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 PROGRAM

REVISED
November 2024

GENERAL FACILITY INFORMATION

Name of Facility: Village of ABC DPW Yard

Facility Address: [redacted]

[redacted]

Facility Contact: [redacted]

Title: Department of Public Works Superintendent

Phone: [redacted]

Mobile: [redacted]

Owner: Village of ABC

Operator: [redacted]

WPDES Permit Information:

Permit Number: WPDES Permit No. WI-S065404-2

Initial Date of Coverage: April 1, 2020

Permit Expiration Date: March 31, 2025

Number of Storm Water Major Outfalls: 18

Receiving Waters: Menomonee & Kinnickinnic Rivers

Emergency Contact:

Name: [redacted]

Phone: [redacted]

INTRODUCTION AND OBJECTIVES

This storm water pollution prevention plan (SWPPP) covers the operations at the Village of ABC's Department of Public Works Facilities and other municipally owned properties. The plan was developed as required under Part III.E of the Village's original WPDES permit No. WI-S050130-1. The SWPPP has been updated under Part II. G of WPDES permit No. WI-S065404-2. This SWPPP contains the following information:

1. Describes the facility(s) and operations;
2. Identifies potential sources of storm water pollution on municipally owned properties;
3. Identifies and prescribes appropriate "source area control" and "storm water treatment" type best management practices (BMPs) to prevent and reduce contamination of storm water prior to discharge; and
4. Recommends appropriate best management practices (BMPs) and an implementation schedule to reduce the discharge of pollutants in storm water runoff.

Municipal Garage & Storage Areas

The Village's Department of Public Works Yard is located behind the Village's Fire Department Engine House. Access to the facility is obtained via a shared driveway with the fire station facility. The DPW facility's address and contact information are:

The DPW facility serves as a staging and storage area for residential yard waste, and equipment and materials used for Village operations. The entire DPW facility is paved.

Structures located at the DPW facility consist of one building that serves as an office and lunchroom for personnel, a garage for storage and maintenance of DPW vehicles, and a storage area for liquid chemicals. It also contains an area designated for light maintenance and washing of vehicles, such as police cars, and equipment. Detergents used for washing are phosphate-free and biodegradable. Liquid chemicals stored inside the DPW garage include anti-freeze and motor oil, which are securely stored in covered drums. Since all vehicles are stored within the garage, chemicals could be contained in the event of a spill. The floor drains within the garage are connected to the sanitary sewer system, while the roof drains of the building are connected to the storm sewer system or discharge to splash blocks at grade along the exterior of the building.

Outdoor uncovered operations include a yard waste area, wood chip piles, large wood/limb storage area, scrap piping material storage, aggregate piles, a dewatering debris pile collected by the street sweeper, and other miscellaneous equipment and materials storage. The sweeper debris remains in the uncovered

pile in the back of a Village truck and is hauled, twice per month, to the Advanced Waste Emerald Park landfill for disposal. The facility no longer stores pesticides or herbicides on-site. All fuel required for vehicle operation is obtained from the City of XYZ's DPW yard through an intergovernmental agreement. The solid waste that is collected on-site is also hauled off-site, twice per month, and disposed of at the Advanced Waste Emerald Park Landfill. The DPW yard drains to various low-points in the yard via catch basins. Ultimately the system discharges directly to the Kinnickinnic River via storm sewer outfall 12 southeast of the DPW facility.

Education of Municipal Personnel

The following efforts shall be completed annually by the Village to keep all municipal personnel educated on storm water management issues and regulations in place:

1. New employees will receive initial training in storm water pollution prevention prior to beginning their work assignments. Thereafter, training is provided as needed by facility employees. The training program shall address the following topics:
    a. Spill Prevention and Response – identify potential spill areas and drainage routes, how to report spills, proper material handling procedures, and how to implement the facility's spill response procedures. Oil-Dri is available inside in the case of a spill. If a spill does occur, the Village staff will notify the Fire Department located directly north of the DPW facility.
    b. Good Housekeeping – instruction on proper clean up frequencies of work areas to prevent storm water contamination, and location and proper usage of housekeeping equipment. Debris piles outside should be contained to the storage bin areas and if not, should be cleaned up as soon as possible.
    c. Material Management Practices – instruction on maintaining materials in an organized manner, location and markings of toxic and hazardous substances, and proper and safe handling procedures for toxic and hazardous substances.
2. Regular briefings on the progress of storm water programs, policies and procedures relating to storm water, and storm water regulations will be given by the Village Engineer at Village Board Meetings and Staff Meetings.
3. Staff will be encouraged to attend area training and education sessions on stormwater-related topics such as erosion control techniques and proper winter salting applications.
4. Current storm water information will be made available to staff through staff meetings and internal emails.

