Department Note: As MS4 Permittees demonstrate compliance differently and MS4 Permittees may have different MS4 permit conditions, the following written program procedure is intended to provide ideas on various formats. Therefore, please note the provided example may not be appropriate, as is, for your community. Additionally, the following is a written program procedure that has been submitted to the Department by a MS4 Permittee. However, the MS4 Permittee name have been removed to keep them anonymous.

Storm Water Pollution Prevention Plan (SWPPP) for the Village of XYZ's Department of Public Works Site

Table of Contents

1) Overview

A) Site Description

Name of Facility: Village of XYZ's Department of Public Works Facility
Address: 1234 Campus Drive

The Village's Department of Public Works site is located at 1234 Campus Drive, approximately 0.5 miles north of State Trunk Highway XX and 0.25 miles east of XXth St. in the northwest quarter of Section 15, Town 3 North, Range 22 East.

Exhibit A shows the general location of the Department of Public Works site and Exhibit B shows the layout/ major features of the site.

This SWPPP covers the operations at the Village's Department of Public Works site. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the site, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff and provides for periodic review of this SWPPP.

B) Facility/SWPPP Team

Facility Contact: [redacted]
Public Works Highway Manager
[redacted]

SWPPP Preparer: [redacted]
Director of Public Works/Village Engineer
[redacted]

Site Inspector: [redacted]
Engineering Technician
[redacted]

C) SWPPP Goals

The primary goal of the Wisconsin Pollutant Discharge Elimination System (WPDES) permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff. This SWPPP will:

- Identify potential sources of storm pollutants to the municipal separate storm water drainage system and local water bodies;
- Identify and prescribe appropriate "source area control" type BMPs designed to prevent storm water contamination from occurring;
- Identify and prescribe structural type BMPs to reduce pollutants in contaminated storm water prior to discharge to receiving waters;
- Identify inspection and reporting protocol to oversee the SWPPP implementation.

2) Potential Sources of Pollutants

Located on the site are asphalt parking/ loading areas, various asphalt driveways/ roads, material storage, a salt storage building, a fuel dispensary, and an oil recycling area. Drainage facilities on the site consist primarily of storm sewers, with some grassed swale. Drainage on the site is self-contained, with internal drainage being routed via storm sewer to a storm water retention pond at the northeast comer of the site. The pond was designed to meet Village and NR 151 requirements for storm water detention and water quality (80% TSS removal, detention of the 2, 10 and 100-year, 24-hour storms detained to their mandated pre-development release rates).

The site is approximately 6 acres in size and is comprised of 0.75 acres of rooftop, 1.7 acres of pavement, and 3.55 acres open space. The developed portion of the site drains via storm sewer and grassed swale to the retention pond at the northeast comer of the site. Exhibit C identifies the drainage facilities and patterns located on-site.

Inventory of Potential Sources of Contamination

The following have been identified as potential sources of storm water contamination:

1. Fuel dispensary
2. Parking areas and transfer sites
3. Storage/ stockpiling of raw materials and equipment
4. Oil recycling facility

Runoff from crushed aggregate, topsoil, recycled asphalt and spoil stockpiles are likely contributors of suspended solids loadings. The fuel dispensary and oil recycling facilities could contribute to runoff contaminated with fuels/ oils deposited on pavement surfaces. The parking/ loading areas could produce increased loadings of suspended solids and trace metals.

1) Best Management Practices

A) Source Area Controls

To the maximum extent practicable, and to the extent it is cost effective, the use of source area control BMPs designated to prevent storm water from becoming contaminated will be used.

Materials Management

Stockpiled materials should be located on relatively level sites away from sources of concentrated storm water runoff. Stockpiles which are to remain inactive for more than 14 days should be covered to prevent suspension of solids in storm water runoff during rain events. In the event that stockpiled materials are stored in close proximity to a downstream catch basin/ storm sewer inlet, the appropriate inlet protection type (Type B and/or C) should be utilized to prevent excessive deposition of pollutants into the storm sewer system. Inlet protection devices should be inspected on a weekly basis or within 24 hours after a rainfall of 0.5" or more.

