

# **STORM WATER POLLUTION PREVENTION PLAN**

*Prepared for:*

*Jasper Park Department  
Maintenance Facility*

*Jasper, IN 47547  
812-482-5959*

*Prepared by:*

*Chad D. Hurm  
City Engineer*

May 18, 2010

---

Chad D. Hurm, P.E.  
City Engineer

## *UNDERLYING ASSUMPTIONS AND CONTINGENT CONDITIONS*

1. Employees who have signed this Pollution Prevention Plan, hereinafter referred to as Engineer, state that to the best of their knowledge and belief, the statements contained in this Pollution Prevention Plan, subject to the limiting conditions set forth below, are correct; also that this Pollution Prevention Plan has been made in conformity with accepted practices at the date this Pollution Prevention Plan was prepared.
2. This Pollution Prevention Plan is based on conditions and activities which existed at the subject facility at the time of the site visit. Any industrial or process activity changes after that time that do not correspond to this plan's operations are not the responsibility of Engineer.
3. This Pollution Prevention Plan is prepared only for the subject facility and applicable regulatory agencies, and no other. Nor may it be used for the purpose of anyone but the subject facility and applicable regulatory agencies, without the previous consent of Engineer, and in any event, only in its entirety.
4. Engineer assumes no responsibility for matters legal in character, and it assumes that the subject facility operations and property are under responsible management and in compliance with all local, state, and federal laws and regulations.
5. The plats, legal descriptions, maps, and other information furnished to us are assumed to be correct, as are the property line indicators found on the ground or pointed out by the owner or owner's representatives.
6. The maps or diagrams contained within this Pollution Prevention Plan are included to assist the reader in visualizing the facility and/or property. We have made no surveys and assume no responsibility in such matters.
7. Engineer believes to be correct and reliable the information identified in this Pollution Prevention Plan as being furnished by others, but we assume no responsibility for its accuracy.

# TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE #</u>
1.0 SITE ASSESSMENT INSPECTION	1
1.1. EVALUATION OF SITE FOR POLLUTANTS	1
1.2. EXISTING MANAGEMENT PRACTICES	1
2.0. SUMMARY OF POTENTIAL POLLUTANT SOURCES	2
3.0. DESCRIPTION OF STORM WATER MANAGEMENT MEASURES TO BE IMPLEMENTED BASED ON SITE ASSESSMENT	2
4.0. STORM WATER TESTING	2
5.0. STATE REPORTING REQUIREMENTS	3
6.0. EMPLOYEE TRAINING PROGRAM	3
6.1. WHO	3
6.2. WHEN	3
6.3. TOPICS	4
7.0. WORKSHEETS	ATTACHED
WORKSHEET #1 POLLUTION PREVENTION TEAM	
WORKSHEET #2 DEVELOPING A SITE MAP	
WORKSHEET #3 MATERIAL INVENTORY	
WORKSHEET #3A DESCRIPTION OF EXPOSED SIGNIFICANT MATERIAL	
WORKSHEET #4 LIST OF SIGNIFICANT SPILLS AND LEAKS	
WORKSHEET #5 NON-STORM WATER DISCHARGE ASSESSMENT AND CERTIFICATION	
WORKSHEET #6 NON-STORM WATER DISCHARGE ASSESSMENT AND FAILURE TO CERTIFY NOTIFICATION	
WORKSHEET #7 POLLUTANT SOURCE IDENTIFICATION	
WORKSHEET #7A BMP IDENTIFICATION	
WORKSHEET #8 IMPLEMENTATION	
WORKSHEET #9 EMPLOYEE TRAINING	

# **JASPER PARK DEPARTMENT**

## **1.0 SITE ASSESSMENT INSPECTION**

The site assessment inspection was performed by Chad D. Hurm, P.E., City Engineer, and Chad Mundy, Storm Water Coordinator for the City of Jasper, Indiana, on May 17, 2010.

