STORM WATER MANAGEMENT
NPDES STORM WATER GENERAL PERMIT NO. 3
Storm Water Discharge Associated with Industrial Activity from Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, and Construction Sand and Gravel Facilities

A BRIEF GUIDE TO

DEVELOPING STORM WATER POLLUTION PREVENTION PLANS AND BEST MANAGEMENT PRACTICES

SUMMARY GUIDANCE

DECEMBER 2022

IOWA DEPARTMENT OF NATURAL RESOURCES
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GENERAL PERMIT NO. 3 SUMMARY GUIDANCE - INDEX

WORKSHEETS (page numbers have been omitted from the worksheets)

GLOSSARY

"*Best Management Practices*" or *"BMPs"* means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

"Hazardous condition" means any situation involving the actual, imminent, or probable spillage, leakage, or release of a hazardous substance on to the land, into a water of the state, or into the atmosphere, which creates an immediate or potential danger to the public health or safety or to the environment. *Iowa Code 455B.381(4)*

"Hazardous substance" means any substance or mixture of substances that presents a danger to the public health or safety and includes, but in not limited to, a substance that is toxic, corrosive, or flammable, or that is an irritant or that generates pressure through decomposition, heat, or other means. "Hazardous substance" may include any hazardous waste identified or listed by the administrator of the United State Environmental Protection Agency under the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act of 1976, or any toxic pollutant listed under section 307 of the federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous substance designated under section 311 of the federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous material designated by the secretary of transportation under the Hazardous Materials Transportation Act. *Iowa Code 455B.381(5)*

"Large and Medium municipal separate storm sewer system" means all municipal separate storm sewers that are either:

(i) located in an incorporated place with a population of 100,000 or more as determined by the latest Decennial Census by the Bureau of Census; or

(ii) located in the counties with unincorporated urbanized populations of 100,000 or more, except municipal separate storm sewers that are located in the incorporated places, townships or towns within such counties; or

(iii) owned or operated by a municipality other than those described in paragraph (i) or (ii) and that are designated by the Department as part of the large or medium municipal separate storm sewer system.

"Municipality" means a city, town, borough, county, parish, district, association, or other public body created by or under State law.

"Significant Materials" means 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; any chemical the facility is required to report pursuant to EPCRA, Section 313; fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with storm water discharges [40 CFR 122.26(b)(12)].

"Storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities" means storm water discharge associated with industrial activity from facilities primarily engaged in manufacturing asphalt paving mixtures and which are classified under Standard Industrial Classification 2951, primarily engaged in manufacturing portland cement concrete delivered to a purchaser in a plastic and unhardened state and which is classified under Standard Industrial Classification 3273 and those facilities which are classified under Standard Industrial Classifications 1422 or 1423 which are primarily engaged in the crushing, grinding, pulverizing, sizing, or screening of limestone or granite and facilities primarily engaged in operating sand or gravel pits and dredges and in washing, screening, or otherwise preparing sand and gravel for construction purposes and which are classified under Standard Industrial Classification 1442.

"SWPPP" means storm water pollution prevention plan.

INTRODUCTION

A. ABOUT THIS DOCUMENT

This document contains a step-by-step explanation of the development of an effective Storm Water Pollution Prevention Plan (SWPPP) for Industrial Activities in the State of Iowa. This document is referred to as the Summary Guidance because its primary focus is on the development of the SWPPP. This guidance is consistent with the requirements in Iowa's NPDES General Permit No. 3 for *Storm Water Discharge Associated with Industrial Activity from Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, and Construction Sand and Gravel Facilities*. The general permit contains the legal requirements for these sites.

Any suggestions or comments on improvements to this document should be forwarded to the Storm Water Coordinator at the address on the cover of this document. Questions relating to Iowa's storm water program should also be directed to the Storm Water Coordinator.

B. WHAT TYPE OF INDUSTRIAL ACTIVITIES NEED TO BE COVERED BY A STORM WATER DISCHARGE PERMIT?

Federal regulations require that storm water discharges from certain industrial activities be regulated under an NPDES permit. The NPDES permit, a federal waste water discharge permit, is required for storm water or snow melt runoff that drains from areas where industrial activities occur such as plant yards or areas where materials are stored or handled. The complete definition of "*Storm water discharge associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities*" can be found in the Glossary.

C. HOW DOES ONE OBTAIN A NPDES PERMIT FOR A STORM WATER DISCHARGE?

Facilities that discharge storm water associated with industrial activity from asphalt plants, concrete batch plants, rock crushing plants, and construction sand and gravel facilities that are subject to the storm water discharge NPDES permitting requirements are encouraged to apply for coverage under Iowa's General Permit No. 3.