Fuel Dispensary

The Village is a licensed operator of 2 above ground storage tanks which are used to fuel the Village's municipal vehicles and equipment. Both the diesel and gasoline tanks are equipped with spill and overfill protection devices. Both tanks are monitored monthly for leaks. Should a spill occur during fueling activities, dry clean up methods will be employed.
During monthly monitoring of the tanks, the vehicle refueling area should be swept and any loose debris removed. The pumps, hoses and nozzles should be cleaned of any fuels with a damp cloth.

Oil Recycling Facility

The Village operates an oil recycling storage area on the south end of the site. The oil recycling vessel is surrounded by a raised curb, which directs any spilled oil to an oil separating catch basin within the surrounding curb line. A detail for this catch basin is provided in Exhibit D.

Parking Areas and Transfer Sites

Parking areas and transfer sites should be kept free of litter and loose debris. Routine, bi-weekly cleaning of these areas will prevent the suspension of metals, solids/sediments, and litter in storm water runoff during a rain event. Parking areas and transfer sites should be inspected monthly for litter and sediment build up. Litter from these areas should be removed and disposed of and areas of sediment build up should be swept.

B) Structural Controls

Structural control measures may be necessary to control pollutants that are still present in the storm water after the non-structural controls have been implemented. These types of controls are physical features that control and prevent storm water pollution. They can range from preventative measures to construction of a physical barrier or feature.

Detention Pond

Located on-site and downstream from the developed site is a Village-owned storm water retention facility. All storm water runoff from the developed portion of this site is routed through this facility. The pond was constructed in 2010 and was designed to meet Village and NR 151 requirements for storm water detention and water quality (80% TSS removal, detention of the 2, 10 and 100-year, 24-hour storms detained to their mandated pre-development release rates).

2) Spill Plan

No hazardous chemicals or materials will be stored for a significant length of time on the site. The primary cause of a potential spill would be a leak/spill from the heavy equipment used on site (i.e. oil, hydraulic fluid, etc.).

Spill Prevention Practices

- Maintain equipment to reduce the number of fuel and oil leaks.
- Store materials in properly designed containers, if applicable.
- Always transfer liquid materials carefully using funnels and employ spill pans/pads or other devices to prevent spills to the ground surface. All spills or drips should be cleaned up immediately.
- Use drip pans, spill pads, or equivalent containment measures during all petroleum transfer operations, and under or around leaky vehicles and equipment or store indoors. Drain fluids from equipment and vehicles prior to on-site storage or disposal.
- Store maintenance fluids in designated containers within the DPW building. Do not allow liquid products to leak onto the ground or into the storm sewer system.

Spill Response Equipment

- A spill response kit will be kept at the Department of Public Works building.
- The kit will contain:
    - Absorbent pads and/or absorbent material capable of absorbing 15 gallons of fuel/oil.
    - Absorbent boom, a minimum of 10 feet in length with a 12 gallon absorbent capacity.
    - Storm drain plug or cover kit.
    - Two 5-gallon buckets with lids.
    - Shovel.

Spill Response

An immediate response shall be taken for any spills. If spills pose a threat to the stormwater system, employees must inm1ediaetly retrieve the spill response kit from the Department of Public Works. Most spills should be contained using an absorbent to soak up liquid on the pavement surface.

Larger spills will be managed by placing absorbent material down gradient of the spill, then the proper clean up procedures will be assessed and implemented. Efforts will be made to contain and prevent the spread of the spill, particularly into the storm sewer system.

Reportable spills of hazardous substances include those that:

- impact or threaten to impact the environment (including to a sanitary sewer, storm sewer or surface water);
- create a fire, explosion or safety hazard (including slippery road conditions);
- are not immediately cleaned up or evaporated; or
- exceed state or federal rep01iabl equantities.

Spills that qualify as reportable should be repo1ied to the WDNR through their 24-hour emergency spill hotline: 1-800-943-0003

3) Inspection and Reporting

The form attached as Exhibit D will serve as the repo11ing form for the inspection and reporting of key elements within the Village's Department of Public Works site. This form may be revised from time to time based upon physical and operational changes on the site.

4) Employee Training

All employees who do or potentially could work at the Department of Public Works site shall review this document on an annual basis, and at such time that any substantive changes are made to the plan.


