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.

XYZ University
Facilities Management
Landscaping Materials Facility
SWPPP

Dates of Revisions
10-2024

The following written program procedure was submitted to the Wisconsin DNR by a MS4 Permittee. However, the MS4 Permittee name have been removed to keep them anonymous. Uploaded to MS4 BMP Menu January 2025.

Introduction

The purpose for the implementation of the Landscaping Materials Facility SWPPP is to prevent, to the maximum extent possible, the release of pollutants in stormwater from University campus to waters of the state. The objectives of this plan are:

- Review known and potential sources of pollutants that could discharge from the site in stormwater
- Describe implemented practices to prevent or control the release of pollutants in stormwater discharges

Facility Description

The Landscaping Materials Facility (LMF) is located on campus (XXX Wood Rd), north of the Facilities Management Center (Appendix A – Location Map). The LMF comprises an equipment storage shed, compost piles, and piles of other landscaping materials (mulch, stone).

Site Operations

The LMF is used to store landscaping materials for use on campus. Woodchips are brought in throughout the year and used to cover planter beds and trails on campus. Gravel and high-quality mulch are also stored on site and then used around campus.

In general, leaf clippings and leaves are mulched in place on turfgrass. If the grass is too long or leaves are too thick to mulch in, they can be brought to the LMF and placed in a compost pile. The compost, when finished, is used around campus to improve soil quality.

Site Drainage

As identified in the Campus Storm and Sewer Map, the LMF does not have any storm sewer drains at the site. There is a small asphalt pad, but most of the facility is gravel and grass. Water generally flows to the east and into the natural areas, where it is absorbed into the ground (Appendix B – Drainage Map).

Pollution Prevention Team

The SWPPP coordinator for XYZ University is the Sustainability Coordinator. The SWPPP Coordinator's duties include the following:

- Serve as the University's contact with the WDNR
- Coordinate the implementation of the SWPPP
- Coordinate with designated site managers to implement maintenance practices identified as BMPs in this plan, including housekeeping, monitoring procedures, and ensuring the integrity of the structural BMPs
- Coordinate with designated site managers to implement employee training
- Coordinate with designated site managers to implement or provide for inspection or monitoring activities
- Identify other potential pollutant sources and incorporate them into this plan
- Identify any deficiencies in the SWPPP and revise as needed
- Prepare and submit reports
- Incorporate any changes in facility operation in the SWPPP
- Designate duties as needed to ensure they are completed to the satisfaction of the SWPPP

If the Sustainability Coordinator is not available, the Chief Facilities Officer is designated as a secondary contact. See Table 1 for contact information.

SWPPP Team Role	Title	Office Phone Number	Email
SWPPP Coordinator	Sustainability Coordinator	[redacted]	[redacted]
SWPPP Assistant Coordinator	Chief Facilities Officer	[redacted]	[redacted]

Table 1. SWPPP Team Contact Information.

Potential Sources of Stormwater Pollutants

Significant Materials Inventory

Table 2 identifies significant materials in use and stored in the facility that may potentially impact stormwater runoff quality.

Material	Chemical/Physical Description	Stormwater Pollutants
Grass clippings	Grass	Nutrients, bacteria
Woodchips	Wood	Debris
Lubricants	Oily liquid	Heavy Metals, Oil

Table 2. Significant materials inventory.

Potential Areas for Stormwater Contamination

This section of the SWPPP describes the practices that are currently implemented to prevent or control the release of pollutants in stormwater discharges. The locations that have the potential to negatively impact stormwater runoff with any of the significant materials presented in Table 2, above, are described in detail in below and labelled on the Location Map (Appendix C – Layout Map).

Location 1- Equipment Shed

There are no floor drains in this building, so all spills should be contained and cleaned up when they occur.

Potential Contaminants: Equipment leaks could run outside if not repaired. There is no drain inside the shed.

Best Management Practices:

- Keep vehicles in good working order, checking for leaks
- Keep spill kits stocked
- Promptly clean up leaks, properly dispose of waste

Location 2- Material Piles

Potential Contaminants: If compost piles are not properly maintained, excess nutrients and bacteria can run off into the environment. Mulch and stone can wash away if piles are not properly maintained.