The following activities are **NOT** eligible for coverage under General Permit No. 3:

- Dewatering operations at quarrying facilities, mining facilities, sand pits, and gravel pits
- Discharges from vehicle washwaters
- Construction activities such as clearing, grading or excavation in which one or more acres are disturbed. Storm water discharges from these construction (land disturbing) activities must be covered under General Permit No. 2.

General permit No. 3 contains the terms and conditions of the NPDES permit, but the permit is not applicable to any particular storm water discharge until a complete Notice of Intent (NOI) is submitted to the Iowa Department of Natural Resources (Department) and an authorization has been issued. The NOI links the industrial activity at a particular location with the general permit.

D. WHAT IS A STORM WATER POLLUTION PREVENTION PLAN?

Storm water runoff is part of the natural hydrologic cycle. However, human activities can alter natural drainage patterns and add pollutants to the rainwater and snow melt that run off the earth's surface and enter rivers, lakes, and streams. Recent studies have shown that storm water runoff is a major source of the pollutants that are damaging our sport and commercial fisheries, restricting swimming, and affecting the navigability of many of our waters. The purpose of a storm water pollution prevention plan (SWPPP) is to reduce pollution from facilities where industrial activities occur at the source, before such pollution can cause environmental problems. A SWPPP is required to ensure that pollutants are not making their way into the storm water discharge from your site. A SWPPP requires the selection and implementation of Best Management Practices (BMPs). BMPs can consist of a schedule of activities, prohibitions, practices, maintenance procedures, and other management practices to prevent or reduce pollution in runoff from your site. In many cases, BMPs may already be in place and just need to be identified in the SWPPP.

A SWPPP must be developed for each site covered under General Permit No. 3. The SWPPP shall identify the potential sources of pollution which may reasonably be expected to affect the quality of the storm water discharge, and it shall describe and ensure the implementation of practices which will be used to reduce the pollutants in the storm water discharge to assure compliance with the terms and conditions of the general permit. Facilities must implement the provisions of the SWPPP as a condition of General Permit No. 3.

E. WHAT DOES THIS DOCUMENT CONTAIN?

This document is organized as a step-by-step guide for developing a SWPPP for a storm water discharge covered under General Permit No. 3. This step-by-step guide is presented as 7 phases. Each phase focuses on a particular type of information relating to the storm water discharge, and individual steps are identified under each separate phase. The planning process is organized as shown on the chart on the next page.

The seven major phases in developing a SWPPP are:

1. Planning and Organization,
2. Pollutant Source Assessment,
3. Best Management Practice (BMP) Identification,
4. Implementation,
5. Evaluation,
6. General Requirements, and
7. Special Requirements.

A set of worksheets are provided at the end of this document to further assist in the development of the pollution prevention plan.

Permittees who are subject to reporting requirements under Section 313 for water priority chemicals of the Emergency Planning and Community Right-to-Know Act (EPCRA), (also known as Title III of the Superfund Amendment and Re-authorization Act [SARA]), are not eligible for coverage under General Permit No. 3, and will need to seek coverage under General Permit No. 1.

SEVEN PHASES FOR DEVELOPING AND IMPLEMENTING A SWPPP FOR INDUSTRIAL ACTIVITIES

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- Identify Your Pollution Prevention Team Or Responsible Person
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- Special Requirements for Discharges Through Municipal Separate Storm Sewer Systems
- Special Requirements for Salt Storage Piles

PHASE 1
PLANNING AND ORGANIZATION

When you start putting your SWPPP together, there are two steps that will facilitate the development of your plan. These steps are designed to help you organize your staff and make preliminary decisions:

- decide who will be responsible for developing and implementing your SWPPP, and
- look at other existing environmental management plans to account for consistency and overlap between these other plans and the SWPPP.

A. IDENTIFY YOUR POLLUTION PREVENTION TEAM OR RESPONSIBLE PARTY

As part of developing and implementing your SWPPP, you should:

1. designate a specific individual or team who will develop, implement, maintain, and revise your SWPPP, and
2. identify these individuals and describe each person's responsibilities at the site.

Since facilities differ in size and capacity, the number of team members will also vary. Designating one person may be appropriate as long as that individual is qualified to design and implement the SWPPP. The SWPPP should identify those people on site who are most familiar with the facility and its operations; these people, in turn, should provide structure and direction to the storm water management program. In all cases, someone in a senior management position must have overall responsibility for the SWPPP.

