STORM WATER
POLLUTION PREVENTION PLAN

Prepared for:
Jasper Street Department

Jasper, IN 47547
812-482-1130

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.

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JASPER STREET 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 Coodinator for the City of Jasper, Indiana. on May 8, 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, salt storage bins, fuel tanks, asphalt patching material, de-icing material, and scrap metal 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 8, 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. Three point source outfalls, as defined in 40 CFR 122.26, were identified. Outfall 001 is located on the northeast end of the site, Outfall 002 is located on the northwest end and Outfall 003 is located at the southwest end of the property. All three outfalls discharge into an unnamed tributary of the Patoka River. At the time of the site visit none 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 salt bins, aggregate bins, asphalt bins, and fuel tanks.

1.2. Existing Management Practices:

- Sand, Gravel, Glass and Stone Piles – The sand, gravel and stone is kept in aggregate stockpiles, with concrete walls on three sides until it is needed.

- Storage Tanks and Barrels – The above ground diesel, gasoline and de-icing tanks are kept in diked areas which would contain spills and leaks (with the expection of the salt brine tank). Care is taken when using the tanks not to spill material in the ground. The containment structure is covered. Barrel are emptied and cleaned before being stored on a rock pad.

- Waste Oil Tank - The waste oil tank is stored in a covered, concrete diked area and the area around the tank is kept clean.

- Asphalt Patching Material – The asphalt patching material is stored in a three sided concrete bin and is kept covered at all time unless it is being used.

2.0 SUMMARY OF POTENTIAL POLLUTANT SOURCES

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

- Sand, Gravel, Glass and Stone Piles – Potential that deposition of sediments fron 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 facilty 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 STREET DEPARTMENT

STORM WATER MANAGEMENT
MONTHLY INSPECTION

Inspected by: _____

Date:_____

Time:_____

ROCK, AGGREGATE, GLASS AND SAND STORAGE AREA

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

SALT STORAGE BARN

☐ YES ☐ NO Does there appear to be any salt leaving the concrete pad?

ASPHALT PATCHING MATERIAL AREA

☐ YES ☐ NO Does there appear to be any bituminous material leaving 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

MEMBER ROSTER

Worksheet #1

Completed by: Chad D. Hurm

Title: City Engineer

Date:

Leader: Raymie Eckerle Title: Street Commissioner

Office Phone: (812) 482-1130

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

Members:

(1) Jeremy Foxen Title: Maintenance

Office Phone: (812) 482-1130

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

(2) Bob Sunderman Title: Project Technician

Office Phone: (812) 482-1130

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

(3) _____ Title: _____

Office Phone: _____

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.

X	All outfalls and storm water discharges
X	Drainage areas of each storm water outfall
	Structural storm water pollution control measures, such as:
	- Flow diversion structures
	- Retention/detention ponds
	- Sediment traps
X	Name of receiving waters
X	Locations of exposed significant materials
NONE	Locations of past spills and leaks
	Locations of high-risk, waste-generating areas and activities such as:
X	- Fueling stations
	- Vehicle/equipment washing and maintenance areas
X	- Area for unloading/loading materials
X	- Above-ground tanks for liquid storage
	- Industrial waste management areas (landfills, waste piles, disposal areas)
X	- Outside storage areas for raw materials, by-products, and finished products
	- Other areas of concern (specify:_____)

MATERIAL INVENTORY

Worksheet #3
Completed by: Chad D. Hurm
Title: City Engineer
Date:

Instructions: List all materials used, stored, or produced onsite. Assess and evaluate these materials for their potential to contribute pollutants to storm water runoff. Also complete Worksheet 3A if the material has been exposed during the last three years.

Material	Purpose/Location	Quantity (units)			Quantity Exposed in Last 3 Years	Likelihood of contact with storm water. If yes, describe reason.	Past Significant Spill or Leak	
		Used	Produced	Stored			Yes	No
Hydraulic Oil	Hydraulic Systems Garage		____	440 Gal	0	None		X
Degreasers and Cleaners	Floor Scrubber Clean Parts Garage		____	110 Gal	0	None		X
Used Oil	Collect to dispose Garage			35 Gal	0	None		X
Anti-Freeze	Coolant Garage			55 Gal	0	None		X
Mineral Spirits	Parts Cleaner Garage			55 Gal	0	None		X
Gear Lube	Lube Hubs Garage			25 Gal	0	None		X
Hydraulic Oil	Hydraulic Systems Old Garage			50 Gal	0	None		X

* To be completed by a plant employee.

MATERIAL INVENTORY

Worksheet #3
Completed by: Chad D. Hurm
Title: City Engineer
Date:

Instructions: List all materials used, stored, or produced onsite. Assess and evaluate these materials for their potential to contribute pollutants to storm water runoff. Also complete Worksheet 3A if the material has been exposed during the last three years.

Material	Purpose/Location	Quantity (units)			Quantity Exposed in Last 3 Years	Likelihood of contact with storm water. If yes, describe reason.	Past Significant Spill or Leak	
		Used	Produced	Stored			Yes	No
Engine Oil	Engine Oil Garage		____	275 Gal	0	None		X
Release Agent	Asphalt Release Garage		____	15 Gal	0	None		X
#2 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
#5 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
#8 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
#11 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
#23 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X

* To be completed by a plant employee.

MATERIAL INVENTORY

Worksheet #3
Completed by: Chad D. Hurm
Title:
Date:

Instructions: List all materials used, stored, or produced onsite. Assess and evaluate these materials for their potential to contribute pollutants to storm water runoff. Also complete Worksheet 3A if the material has been exposed during the last three years.