Mary Dr
Vona Dr
80th St
Campus Dr
Site Location
Campus Dr
80th St
Corporate Dr
Corporate Dr
Esri, HERE, Garmin, (c) OpenStreetMap contribut
N
1 inch = 300 feet
Exhibit "A"
Date: 4/14/2020
Drawn By: thever

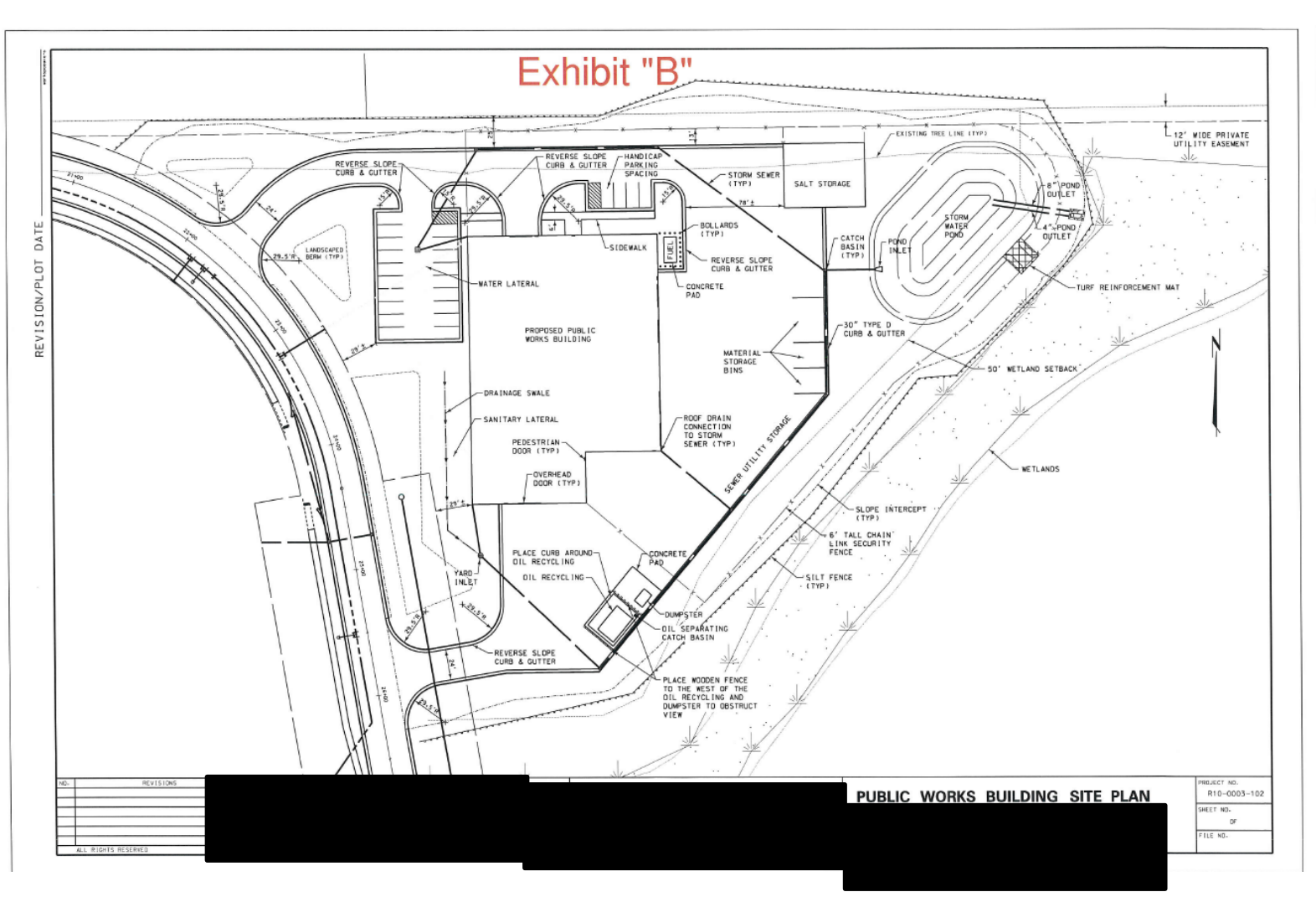


Exhibit "B"
REVISION/PLOT DATE
REVERSE SLOPE CURB & GUTTER
REVERSE SLOPE CURB & GUTTER
HANDICAP PARKING SPACING
STORM SEWER (TYP)
SALT STORAGE
EXISTING TREE LINE (TYP)
12' WIDE PRIVATE UTILITY EASEMENT
8" POND OUTLET
4" POND OUTLET
STORM WATER POND
LANDSCAPED BERM (TYP)
BOLLARDS (TYP)
SIDEWALK
FUEL
REVERSE SLOPE CURB & GUTTER
CATCH BASIN (TYP)
POND INLET
WATER LATERAL
CONCRETE PAD
TURF REINFORCEMENT MAT
PROPOSED PUBLIC WORKS BUILDING
30" TYPE D CURB & GUTTER