At the end of this guide is an example of an appropriate form on which to list the team member(s). Please see **Worksheet #1 - Pollution Prevention Team Member Roster**. To complete the worksheet, list the pollution prevention team member(s) by name, facility position (title), phone number and email address, and include a brief description of each member's specific responsibilities. This list can be directly incorporated into the SWPPP.

B. BUILDING ON EXISTING ENVIRONMENTAL MANAGEMENT PLANS

The facility may also be subject to other environmental regulations or required plans for environmental protection. These requirements must also be determined and evaluated by the pollution prevention team member(s) for consistency with the requirements in the SWPPP.

PHASE 2
POLLUTANT SOURCE ASSESSMENT

After identifying who is responsible for developing and implementing your SWPPP and organizing your planning process, proceed to the pollutant source assessment phase. In this phase, you will look at your facility and determine what materials or practices are (or may be) a source of contaminants to the storm water running off your site. To complete this phase, you will:

1. create a map of the facility site to locate pollutant sources and determine storm water management opportunities,
2. identify potential pollutant sources,
3. evaluate past spills and leaks,
4. identify non-storm water discharges and illicit connections,
5. collect or evaluate storm water quality data, and
6. summarize the findings of this assessment.

To select the most appropriate and effective control measures, consider that potential pollutant sources include areas where materials are handled or stored, outdoor processing areas, loading and unloading areas, and on-site waste management and disposal areas.

A. DEVELOPING A SITE MAP

The site map is an illustration of the overall site and location which indicates property boundaries, buildings, and operation or process areas, and provides information on drainage, storm water control structures, and receiving streams. Ideally the map should be drawn to scale; however, your best approximation is sufficient. At a minimum, the site map must include the following information:

- Property boundaries, buildings, and paved areas
- An outline of the drainage area of each storm water outfall, including drainage patterns, direction of flow, and discharge points (outfalls)
- Existing structural control measures (physically constructed features used to control storm water flows)
- On-site surface water bodies, including any neighboring stream, river, lake, or other water body receiving storm water discharges from the site.

The site map must also include the locations of all activities (operation or process areas) and significant materials that may potentially be significant pollutant sources, including:

- Locations of significant materials exposed to storm water
- Locations of spills or leaks (during the past three years)
- Locations for each of the following activities (where exposed to storm water):
  - fueling stations
  - loading and unloading areas
  - vehicle or equipment maintenance and/or cleaning areas
  - liquid storage tanks
  - outside manufacturing or processing areas
  - industrial waste management areas (locations used for treatment, storage, or disposal areas of waste such as landfills, waste piles, treatment plants, disposal areas)
  - storage areas for raw materials, by-products, and finished products.

Locating these features on the map will help you assess where potential storm water pollutants are located on your site, where the pollutants mix with storm water, and where the storm water leaves your site.

Please see **Worksheet #2 - Developing a Site Map** at the end of this guide for additional guidance on developing your site map.

B. IDENTIFY POTENTIAL POLLUTANT SOURCES

1. Material Inventory

   In this part of the Assessment Phase, you will prepare an inventory of significant materials at your site. "*Significant materials*" are substances related to industrial activities such as process chemicals, raw materials, fuels, pesticides, and fertilizers. When these substances are exposed to storm water runoff, they may be carried to a receiving stream with the storm water flow. By using the material inventory, you can identify materials that may be exposed to storm water and identify the measures that you have taken to prevent the contact of these materials with storm water. Maintaining an up-to-date material inventory is an efficient way to identify what materials are handled on-site and which may contribute to storm water contamination.

   Each facility should conduct an inventory of the significant materials at the site. **Worksheet #3 - Material Inventory** (located at the end of this guide) can be used to complete the material inventory.

2. Exposed Materials

   Use the material inventory to identify the materials that have been exposed to storm water in the past three years. Focus on areas where materials are stored, processed, transported, handled, or transferred. Provide a narrative description of the following:

   - methods of storage, location of storage, and on-site disposal methods for these materials;
   - materials management practices used to minimize contact of these materials with storm water runoff;
   - existing structural and non-structural practices used to reduce pollutants in the storm water runoff; and,
   - treatment, if any, that the storm water receives.

   Note: Structural practices include fixed equipment such as berms, detention ponds, or grassed swales. Non-structural practices may include regularly scheduled actions such as sweeping or inspections.

   If any of the significant materials listed on **Worksheet #3 - Material Inventory** are or have been exposed to storm water in the 3 years prior to the effective date of your permit, complete **Worksheet #4 - Description of Exposed Significant Material** and include it in your SWPPP.