### **1.1. Evaluation of Site for Pollutants:**

There are very few areas on the site which could contribute to the pollution of storm water. Most of the industrial activities are inside the facility. There are aggregate storage bins, fuel tanks, and waste oil stored outside.

Chad D. Hurm, P.E., City Engineer and Chad Mundy, Storm Water Coordinator, for the City of Jasper, Indiana, conducted a visual site reconnaissance on May 17, 2010. The purpose of this site reconnaissance was to evaluate the surface runoff patterns, identify point source discharges as well as identify potential storm water pollutants. Two point source outfalls, as defined in 40 CFR 122.26, were identified. Outfall 001 is located on the north end of the site, adjacent to the north access road and Outfall 002 is located on the northwest end of the property. Both outfalls discharge into an unnamed tributary of the Patoka River. At the time of the site visit neither of the outfalls were flowing.

During the site reconnaissance, the City of Jasper Stormwater Department evaluated the potentials for activities which were contributing to non-storm runoff. The only areas which could potentially contribute to non-storm water runoff would be the areas around the mulch bin, sand bin, and fuel tanks.

### **1.2. Existing Management Practices:**

- Sand Pile– The sand is kept in a stockpile with concrete walls on three sides. The sand is kept covered until it is needed as the sand can not be used wet.
- Storage Tanks and Barrels – The above ground diesel and gasoline tanks are kept in diked areas which would contain spills and leaks. Care is taken when using the tanks not to spill material in the ground.
- Waste Oil Tank - The waste oil tank is stored inside the Maintenance Building and the area around the tank is kept clean.
- Mulch Piles – The hardwood mulch is stored in a three sided concrete bin.

## **2.0 SUMMARY OF POTENTIAL POLLUTANT SOURCES**

Based on the site assessment inspection, the following potential sources of pollutants were identified:

- Sand Pile – Potential that deposition of sediments from these areas could disrupt drainage of storm water as well as impact storm water quality. Since these are natural material, their potential for contamination is limited to solids.
- Storage Tanks and Barrels – Potential for spills when adding or removing materials. Potential for leaks. A leak or spill could impact the ground water as well as storm water depending on flow patterns.
- Fuel - Tanks may leak or fuel may be spilled and storm water could potentially pick up the fuel and discharge from the site.

## **3.0 DESCRIPTION OF STORM WATER MANAGEMENT MEASURES TO BE IMPLEMENTED BASED ON SITE ASSESSMENT**

The facility is presently using Best Management Practices (BMPs) in addressing the majority of the potential pollution sources as was described in the existing management practices. The facility will continue to use these practices in the future. In addition, the facility will implement a training program to make sure the existing BMPs as well as the additional BMPs (added as part of this plan) are followed. Attendance sheets for these training sessions will be maintained as attachments at the end of this manual. The facility will hold monthly inspections of all areas that were listed as potential storm water pollutant sources. These inspection sheets will be kept as attachments at the end of this manual.

## **4.0 STORM WATER TESTING**

This facility does not have to sample at this time. Changes to the plan will be made as deemed necessary.

## **5.0 STATE REPORTING REQUIREMENTS**

The State is only requiring that visual inspections be made and these observations be included in the yearly report. The Storm Water Pollution Prevention Plan is to be kept up to date and located at the facility.

## **6.0 EMPLOYEE TRAINING PROGRAM**

### **6.1 Who:**

All employees

### **6.2. When:**

At least one meeting a year will be held to discuss storm water pollution prevention. Additional meetings will be held if the Pollution Prevention Team deems necessary. These topics will be presented to all new employees when they begin work. Attendance sheets for these training sessions will be maintained as attachments located at the end of this manual.

### **6.3 Topics:**

#### **Good Housekeeping**

- Review and demonstrate basic clean-up (sweeping and vacuuming) procedures.
- Clearly indicate proper disposal locations.
- Be sure employees know where routine clean-up equipment is located.