Material	Purpose/Location	Quantity (units)			Quantity Exposed in Last 3 Years	Likelihood of contact with storm water. If yes, describe reason.	Past Significant Spill or Leak	
		Used	Produced	Stored			Yes	No
#53 Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
Rip Rap Limestone	Subgrade/Backfill Storage Bins			350 tons	1050 tons	Yes, Stored in exposed, contained piles		X
Road Salt Untreated	Subgrade/Backfill Covered Bins			450 tons	1050 tons	Yes, Stored in covered, contained piles		X
Road Salt Treated	Subgrade/Backfill Covered Bins			450 tons	1050 tons	Yes, Stored in covered, contained piles		X

* To be completed by a plant employee.

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)
#2 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
#5 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
#8 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
#11 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
#23 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
#53 Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin
Rip Rap Limestone	Always	350 tons	Aggregate Bins	Pile	Three sided concrete bin

* To be completed by a plant employee.

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)
Road Salt Treated	Always	450 tons	Salt Barn	Pile	Three sided, covered structure
Road Salt Untreated	Always	450 tons	Salt Barn	Pile	Three sided, covered structure
Cold Mix Asphalt #8 Base	Always	20 tons	Asphalt Bins		Three sided bin Covered with a heavy tarp
Cold Mix Asphalt #8 Base	Always	20 tons	Asphalt Bins		Three sided bin Covered with a heavy tarp
Mortar Sand	Always	9 tons	Sand Bin		Three sideed bin
Sand	Always	10 tons	Sand Bin		Three sideed bin
De-ice	Always	5000 gal	De-Ice Tanks	Tank	Tank is located within a concrete containment pit

* To be completed by a plant employee.

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)
Salt Brine	Always	3000 gal	Salt Brine Tank	Tank	Tank is kept on a concrete pad outside the building
Gasoline - Tank #1	Always	1100 gal	Fuel Tanks	Contained Tank	Tank is stored within a covered concrete containment area
Gasoline - Tank #2	Always	550 gal	Fuel Tanks	Contained Tank	Tank is stored within a covered concrete containment area
Diesel Fuel - Tank #3	Always	1200 gal	Fuel Tanks	Contained Tank	Tank is stored within a covered concrete containment area
Waste Oil Tank	Always	400 gal	Fuel Tanks	Contained Tank	Tank is stored within a covered concrete containment area
Clear Glass (Recyclable)	Always	50 ton	Storae Stockpiles	Pile	Stored in a three sided concrete bin
Emtpy Barrels	Always	27 ea.	Empty Barrel Storage	Drums	Stored on the rock lot until picked up

* To be completed by a plant employee.

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)
Oil Totes (Empty)	Always	3 ea	Barrel Storage	Drum	Stored on the rock lot until picked up
Sandstones	Always	100 ea	Sandstone Area	Pile	Stored on the rock lot until used for landscaping
River Gravel	Always	14 CY	Aggregate Stock pile	Pile	Stored in a three sided concrete bin

* To be completed by a plant employee.

LIST OF SIGNIFICANT SPILLS AND LEAKS

Worksheet #4
Completed by: Chad D. Hurm
Title: City Engineer
Date:

Directions: Record below all significant spills and significant leaks of toxic or hazardous pollutants that have occurred at the facility in the three years prior to the effective date of the permit.

Difinitions: Significant spills include, but are not limited to, releases of oil or hazardous subtances in excess of reportable quantities.

1st Year Prior

Date (month/day/year)	Spill	Leak	Location (as indicated on site map)	Description				Response Procedure		Prevention Measures Taken
				Type of Material	Quantity	Source If Known	Reason	Amount of Material Recovered	Material No Longer Exposed to Storm Water (True/False)	
NONE										

2nd Year Prior

Date (month/day/year)	Spill	Leak	Location (as indicated on site map)	Description				Response Procedure		Prevention Measures Taken
				Type of Material	Quantity	Source If Known	Reason	Amount of Material Recovered	Material No Longer Exposed to Storm Water (True/False)	
NONE										

3rd Year Prior

Date (month/day/year)	Spill	Leak	Location (as indicated on site map)	Description				Response Procedure		Prevention Measures Taken
				Type of Material	Quantity	Source If Known	Reason	Amount of Material Recovered	Material No Longer Exposed to Storm Water (True/False)	
NONE										

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
5/8/2010	Outfall 1	Visual	None Present	None	Chad Hurm
5/8/2010	Outfall 2	Visual	None Present	None	Chad Hurm
5/8/2010	Outfall 3	Visual	None Present	None	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
N/A - does not apply		

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	Rock, Aggregate and Sand	Stored in three sided concrete bins	Continue existing management practice
2	Salt	Stored in a covered, three sided storage building with a concrete pad. Concrete pad slopes to the center of pad.	Continue existing management practice
3	Asphalt Patching Material	Stored in three sided concrete bins which remain covered unless in use	Continue existing management practice
4	Waste Oil	Waste oil tank is stored within a covered concrete containment structure to contain any leaks	Continue existing management practice
5	Fuel Tanks	Tanks are located within a covered concrete containment structure to contain any leaks	Continue existing management practice
6	Salt Brine Tank	Tank is stored on a concrete pad outside the maintenance building	Future plan is to build a containment structure for the tank adjacent to the de-ice tank
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.	6/8/2010	Pollution Prevention Team Leader
	3			
Preventive Maintenance	1			
	2			
	3			
Inspections	1	Perform non-storm water discharge assessments.	5/8/2010	Pollution Prevention Team Leader
	2	Perform monthly inspections.	Starting	Pollution Prevention Team Members
	3		5/28/2010	
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 June 8,2010. 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: * clogged storm pipes, ditches, or drains		
	* trash or clutter outside * any equipment not functioning properly		

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
1		
2		
3		
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