C. IDENTIFYING PAST SPILLS AND LEAKS

Provide a list of spills and leaks in the past 3 years which resulted in:

- the existence of a hazardous condition (the definition of hazardous condition can be found in the glossary), and
- whether the spill or leak resulted in the release of a substance that would allow that substance to be exposed to storm water.

Worksheet #5 - History of Hazardous Condition Reporting can help you organize this history of hazardous conditions. When selecting BMPs, you should focus very closely on the site areas = where significant leaks or spills have occurred. You will also want to identify the pollution prevention measures that have been taken, if any, to prevent any reoccurrence of the hazardous condition.

In addition to the history of reportable hazardous conditions, **Worksheet #5 - History of Hazardous Condition Reporting** should be maintained to compile a list of the incidences of any hazardous condition that occur after October 1, 1992.

D. TEST FOR NON-STORM WATER DISCHARGES

The SWPPP must include a certification that all storm water outfalls have been tested or evaluated for the presence of non-storm water discharges. To certify that your facility has been tested or evaluated for non-storm water discharges, you must:

- Identify potential non-storm water discharges.
- Describe the method used and results of any test and/or evaluation for such discharges.
- Indicate the location of the on-site drainage points that were checked during the test or evaluation.

- Provide the date of the test or evaluation.
- If you cannot test or evaluate potential non-storm water discharges, you must complete the information and certification (see **Worksheet #6B**).

Examples of non-storm water discharges include:

- any water used directly in the manufacturing process (process water),
- air conditioner condensate,
- non-contact cooling water,
- vehicle wash water, or
- sanitary wastes.

To check for non-storm water discharges, you can use one of the following three common dry weather tests:

- visual inspection;
- plant schematic review; and/or,
- dye testing.

Worksheet #6A - Non-Storm Water Discharge Assessment and Certification will assist you in conducting a non-storm water discharge assessment and certification for outfalls at your site. If you are unable to test and/or provide certification for the presence of non-storm water discharges, please refer to **Worksheet #6B -Non-Storm Water Discharge Assessment and Failure to Certify**.

E. EXISTING MONITORING DATA

Where existing storm water sampling data are available, the facility must:

(1) provide a summary of any existing storm water sampling data, and
(2) describe the sample collection procedures used.

F. SITE EVALUATION SUMMARY

This step is critical, as it will become the foundation for the rest of the SWPPP. In this step, you will provide a narrative description of activities with a high potential to contaminate storm water at your site. This narrative description will include areas, activities, or materials that may contribute pollutants to storm water runoff from the site. The areas, activities, or materials that will need to be described include those associated with materials loading and unloading, outdoor storage, outdoor manufacturing or processing, on-site waste disposal, and significant dust or particulate generating activities.

The site evaluation summary will also include:

- an identification of the types of pollutants from any existing information on the runoff water quality, if available, and
- an estimation of the types of pollutants likely to be discharged for each drainage area.

Worksheet #7 – Site Evaluation Summary at the end of this guide will assist in completion of this step.

With the information in the site evaluation summary, you can select the most appropriate BMPs to prevent or control pollutants from the identified areas. For each source of storm water pollutants, identify existing management practices and potential BMP options to address the remaining pollutant sources. Factors to consider in selecting BMPs include the toxicity of chemicals; quantity of the chemical used, produced or discharged; the likelihood of contact with storm water and the history of hazardous condition reporting.

PHASE 3
BMP IDENTIFICATION

Once you have identified and assessed potential and existing sources of storm water contamination at your site, the next step is to identify Best Management Practices (BMPs) that will address the pollutant sources. To satisfy the requirements of this phase, at a minimum, you must incorporate following nine baseline BMPs into your SWPPP:

a. good housekeeping,
b. preventive maintenance,
c. visual inspections,
d. spill prevention and response,
e. sediment and erosion prevention,
f. traditional storm water management practices,
g. BMPs selected from the Site Evaluation Summary (**Worksheet #7**) to address particular pollutant sources or activities on the site,
h. employee training, and
i. record keeping and reporting.

A number of these BMPs are discussed below. **Worksheet #8 - Best Management Practice (BMP) Identification** at the end of this guide can be used to complete this phase.

A. GOOD HOUSEKEEPING

Good housekeeping practices are designed to maintain a clean and orderly work environment. Often the most effective first step towards preventing pollution in storm water from industrial sites involves merely using good common sense to improve the basic housekeeping methods. The following are some simple procedures that a facility can consider incorporating into an effective good housekeeping program:

- Improve operation and maintenance of industrial machinery and processes.
- Implement careful material storage practices.
- Maintain up-to-date material inventory by:
    - Identifying all chemical substances present in the workplace, and
    - Labeling all containers with the name and type of substance, stock number, etc.
- Schedule routine cleanup operations.
- Maintain well-organized work areas.
- Train employees about good housekeeping practices.

