain any of your site's control measures in effective operating condition. Include the schedule you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.4 Spill Prevention and Response

Instructions (see MSGP Parts 2.1.1.4 and 5.1.5.1):

- Describe any structural controls or procedures used to minimize the potential for leaks, spills, and other releases. You must implement the following at a minimum:
 - 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;
 - 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; and
 - Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies.

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

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

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.5 Erosion and Sediment Controls

Instructions (see MSGP Part 2.1.1.5):

Describe structural or non-structural controls used at your site to stabilize exposed areas and contain runoff to minimize onsite erosion and potential offsite discharges of sediment. Note: You must at a minimum implement flow velocity dissipation devices at outfalls and discharge channels. Describe the location at your site where each control will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.6 Management of Runoff

Instructions (See MSGP Part 2.1.1.6):

Describe controls used at your site to divert, infiltrate, reuse, contain, or otherwise reduce stormwater runoff. Describe the location at your site where each control will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.7 *Salt Storage Piles or Piles Containing Salt*

Instructions (see MSGP Part 2.1.1.7):

If applicable, describe structures at your site that either cover or enclose salt storage piles or piles containing salt, or that prevent the discharge of stormwater from such piles. Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile. Describe the location at your site where each control and/or procedure will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.8 *MSGP Sector-Specific Requirements*

Instructions (see MSGP Part 2.1.1.8):

- Describe any controls or procedures that will be used at your site to comply with any sector-specific requirements that apply to you in Part 8 of the MSGP. Describe the location at your site where each control and/or procedure will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.9 *Employee Training*

Instructions (see MSGP Parts 2.1.1.9 and 5.1.5.1):

Describe your plan for training the employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the MSGP, including all members of your Pollution Prevention Team. Included in your description must be the frequency of training (note: recommended at least one time per year), and the schedule you will follow.

INSERT DESCRIPTION OF PLAN FOR TRAINING APPLICABLE STAFF HERE.

3.10 *Non-Stormwater Discharges*

Instructions (see MSGP 2.1.1.10):

Describe how you eliminated any unauthorized non-stormwater discharges at your site. The unauthorized non-stormwater discharges include any non-stormwater discharges that are not specifically identified in Part 1.1.3 of the MSGP. Note: If this section is already addressed by your documentation for Section 2.3 of the SWPPP template, you can simply include a cross-reference to that section of your SWPPP.

INSERT DESCRIPTION OF YOUR APPROACH TO ELIMINATING UNAUTHORIZED NON-STORMWATER DISCHARGES HERE.

3.11 Waste, Garbage and Floatable Debris

Instructions (see MSGP Part 2.1.1.11):

Describe controls and procedures that will be used at your site to minimize discharges of waste, garbage, and floatable debris. Describe the location at your site where each control and/or procedure will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

3.12 Dust Generation and Vehicle Tracking of Industrial Materials

Instructions (see MSGP Part 2.1.1.12):

Describe controls and procedures you will use at your site to minimize the generation of dust and off-site tracking of raw, final, or waste materials. Describe the location at your site where each control and/or procedures will be implemented.

INSERT DESCRIPTION OF CONTROL MEASURES HERE.

SECTION 4: SCHEDULES AND PROCEDURES FOR MONITORING

Instructions (see MSGP Part 5.1.5.2):

- Describe your procedures for conducting the five types of analytical monitoring specified by the MSGP, where applicable to your facility, including:
 - Benchmark monitoring (MSGP, Part 6.2.1 and relevant requirements in Part 8);
 - Effluent limitations guidelines monitoring (MSGP, Part 6.2.2 and relevant requirements in Part 8);
 - Impaired waters monitoring (MSGP, Part 6.2.3); and
 - Other monitoring as required by (MSGP, Part 6.2.4).
- Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in the MSGP, Part 6 and Appendix B, Subsections 10 – 12, and any additional sector-specific or State/Tribal-specific requirements in the MSGP, Part 8. Refer to the MSGP, Part 7 for reporting and recordkeeping requirements. Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136. Include in your description procedures for ensuring compliance with these requirements.
- 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 the MSGP, Part 6.2.1.4.
- If you plan to use the substantially identical outfall exception for your benchmark monitoring requirements in the MSGP, Part 6.2.1 and/or your quarterly visual assessment requirements in the MSGP, Part 4.2.3, you must include the following documentation:
 - 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.

For each type of monitoring, your SWPPP must include a description of:

1. **Sample Location(s).** Describe where samples will be collected, including any determination that two or more outfalls are substantially identical. [INSERT TEXT HERE](#)
2. **Pollutant Parameters to be Sampled.** Include a list of the pollutant parameters that will be sampled and the frequency of sampling for each parameter. [INSERT TEXT HERE](#)
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff (MSGP, Part 6.0). [INSERT TEXT HERE](#)

4. **Numeric Limitations.** List here any pollutant parameters subject to numeric limits (effluent limitations guidelines), and which outfalls are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, and O. [INSERT TEXT HERE](#)
5. **Procedures.** Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc. [INSERT TEXT HERE](#)

Note: It may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.