Best Management Practices:

- Purchased materials:
    - Keep purchased stone and mulch in distinct, separate piles
- Compost:
    - There should be two windrow compost piles going at a time – one to add material to and one to actively compost. Do not add sticks greater than 1" diameter. A third, finished pile can be spread around campus to improve soil quality

    - Total material must be less than 50 cubic yards. Each pile should be approximately 10’ wide x 54’ long x 5’ tall
    - Turn compost once per week. Take temperature measurements 3 days after turning at 12” and 48” in the pile. Temperature should be > 131 F for at least 15 days to kill pathogens.
    - After compost finishes and cools, spread it on campus
- Arborist Mulch
    - Any dropped off mulch should remain in a manageable pile. Discontinue deliveries if the pile becomes too large to use in a single year
    - Don’t add other waste to the mulch pile
    - For branches > 1” diameter, create a separate pile and rent a chipper annually to make mulch.

Facility Inspection Plan

Quarterly Visual Inspections

Visual observations made of the LMF will be recorded in the Quarterly Visual Inspection Form (Appendix D – Quarterly Visual Inspection Form). The information reported shall include the inspection date, inspection personnel, weather conditions, site conditions, visual quality of the stormwater discharge (if present), and probable sources of any observed stormwater contamination (if present).

Annual Stormwater Compliance Inspection

The LMF will be inspected annually to evaluate the effectiveness of the SWPPP. The inspection will verify that 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. The inspection will also determine if site operations have changed since development of this SWPPP. If operational changes have been made, the SWPPP Coordinator will determine if those changes will impact stormwater quality and develop BMPs to address the change.

Information collected from the annual visual inspection will be recorded on the Annual Stormwater Compliance Inspection Form (Appendix E – Annual Stormwater Inspection Compliance Form). Information recorded shall include the inspection date, inspection personnel, recent precipitation, major observations corrective actions needed, and revisions needed in the SWPPP. All operational changes and BMPs will be recorded in this Plan.

Compliance and Reporting Requirements

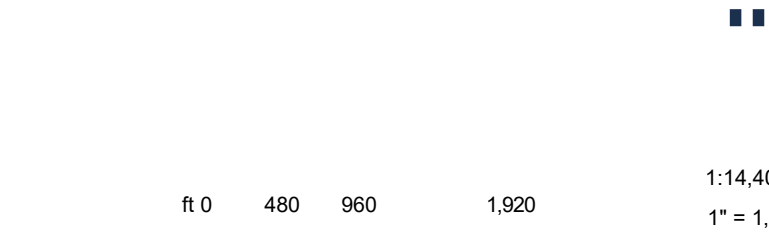
Employee Training

The employee training program implemented to educate employees about the requirements of the SWPPP includes hands-on training in spill prevention and response, good housekeeping, proper material handling, disposal and control of waste, container filling and transfer, proper storage, washing, and inspection procedures. All new employees are trained within one month of their start date. Department supervisors organize and mandate training for all employees for any new procedures, BMPs, or equipment handling as needed.

Plan Amendment Provisions

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact stormwater, the SWPPP will be amended appropriately. The amended SWPPP will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities. The Plan will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling stormwater pollutants discharged to surface waters. All Plan amendments and revisions will be documented on the revision table in the beginning of this document.

Appendix A – Location Map


ft 0
480
960
1,920
1:14,406
1" = 1,200'

Date Printed: 9/27/2024

Appendix B – Drainage Map

[redacted]

1:14,406

1" = 1,200'

Date Printed: 9/27/2024

Appendix B – Drainage Map

[redacted]