B. PREVENTIVE MAINTENANCE

Each permittee must develop a preventive maintenance program that involves (1) inspections and maintenance of storm water management devices and (2) routine inspections of facility operations to detect faulty equipment. Equipment such as tanks, containers, and drums should be checked regularly for signs of deterioration.

C. VISUAL INSPECTIONS

Regular visual inspections are your means to ensure that all of the elements of the SWPPP are in place and working properly to prevent pollution of storm water runoff from your site. Consider the following when conducting visual inspections:

- Designate qualified, trained plant personnel to regularly inspect the facility's equipment and areas, track results of inspections, make necessary changes, and maintain records of all inspections.
- Ensure that inspection records note when inspections were done, who conducted the inspection, what areas were inspected, what problems were found, and what steps were taken to correct any problems.

Keep visual inspection records with the SWPPP.

D. SPILL PREVENTION AND RESPONSE

Areas where spills are likely to occur and their drainage points must be clearly identified in the SWPPP. Ensure that employees are aware of material handling and storage requirements, spill response procedures, and clean up procedures. In addition, ensure that appropriate spill cleanup equipment is available and accessible.

Spill Prevention Plan Considerations:

- Install leak detection devices.
- Adopt good housekeeping practices.
- Perform regular visual inspections to identify areas for potential leaks or spills.
- Reduce, reuse**,** and recycle process materials to minimize waste on-site.

Spill Response Plan Considerations:

- Identify a spill response team to implement the spill response plan.
- Identify safety measures.
- Include procedures for notifying appropriate authorities (police, fire, hospital, Publicly Owned Treatment Works [POTW], etc.) in the event of a spill.
- Describe spill containment, diversion, isolation, and cleanup practices.

E. SEDIMENT AND EROSION CONTROL

The SWPPP must identify activities that present a potential for significant soil erosion and measures taken to control such erosion.

F. MANAGEMENT OF RUNOFF

In the SWPPP, describe existing storm water runoff controls found at the site (controls that divert or direct the flow of storm water rather than the pollutant, i.e. using a berm to divert storm water around a storage pile) and the appropriateness of any additional runoff controls that can be implemented to improve the prevention and/or control of polluted storm water. Examples of runoff management controls include: run-on controls, vegetative swales, re-use of collected storm water, infiltration trenches, and detention ponds. Based on an assessment of the potential of various sources at the site to contribute pollutants to storm water discharges, storm water runoff controls shown to be reasonable and appropriate must be implemented and maintained.

PHASE 4
IMPLEMENTATION

At this point, you have designed your Storm Water Pollution Prevention Plan (SWPPP) and it has been approved by facility management. Under the implementation phase, you must implement the selected storm water BMPs and train all employees to carry out the goals of the SWPPP.

A. IMPLEMENTING APPROPRIATE CONTROLS

In implementing the SWPPP, a facility will:

- Develop a schedule for implementing the storm water pollution prevention controls.
- Assign responsibilities to specific individuals for implementing aspects of the SWPPP and/or monitoring the progress of implementation.
- Ensure that management approves of your implementation schedule and strategy, and schedule regular times for reporting progress to management.

B. EMPLOYEE TRAINING

Permittees must develop an employee training program that covers such topics as spill prevention and response, good housekeeping, and material management practices. The goals of a training program are to teach personnel, at all levels of responsibility, the components and goals of the SWPPP and to create overall sensitivity to storm water pollution prevention concerns. The SWPPP must include a schedule for the training programs.

PHASE 5
EVALUATION

Now that your SWPPP has been put to action, you must keep it up-to-date by regularly evaluating the information you collected in the Pollutant Source Assessment Phase and the controls you selected in the BMP Identification Phase. Specifically, you must conduct visual site inspections, keep records of all inspections and reports, and revise the SWPPP as needed.