#### **Spill Prevention and Response**

- Discuss proper spill clean-up procedures.

#### **Materials Handling and Storage**

- Be sure employees are aware which materials are hazardous and where those materials are stored.
- Point out container labels.
- Go over proper handling of machinery and equipment.

#### **Inspections**

If any employee sees any of the following, it should be reported to the supervisor immediately:

- Clogged storm ditches, storm drains, or storm grates.
- Trash or clutter outside.
- Any equipment not functioning properly.

**JASPER PARK DEPARTMENT**  
**STORM WATER MANAGEMENT**  
**MONTHLY INSPECTION**

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**SAND STORAGE AREA**

YES  NO Does there appear to be any material or debris in the area?

**MULCH STORAGE AREA**

YES  NO Does there appear to be any mulch leaving the bin?

**FUEL STORAGE AREA**

YES  NO Does there appear to be any fuel spilled or leaking in the area?

**STORM DRAINS**

YES  NO Are there any blockages in the drains that could inhibit the flow of storm water?

**GENERAL SITE CONDITION**

YES  NO Is there any trash or debris lying around?

YES  NO Is there anything out of place?

**COMMENTS:**

If any problems were spotted in the inspection, discuss the measures used to correct them.

---

---

---

---

**POLLUTION PREVENTION TEAM**

Worksheet #1

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

**MEMBER ROSTER**

Leader: J.P. Stemply

Title: Park Maintenance Superintendent

Office Phone: 482-2508 639-0616

Responsibilities: Coordinate plan development and implementation; coordinate employee training program; keep all records and ensure reports are submitted.

Members:

(1) Phil Volz

Title: Jasper Municipal Golf Course Supt.

Office Phone: 482-4600

Responsibilities: Note any process changes; help conduct inspections; oversee "good housekeeping" and preventive maintenance.

(2) Ken Buck

Title: Park and Recreation Director

Office Phone: 482-5959 639-0614

Responsibilities: Note any process changes; help conduct inspections; oversee "good housekeeping" and preventive maintenance.

(3) Mark Mehringer

Title: Ruxer Golf Course Superintendent

Office Phone: 634-9554

Responsibilities: Note any process changes; help conduct inspections; oversee "good housekeeping" and preventive maintenance.

(4) \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Responsibilities: Note any process changes; help conduct inspections; oversee "good housekeeping" and preventive maintenance.

# DEVELOPING A SITE MAP

Worksheet #2

Completed by: Chad D. Hurm

Title: City Engineer

Date:

Instructions: Draw a map of your site including a footprint of all buildings, structures, paved areas, and parking lots. Check off below that the additional items required by EPA's General Permit have been included.

All outfalls and storm water discharges

Drainage areas of each storm water outfall

Structural storm water pollution control measures, such as:

- Flow diversion structures
- Retention/detention ponds
- Sediment traps

Name of receiving waters

Locations of exposed significant materials

NONE Locations of past spills and leaks

Locations of high-risk, waste-generating areas and activities such as:

- Fueling stations
- Vehicle/equipment washing and maintenance areas
- Area for unloading/loading materials
- Above-ground tanks for liquid storage
- Industrial waste management areas (landfills, waste piles, disposal areas)
- Outside storage areas for raw materials, by-products, and finished products
- Other areas of concern (specify: \_\_\_\_\_)



**DESCRIPTION OF EXPOSED SIGNIFICANT MATERIAL**

Worksheet #3A

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Instructions: Based on your material inventory, describe the significant materials that were exposed to storm water during the past three years and/or currently exposed.