Potential Sources of Pollutants

Attached Figure 1 presents a site map of the Village's DPW facility showing the following features:

1. How storm water drains on, through and from the facility to groundwater, surface water or wetlands
2. The facility property boundaries;
3. A depiction of the storm drainage collection and disposal system including all surface and subsurface conveyances;
4. Any secondary containment structures;
5. The location of all outfalls that discharge channelized flow to surface water, ground water or wetlands, including outfalls recognized as permitted outfalls under another WPDES permit, numbered for reference;

6. The drainage area boundary for each outfall
7. The surface area in acres draining to each outfall, including the percentage that is impervious such as paved, roofed or highly compacted soil, and the percentage that is pervious such as grassy areas and woods;
8. Existing structural storm water controls;
9. The name and location of receiving waters; and
10. The location of activities and materials that have the potential to contaminate storm water.

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

1. Storage (brine, oil, etc.) maintenance areas for material handling equipment;
2. Access roads/driveways;
3. Street sweeping debris, aggregate, wood (chipped and full limbs), and yard waste collection piles;
4. Vehicle maintenance and cleaning areas;
5. Paint testing area;
6. Any other areas capable of contaminating storm water runoff.

Measures to Reduce Municipal Sources of Contamination

To reduce municipal sources of contamination the following actions will be implemented:

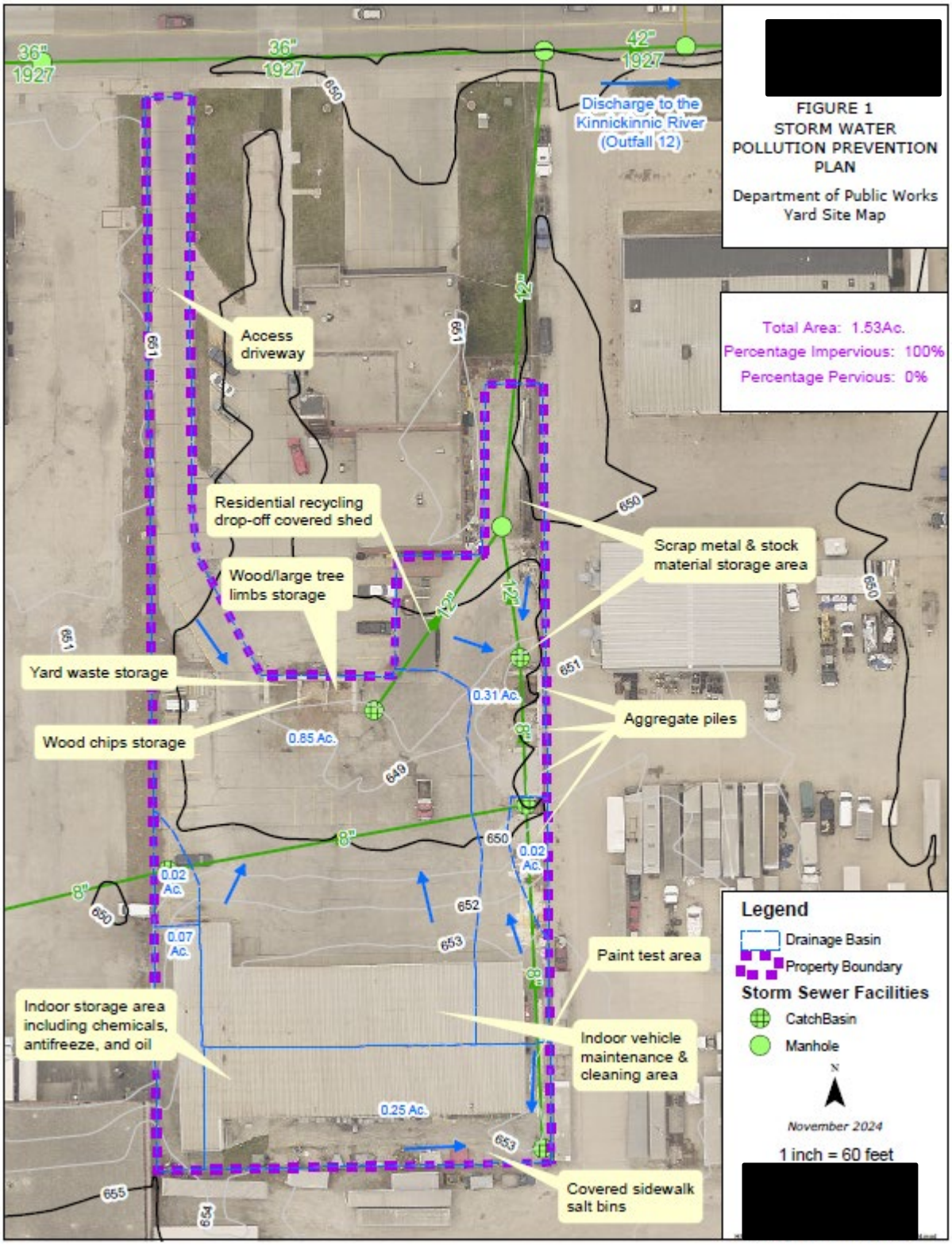
1. Source Area Controls – to the maximum extent practicable, and to the extent it is cost effective, the use of source area control best management practices designed to prevent storm water from becoming contaminated will be used. Some examples of source area controls are as follows:
    a. Erosion Control Measures – areas that are prone to soil erosion are protected to keep soil out of the storm water discharge.
    b. Preventive Maintenance – regular inspection, testing, and cleaning of municipal equipment and operational systems. (Examples: storage tanks for waste fluids, structural controls, etc.)
    c. Quarterly Inspection of the DPW facility for possible pollutant contamination. The inspection is completed by the DPW Director or Foreman, who will determine the severity of any issues that arise. Actions will be taken as soon as possible after the inspection is completed. A template inspection form has been included at the end of this narrative.
    d. Sweep the DPW yard monthly to prevent possible contaminants from draining into the storm sewer system.
    e. Paint testing will only occur during dry weather periods to avoid any contamination of stormwater.
    f. Yard waste, street sweeping materials will be stored on site for a short period of time and then hauled off-site twice per month. Street sweeping and catch basin materials are stored in a covered truck until hauled off-site. Any storage debris that are left outside of their designated bins should be removed and cleaned as soon as possible.
    g. Storage materials such as brine, oil, and other fluids are stored inside. All floor drains tie into the Village sanitary system.