Inactive and Unstaffed sites exception (if applicable)

If you are invoking the exception for inactive and unstaffed sites for benchmark monitoring, include information to support this claim.

[INSERT TEXT HERE](#)

Substantially identical outfall exception (if applicable)

If you plan to use the substantially identical outfall exception for your benchmark monitoring and/or quarterly visual assessment requirements, include the following information here to substantiate your claim that these outfalls are substantially identical:

- Location of each of the substantially identical outfalls: [INSERT TEXT HERE](#)
- Description of the general industrial activities conducted in the drainage area of each outfall: [INSERT TEXT HERE](#)
- Description of the control measures implemented in the drainage area of each outfall: [INSERT TEXT HERE](#)
- 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: [INSERT TEXT HERE](#)
- Rationale the outfalls are expected to discharge substantially identical effluents: [INSERT TEXT HERE](#)

SECTION 5: INSPECTIONS

Instructions:

- Describe your procedures for performing the three types of inspections required by the MSGP, including:
 - Routine facility inspections (MSGP, Part 4.1);
 - Quarterly visual assessment of stormwater discharges (MSGP, Part 4.2); and
 - Comprehensive facility inspections (MSGP, Part 4.3).
- 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 the MSGP, Parts 4.1.3 and 4.2.3.
- The Annual Report Form (MSGP, Part 7.2), which must be used to document facility inspections (MSGP, Part 4.1) and visual assessments (MSGP, Part 4.2), is available on ADEQ's website <http://www.azdeq.gov/environ/water/permits/download/2010/arf.pdf>

For the routine facility inspections and the comprehensive site inspections to be performed at your facility, include a description of the following:

- The names of the person(s), or the positions of the person(s), responsible for inspection: [INSERT TEXT HERE](#)
- The schedules to be used for conducting inspections. Include here any tentative schedule that will be used for facilities in climates with irregular stormwater runoff discharges (MSGP, Part 4.2.1): [INSERT TEXT HERE](#) and
- Specific areas of the facility to be inspected, including schedules for specific outfalls: [INSERT TEXT HERE](#)

For the quarterly visual assessments to be performed at your facility, include a description of the following:

- The names of the person(s), or the positions of the person(s), responsible for inspection: [INSERT TEXT HERE](#)
- The schedules to be used for conducting inspections. Include here any tentative schedule that will be used for facilities in climates with irregular stormwater runoff discharges (MSGP, Part 4.2.1): [INSERT TEXT HERE](#) and
- Specific areas of the facility to be inspected, including schedules for specific outfalls: [INSERT TEXT HERE](#)

Inactive and Unstaffed sites exception (if applicable)

If you are invoking the exception for inactive and unstaffed sites for your routine facility inspections and quarterly visual assessments, include information to support this claim.
[INSERT TEXT HERE](#)

SECTION 6: SECTOR SPECIFIC REQUIREMENTS

Instructions (see MSGP Part 8):

Part 8 of ADEQ's MSGP includes specific requirements for each of the 29 sectors. Examples of sector specific requirements include additional control measures, SWPPP requirements, mapping, analytical monitoring, and inspection requirements. These sector specific requirements may be incorporated in other sections of your SWPPP, or may be added here.

INSERT TEXT HERE

SECTION 7: SWPPP CERTIFICATION

Instructions (see MSGP Part 5.1.6):

The following certification statement must be signed (**with an original signature**) and dated by a person who meets the requirements of Appendix B, Subsection 9, of the MSGP. Note: This certification must be re-signed in the event of a SWPPP modification in response to a Part 3.0 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.

Name: _____ Title: _____

Signature: _____ Date: _____

SECTION 8: SWPPP MODIFICATIONS

Instructions (see MSGP Part 5.2):

- Your SWPPP is a “living” document and is required to be modified and updated, as necessary, in response to corrective actions. See Part 3.3 of the MSGP.
 - If you need to modify the SWPPP in response to a corrective action required by Part 3.0 of the MSGP, then the certification statement in section 6 of this SWPPP template must be re-signed in accordance with the MSGP Appendix B, Subsection 9.
 - For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person. See MSGP Appendix B, Subsection 9.

INSERT LOG HERE or REFERENCE ATTACHMENT

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – General Location Map

Include a copy of your general location map in Attachment A.

Attachment B – Site Map

Include a copy of your site map(s) in Attachment B.

Attachment C – MSGP

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