Description of Exposed Significant Material	Period of Exposure	Quantity Exposed (units)	Location (as indicated on the site map)	Method of Storage or Disposal (e.g., pile, drum, tank)	Description of Material Management Practice (e.g., pile covered, drum sealed)
Sand	When used	5 ton	Sand Bins	Pile	Pile is kept covered unless being used
Gasoline	Always	1000 gal	Fuel Tanks	Tank	Stored in a Secondary Containment Structure
Diesel Fuel	Always	500 gal	Fuel Tanks	Tank	Stored in a Secondary Containment Structure
Hardwood Mulch	Always	80 CY	Mulch Bin	Pile	Stored in a three sided bin
Used Oil	Always	90 gal	Waste Oil Tank	Tank	Stored in a Secondary Containment Structure



**NON-STORM WATER DISCHARGE  
ASSESSMENT AND CERTIFICATION**

Worksheet #5

Completed by: Chad D. Hurm

Title: City Engineer

Date:

Date of Test or Evaluation	Outfall Directly Observed During the Test (identify as indicated on the site map)	Method Used to Test or Evaluate Discharge	Describe Results from Test for the Presence of Non-Storm Water Discharge	Identify Potential Significant Sources	Name or Person Who Conducted the Test or Evaluation
5/17/2010	Outfall 001	Visual	None Present	Fuel Tanks	Chad Hurm
5/17/2010	Outfall 002	Visual	None Present	Storage Bins	Chad Hurm

**CERTIFICATION**

I, \_\_\_\_\_ (responsible corporate official), 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.

A. Name & Official Title (type or print)

B. Area Code and Telephone Number

C. Signature

D. Date Signed

# NON-STORM WATER DISCHARGE ASSESSMENT AND FAILURE TO CERTIFY NOTIFICATION

Worksheet #6

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Directions: If you cannot feasibly test or evaluate an outfall due to one of the following reasons, fill in the table below with the appropriate information and sign this form to certify the accuracy of the included information.

List all outfalls not tested or evaluated, describe any potential sources of non-storm water pollution from listed outfalls, and state the reason(s) why certification is not possible. Use the key from your site map to identify each outfall.

Important Notice: A copy of this notification must be signed and submitted to the Director within 180 days of the effective date of this permit.

Identify Outfall Not Tested/Evaluated	Description of Why Certification Is Infeasible	Description of Potential Sources of Non-Storm Water Pollution
<b>N/A - does not apply</b>		

## 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, and that such notification has been made to the Director within 180 days of \_\_\_\_\_ (date permit was issued), the effective date of this permit.

A. Name & Official Title (type or print)	B. Area Code and Telephone No.
C. Signature	D. Date Signed

# POLLUTANT SOURCE IDENTIFICATION

Worksheet #7

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Instructions: List all identified storm water pollutant sources and describe existing management practices that address those sources.  
 In the third column, list BMP options that can be incorporated into the plan to address remaining sources of pollutants.

Storm Water Pollutant Sources	Existing Management Practices	Description of New BMP Options
1 Sand	Stored in a three sided bin that is kept covered at all times unless being used	Continue existing management practice
2 Gasoline	Tank is located within a secondary containment structure	Continue existing management practice
3 Diesel Fuel	Tank is located within a secondary containment structure	Continue existing management practice
4 Hardwood Mulch	Mulch is stored in a three sided bin	Continue existing management practice
5 Used Oil	Tank is located within a secondary containment structure	Continue existing management practice
6		
7		

## BMP IDENTIFICATION

Worksheet #7a

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Instructions: Describe the Best Management Practices that you have selected to include in your plan. For each of the baseline BMP's, describe actions that will be incorporated into facility operations. Also describe any additional BMP's (activity-specific and site-specific BMP's ) that you selected. Attach additional sheets if necessary.