MATERIAL STORAGE BINS
50' WETLAND SETBACK
DRAINAGE SWALE
SANITARY LATERAL
ROOF DRAIN CONNECTION TO STORM SEWER (TYP)
PEDESTRIAN DOOR (TYP)
OVERHEAD DOOR (TYP)
SEWER UTILITY STORAGE
WETLANDS
SLOPE INTERCEPT (TYP)
6' TALL CHAIN LINK SECURITY FENCE
PLACE CURB AROUND OIL RECYCLING
CONCRETE PAD
OIL RECYCLING
YARD INLET
SILT FENCE (TYP)
DUMPSTER
OIL SEPARATING CATCH BASIN
REVERSE SLOPE CURB & GUTTER
PLACE WOODEN FENCE TO THE WEST OF THE OIL RECYCLING AND DUMPSTER TO OBSTRUCT VIEW
NO.
REVISIONS
ALL RIGHTS RESERVED
PUBLIC WORKS BUILDING SITE PLAN
PROJECT NO.
R10-0003-102
SHEET NO.
OF
FILE NO.

Exhibit "C"

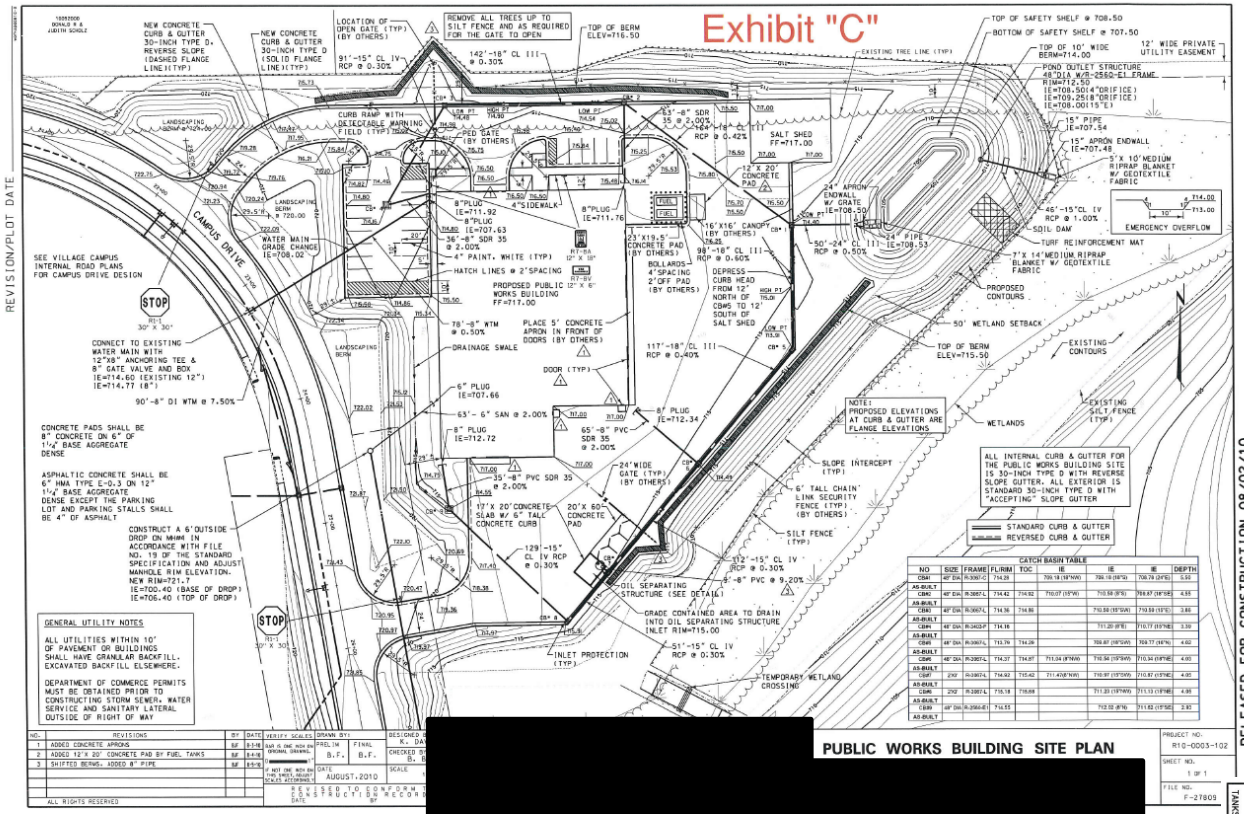
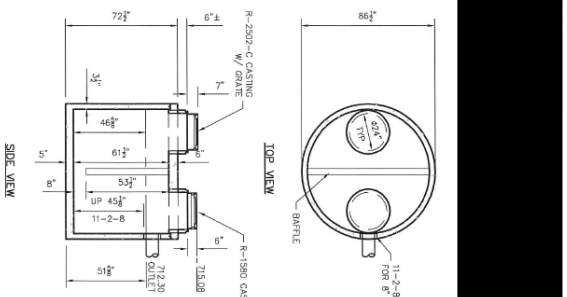