A. ANNUAL VISUAL INSPECTION

Qualified personnel must conduct site visual compliance evaluation inspections at appropriate intervals, but at least once a year. As part of the inspection, you must:

- Inspect material handling areas and other potential sources of pollution for evidence of, or the potential for, pollutants entering the drainage system.
- Observe structural storm water management measures, sediment and erosion control measures, and other BMPs to ensure that they are operating correctly.
- Visually inspect equipment (such as spill response equipment) needed to implement the SWPPP.
- Based on the results of the inspection, evaluate the effectiveness of pollution prevention measures (BMPs). For example, determine if your site is cleaner or gauge whether employees are more familiar with good housekeeping measures and spill prevention/response practices.
- Revise the SWPPP as needed within 2 weeks of an inspection and implement any necessary changes within 12 weeks of the inspection.
- Prepare a report summarizing the extent of the inspection, the inspection results, follow-up actions, the date(s) of the inspection, and the personnel who conducted the inspection.
- Sign the report and keep it with the SWPPP for at least three years. Refer to the PHASE 6 - B. Required Signatures portion of this document for a description of who needs to sign the inspection report and the required certification statements.

When the annual site inspections in the SWPPP are impractical because an employee is not stationed on site or does not routinely visit the site, then site inspections shall occur at least once every three years. After a site becomes inactive, at least one site inspection shall occur within two years.

B. RECORD KEEPING AND INTERNAL REPORTING

A copy of the SWPPP, records of all monitoring information, copies of all reports required by the general permit and all records used to complete the Notice of Intent must be retained for the duration of the permit or for a period of at least three years from the date of the document. Monitoring results shall be retained, and permittees must submit monitoring results to the Department upon request.

C. SWPPP REVISIONS

Major changes in a facility's design, construction, operation, or maintenance will necessitate changes in the SWPPP. The SWPPP will also need to be revised if it proves to be ineffective in achieving the general objectives of controlling pollutants in the storm water discharge.

Facilities covered under General Permit No. 3 that discharge to a municipal separate storm sewer system must comply with the applicable requirements in any municipal storm water management programs developed under the NPDES permit issued to the municipal separate storm sewer system that receives the facility's discharge. The facility will be notified of the requirements resulting from the municipal storm water management program.

PHASE 6
GENERAL REQUIREMENTS

This section provides guidance on some of the administrative requirements for SWPPPs and for coverage under General Permit No. 3.

A. DEADLINES FOR SWPPP PREPARATION

The SWPPP shall be completed before a Notice of Intent (NOI) is submitted to the Department. Full implementation of the SWPPP will be executed concurrently with operations at the facility. In the case of a new facility, the SWPP will be executed with the start of operations at the facility.

B. REQUIRED SIGNATURES

All information either submitted to the Department or the operator of a municipal separate storm sewer system, or that General Permit No. 1 requires be maintained by the permittee, shall be signed in accordance with subrule 567 IAC 64.3(8) as follows:

64.3(8) The person who signs the application for an operation permit shall be:

a. *Corporations*. In the case of corporations, a responsible corporate officer. A responsible corporate officer means: (1) A president, secretary, treasurer, or vice -president in charge of a principal business function, or any other person who performs similar policy or decision-making functions: or (2) The manager of manufacturing, production or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

b. *Partnerships*. In the case of a partnership, a general partner.

c. *Sole proprietorships*. In the case of a sole proprietorship, the proprietor.

d. *Municipal, state, federal, or other public agency*. In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official. A principal executive officer of a public agency includes: (1) The chief executive officer of the agency, or (2) A senior executive officer having responsibility for the overall operations of a unit of the agency.

e. *Storm water discharge associated with industrial activity from construction activities*. In the case of a storm water discharge associated with construction activity, either the owner of the site or the general contractor.

The person who signs NPDES reports shall be the same, except that in the case of a corporation or a public body, monitoring reports required under the terms of the permit may be submitted by the person who is responsible for the overall operation of the facility from which the discharge originated.

Any person signing documents required by General Permit No. 3 is required to make the following certification:

Certification Statement

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 known violations.

The certification must include the name and title of the person providing the signature; the name, address and telephone number of the contracting firm; the site address or location; and the date the certification is made.

C. SWPPP LOCATION AND PUBLIC ACCESS

All SWPPPs are required to be maintained on-site. The SWPPP must be made available to the Department upon request. If the storm water from the facility or site discharges to a medium or large municipal storm sewer system, the SWPPP must be made available to the municipal operator of the system.

All SWPPPs received by the Department are considered to be reports that shall be made available to the public. However, the permittee may claim any portion of a SWPPP as confidential in accordance with Iowa Code Chapter 22 and Iowa Administrative Code 561 IAC 2.5.

D. REQUIRED SWPPP MODIFICATIONS

The Department may review the SWPP at any time and may notify the permittee that it does not meet one or more of the minimum standards established by the SWPPP requirements. In this case, the Department will notify the discharger of the changes that must be made to improve the SWPPP. The permittee shall make changes to the SWPPP and shall submit to the Department a written certification that the requested changes have been made. Unless otherwise provided by the Department, the permittee shall have 30 days after such notification to make the necessary changes.