BMP's	Brief Description of Activities
Good Housekeeping	Regular trash pick up. Train staff in basic clean-up procedures.
Preventive Maintenance	Make sure tanks, vehicles, mixing equipment, and etc. are in proper working order.
Inspections	Monthly inspections of all areas of potential pollution sources on the site as well as drainage areas. These inspection sheets will be kept in the attachments at the end of this manual.
Spill Prevention Response	Employees will be trained to prevent spills as well as how to respond to a spill if one should happen.
Sediment and Erosion Control	Make sure grass is in good condition. Fertilize and/or reseed if necessary.
Management of Runoff	Make sure storm water ditches are clear and allow for proper runoff.
Additional BMP's (Activity-specific and Site-specific)	

# IMPLEMENTATION

Worksheet #8

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Instructions: Develop a schedule for implementing each BMP. Provide a brief description of each BMP, the steps necessary to implement the BMP (i.e., any construction or design), the schedule for completing those steps (list dates) and the person(s) responsible for implementation.

BMPs		Description of Action(s) Required for implementation	Scheduled Completion Date(s) for Req'd Action	Person Responsible for Action
Good Housekeeping	1	Develop training program.	5/19/2010	Pollution Prevention Team Leader
	2	Conduct training.		Pollution Prevention Team Leader
	3			
Preventive Maintenance	1			
	2			
	3			
Inspections	1	Perform non-storm water discharge assessments.	5/17/2010	Pollution Prevention Team Leader
	2	Perform monthly inspections.	Starting	Pollution Prevention Team Members
	3		3-Jun-10	
Spill Prevention Response	1	Covered in training program.		
	2			
	3			
Sediment and Erosion Control	1			
	2			
	3			
Management of Runoff	1			
	2			
	3			
Additional BMPs (Activity-specific and Site-specific)	1			
	2			
	3			

# EMPLOYEE TRAINING

Worksheet #9

Completed by: Chad D. Hurm

Title: City Engineer

Date: \_\_\_\_\_

Instructions: Describe the employee training program for your facility below. The program should, at a minimum, address spill prevention and response, good housekeeping, and material management practices. Provide a schedule for the training program and list the employees who attend training sessions.

Training Topics	Brief Description of Training Program/Materials (e.g., film, newsletter course)	Schedule for Training (list dates)	Attendees
Spill Prevention and Response	Show proper response for spills. Discuss spill prevention.	First meeting by At least one meeting per year after that.  Additional meetings will be added if the Pollution Prevention Team decides it is necessary.  These topics will be discussed with all new employees when they begin work.	All employees. Attendance sheets for each meeting will be kept as an attachment at the end of this manual
Good Housekeeping	Stress importance of keeping a clean work area, keeping trash picked up, and sweeping when necessary.		
Material Management Practices	Show and discuss proper handling of equipment and materials.		
Other Topics	If any employee sees any of the following, it should be reported immediately:		
	<ul style="list-style-type: none"> <li>* clogged storm pipes, ditches, or drains</li> <li>* trash or clutter outside</li> <li>* any equipment not functioning properly</li> </ul>		

**FIELD NOTES**

For non-storm water discharge inspections

INSPECTION #                      Outfall #:  
\_\_\_\_\_

Completed by:

Date:

Time:

Time since last rain:

Quantity of last rain:

Flow observed:

If flow is observed, answer the following:

Description:

Comments:

NOTE: A separate inspection sheet should be filled out for each outfall.

**FIELD NOTES**

For non-storm water discharge inspections

INSPECTION #                      Outfall #:  
\_\_\_\_\_

Completed by:

Date:

Time:

Time since last rain:

Quantity of last rain:

Flow observed:

If flow is observed, answer the following:

Description:

Comments:

NOTE: A separate inspection sheet should be filled out for each outfall.



**STORM WATER POLLUTION PREVENTION PLAN  
TRAINING ATTENDANCE SHEET**

INSTRUCTOR:

DATE:

NAME (printed)

SIGNATURE

	NAME (printed)	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		



REVISIONS			
REV.	DATE	DESCRIPTION	BY
1			
2			
3			
4			
5			
6			

# JASPER

*Indiana*



SCALE:	
DRAWN BY:	
APPROVED BY:	
JASPER CITY HALL 610 MAIN STREET JASPER, INDIANA 47546 (812)-482-4255	SHEET NO. ___ OF ___