Exhibit "D"



TANK SPECIFICATIONS

WEHD1000

DIMENSIONS:
WALL: 3 1/2"
BOTTOM: 8"
MANHOLE: 24" I.D. PRECAST CONCRETE RISER
OUTSIDE DIAMETER: 86 1/2" O.D.
BELOW INLET: --
LIQUID LEVEL: 46 5/8"
WEIGHT TANK: 10,000 LBS.
INLET AND OUTLET: 11-2-8 BOOT, GASKET OR EQUAL
WEIGHT, COVER 3,000 LBS.

BAFFLE AS NOTED.

LIQUID CAPACITY: 21.50 GAL/IN
LOADING DESIGN: 12' 0" UNSATURATED SOIL / HS-
COVER: MIX DESIGN #8 (NO FIBER)
TANK: MIX DESIGN #8 (NO FIBER)

DRAWINGS SUBMITT
FOR APPROVAL
APPROVED BY: _
APPROVAL DATE: _
PRODUCTS NEEDED BY: _

[redacted]

Exhibit "E"

Pollution Prevention Plan Inspection Form
Village's Department of Public Works Site

Materials Management and Storage

	Yes	No	Comment
1. Material piles located away from concentrated sources of runoff:	☐	☐	_____
2. Storage areas free of litter and sediment:	☐	☐	_____
3. Inactive material piles are covered:	☐	☐	_____
4. Material piles located away from catch basins:	☐	☐	_____
5. If answer to No. 4 (above) is no, proper inlet protection is installed and functioning:	☐	☐	_____

Remarks: _____

_____

_____

_____

Parking Areas and Transfer Sites

	Yes	No	Comment
1. Parking areas and transfer sites free of litter and debris:	☐	☐	_____
2. Parking areas and transfer sites free of sediment:	☐	☐	_____
3. Parking areas and transfer sites need sweeping:	☐	☐	_____

Remarks: _____

_____

_____

_____

Fuel Dispensary

	Yes	No	Comment
1. Dispensing area clean:	☐	☐	_____
2. Pump surfaces, hoses and nozzles free of fuel:	☐	☐	_____
3. Fuel spill clean up materials are readily available:	☐	☐	_____
4. Storage tanks, pumps and nozzles are in proper working order:	☐	☐	_____

Remarks: _____

_____

_____

_____

Oil Recycling and Storage

	Yes	No	Comment
1. Curb surrounding oil storage is intact and functioning:	☐	☐	_____
2. Oil separating catch basin is functioning and grate is free of litter/debris:	☐	☐	_____

Remarks: _____

_____

_____

_____

Detention Pond

	Yes	No	Comment
1. Side slopes, embankments, access shelves and spillways are mowed and kept free of woody debris	D	D	
2. Outlet structure is free of plugs and structurally sound	D	D	
3. Sediment depths in pond are within design parameters (check evely 3-5 years)	D	D	
5. Area downstream of pond discharge is free of erosion, debris and woody vegetation	D	D	
6. Side slopes, embankments, access shelves and spillways are free of erosion, cracking and failure	D	D	

Remarks: _____