E. NOTICE OF DISCONTINUATION

Storm water dischargers covered under General Permit No. 3 are required to notify the Department that the discharge has been discontinued. This notification is made using the Notice of Discontinuation (NOD) form, which is available on the Department's Storm Water Permits, Forms and Application Materials webpage at: https://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Permits-Guidance-Forms.

Within 30 days of the discontinuance of the discharge, the operator must submit a NOD to the email address indicated on the form. A Notice of Discontinuation (NOD) is not required to be sent when the operation of a mobile facility has ceased at a location and the facility is to be moved to another site.

F. RELOCATION OF A MOBILE FACILITY

When a mobile facility is moved to another site while still covered by a storm water permit, the Department must be notified in writing at least 24 hours **prior** to it being moved. Complete and submit the Notice of Relocation form, located on the Department's Storm Water Permits, Forms and Application Materials webpage at: https://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Permits-Guidance-Forms.

A proof of public notice is required if the site has not been previously authorized by the Department. Submit the Notice of Relocation to npdes.mail@iowa.dnr.gov.

A Notice of Discontinuation (NOD) is not required to be sent when the operation of a mobile facility has ceased at a location and the facility is to be moved to another site.

G. TRANSFERRING COVERAGE UNDER THE PERMIT

If the title is transferred for any facility or activity that has a storm water discharge associated with industrial activity covered under General Permit No. 3, the new owners are subject to all terms and conditions of the general permit. When the title is changed, the Department shall be notified within 30 days with the following information:

(1) Permit authorization number for the storm water discharge that is being transferred.
(2) Name, address, phone number, and email address of the permitted owner.
(3) Name, address, phone number, and email address of the new owner.
(4) Name, address, phone number, and email address of the contact person for the facility.
(5) Date of title transfer.

Submit the information to npdes.mail@iowa.dnr.gov.

PHASE 7
SPECIAL REQUIREMENTS

In addition to the minimum baseline BMPs discussed in previous sections, facilities may be subject to additional special requirements. Not all facilities will have to include these special requirements in their SWPPP. Be sure to read General Permit No. 3 closely for these special requirements, and review this Phase for additional guidance. In particular, the general permit includes special requirements for:

- facilities that discharge storm water through municipal separate storm sewer systems, and
- facilities with salt storage piles.

A. SPECIAL REQUIREMENTS FOR DISCHARGES THROUGH MUNICIPAL SEPARATE STORM SEWER SYSTEMS

Industrial facilities that discharge storm water through a municipal separate storm sewer system must comply with any applicable conditions established by the municipality's storm water management program. These facilities will be notified by the municipality of the requirements.

B. SPECIAL REQUIREMENTS FOR SALT STORAGE PILES

Salt storage piles at a site that falls under the definition of storm water discharge associated with industrial activity that are used for deicing or other commercial or industrial purposes shall be enclosed or covered to prevent exposure to precipitation. Please note that piles do not need to be enclosed or covered where storm water is not discharged to waters of the United States.

Iowa Department of Natural Resources
Worksheets for NPDES Storm Water General Permit #1

Worksheet #1 - Pollution Prevention Team Member Roster

Leader: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 1: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 2: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 3: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 4: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 5: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 6: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Member 7: _____ Title: _____

Office Phone: _____ Email: _____

Responsibilities: _____

Completed by: _____ Title: _____ Date: _____

Worksheet #2 - Developing a Site Map

Instructions: Draw a map of your overall facility site including property boundaries, all buildings, structures, paved areas, and parking lots. Draw the map to scale to the best of your ability. Also include the following on the map:

- An outline of the drainage area of each storm water outfall including:
  - Drainage patterns
  - Direction of flow
  - Discharge points (outfalls)

- Existing structural storm water pollution control measures (physically constructed features used to control storm water flows), such as:
  - Flow diversion structures
  - Retention/detention ponds
  - Vegetative swales
  - Sediment traps

- Name of receiving water (or if through a Municipal Separate Storm Sewer System)

- Location and name of surface water bodies, including any neighboring stream, river, lake, or water body receiving storm water discharges from the site

- Locations of past spills and leaks (during the past three years)

- Locations for each of the following activities (where exposed to storm water):
  - Fueling stations
  - Vehicle/equipment washing and maintenance area Areas for unloading/loading materials
  - Above-ground tank s for liquid storage
  - Industrial waste management area s (landfills, waste piles, treatment plants, disposal area s) Outside storage areas for raw materials, by-products, and finished products
  - Outside manufacturing or processing areas
  - Other areas of concern (specify): _____

Completed by: _____ Title: _____ Date: _____

Worksheet #3 - Material Inventory

Instructions: List all significant materials used, stored, handled, disposed, processed, or produced onsite. Assess and evaluate these materials for their potential to contribute pollutants to storm water runoff. **Complete Worksheet #4 if the material has been exposed to storm water during the last 3 years**.