h. Vehicle maintenance and cleaning are conducted within the building in the case of a spill. All floor drains tie into the Village sanitary system.

RECORD KEEPING AND REPORTING

All reports and records will be retained for a minimum of three years and made available to the WDNR upon request.

ROUTINE INSPECTION FORM - PUBLIC WORKS FACILITY				
Inspector:	**Date:**			
Potential Pollutant Sources	**Yes**	**No**	**If No, Describe Location & Action Needed**	**Initial & Date After Action is Completed**
A. Material and waste storage areas are maintained in good condition to minimize discharge of pollutants.				
B. Any oil leaks or spills present are properly contained by drip pans or absorbents. Absorbents are picked up and properly disposed of in a timely manner.				
C. Containers and above ground storage tanks are in sound condition (check for corroded or damaged containers, supports, and valves).				
D. Fueling area and underground storage tanks in good condition.				
E. Road salt is stored properly.				
F. Vehicle and equipment maintenance areas in sound condition.				
G. Grounds do not show signs of erosion.				
H. Washwater tanks in good working order.				
Annual Inspection Item (Complete 1Q)				
I. The site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed in the SWPPP are being implemented, properly operated and adequately maintained.				


[redacted]
FIGURE 1
STORM WATER POLLUTION PREVENTION PLAN
Department of Public Works Yard Site Map
Total Area: 1.53Ac.
Percentage Impervious: 100%
Percentage Pervious: 0%
Discharge to the Kinnickinnic River (Outfall 12)
Access driveway
Residential recycling drop-off covered shed
Wood/large tree limbs storage
Yard waste storage
Wood chips storage
Scrap metal & stock material storage area
Aggregate piles
Paint test area
Indoor storage area including chemicals, antifreeze, and oil
Indoor vehicle maintenance & cleaning area
Covered sidewalk salt bins
0.31 Ac.
0.85 Ac.
0.02 Ac.
0.02 Ac.
0.07 Ac.
0.25 Ac.
36" 1927
36" 1927
42" 1927
12"
8"
650
651
652
653
654
655
649
Legend
Drainage Basin
Property Boundary
Storm Sewer Facilities
CatchBasin
Manhole
N
November 2024
1 inch = 60 feet
[redacted]