Name of Material	Where is it located?	Quantity (units)			What is the likelihood of contact with the storm water? What conditions would cause contact with storm water? Explain.	Has any of this material been exposed to storm water in the last three years? (Yes or No)
		Used	Produced	Discharged		
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

Completed by: _____ Title: _____ Date: _____

Worksheet #4 - Description of Exposed Significant Material

Instructions: Based on your material inventory in Worksheet #3, describe the significant materials that were exposed to storm water during the past three years and/or materials that are currently exposed to storm water.

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)	Material Management Practices Used (Provide a narrative description of the materials management practices used that either: minimized contact with storm water, serve as structural or non-structural control measures to reduce pollutants in storm water, or treat storm water)

Completed by: _____ Title: _____ Date: _____

Worksheet #5 - History of Hazardous Condition Reporting

Instructions: Record below all spills and/or leaks of toxic or hazardous pollutants, which resulted in a Hazardous Condition that have occurred at the facility since October 1, 1989.

Date (MM/DD/YYYY)	Name of Material	Location (as indicated on the site map)	Reason for Spill or Leak	Preventative Measure(s) Taken to Prevent Reoccurrence of Spill or Leak

Completed by: _____ Title: _____ Date: _____

Worksheet #6A - Non-Storm Water Discharge Assessment and Certification

Instructions: Test or evaluate your outfalls for non-storm water discharge within 180 days of the discharge authorization date and fill in the table below with the appropriate information. Sign this form to certify the accuracy of the included information. Use the key from your site map to identify each outfall.

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 of Person Who Conducted the Test or Evaluation

Completed by: _____ Title: _____ Date: _____

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.

(Type or Print)

Name: _____ Official Title: _____

Email Address: _____ Phone Number: _____

Signature: _____ Date Signed: _____

Worksheet #6B - Non-Storm Water Discharge Assessment and Failure to Certify Notification

Instructions: If you cannot feasibly test or evaluate an outfall within 180 days of the discharge authorization date, fill in the table below with the appropriate information and sign this form to certify the accuracy of the 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.

Notice: A copy of this certification must be signed and kept onsite and made available to the Iowa Department of Natural Resources upon request.

Identify Outfall Not Tested or Evaluated	Description of Why Certification is Infeasible	Description of Potential Sources of Non-Storm Water Pollution

Completed by: _____ Title: _____ Date: _____

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.

(Type or Print)

Name: _____ Official Title: _____

Email Address: _____ Phone Number: _____

Signature: _____ Date Signed: _____

Worksheet #7 - Site Evaluation Summary

Instructions: List all identified storm water pollutant sources and describe existing management practices that address these sources.

Activity	Storm Water Pollutant Source	Pollutants of Concern (from existing information of estimation)	Describe Existing BMPs (pollution prevention measures)	Description of New BMP Options (identify BMP options for eliminating remaining sources of pollutants)
Loading / Unloading Operations				
Maintenance Operations / Equipment Cleaning Operations				
Outdoor Storage Operations				
Onsite Practices				
Dust or Particulate Generating Processes				
Above ground Liquid Storage Tanks				

Activity	Storm Water Pollutant Source	Pollutants of Concern (from existing information of estimation)	Describe Existing BMPs (pollution prevention measures)	Description of New BMP Options (identify BMP options for eliminating remaining sources of pollutants)
Outdoor Manufacturing and / or Process Operations				
Others				

Completed by: _____ Title: _____ Date: _____

Worksheet #8 - Best Management Practice (BMP) Identification

Instructions: Describe the Best Management Practices that you have selected to include in your pollution prevention plan. Also describe any additional BMPs (activity specific and site specific BMPs) that you have selected from Worksheet #7. For each of the BMPs, describe actions that will be incorporated into facility operations. Attach additional sheets if necessary.

BMPs	Brief Description of Activities
Good Housekeeping	
Preventative Maintenance	
Visual Inspections	
Spill Prevention Response	
Sediment and Erosion Control	
Storm water Management - Runon	
Storm Water Management - Runoff	
Additional BMPs (Activity specific and site specific chosen from Worksheet #7)	
Employee Training	

Completed by: _____ Title: _____ Date: _____