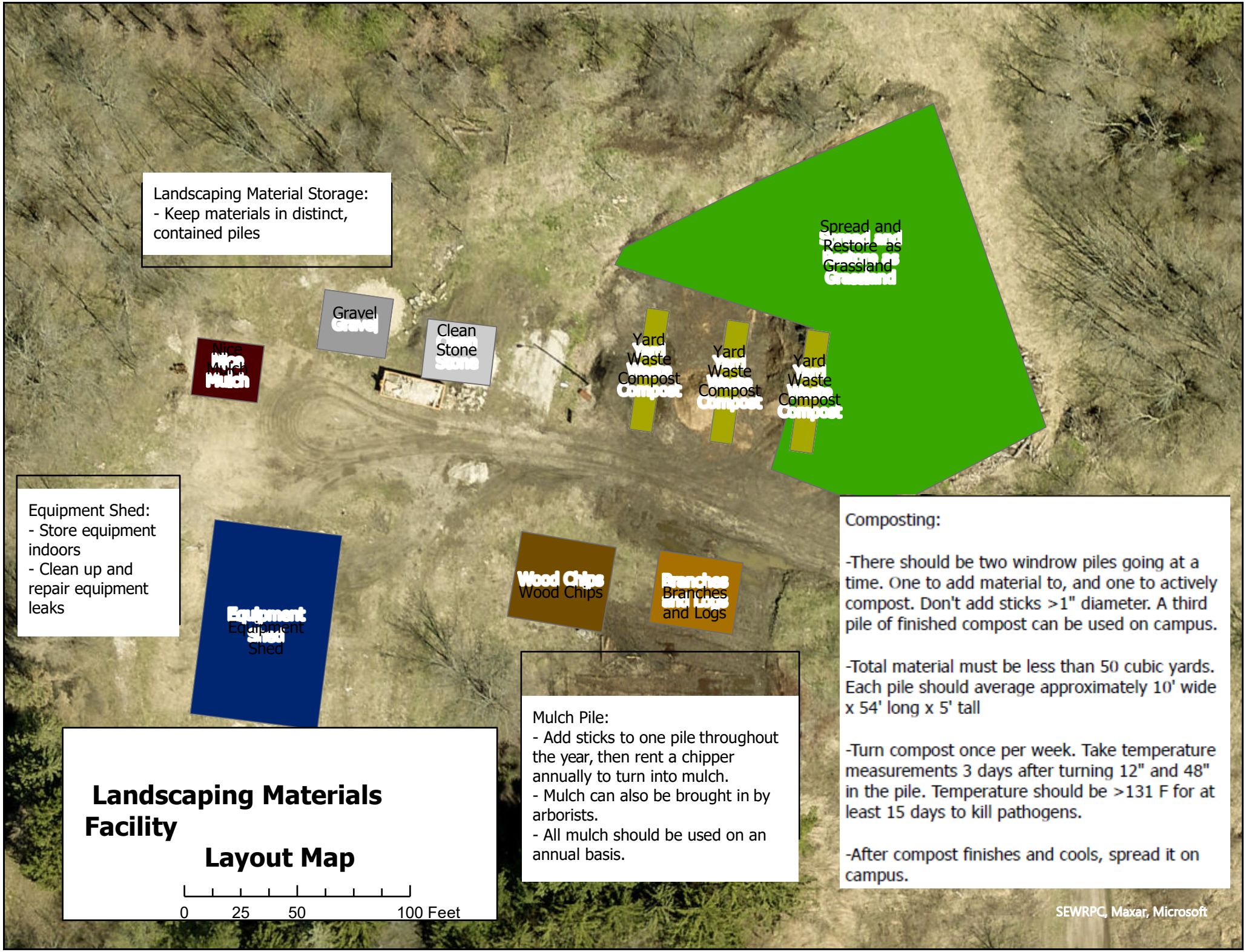
1:1,120

1" = 93'

DISCLAIMER This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

Date Printed: 9/27/2024

Appendix C – Layout Map


Landscaping Material Storage:
- Keep materials in distinct, contained piles
Spread and Restore as Grassland
Gravel
Clean Stone
Nice Mulch
Yard Waste Compost
Yard Waste Compost
Yard Waste Compost
Equipment Shed:
- Store equipment indoors
- Clean up and repair equipment leaks
Equipment Shed
Wood Chips
Branches and Logs
Mulch Pile:
- Add sticks to one pile throughout the year, then rent a chipper annually to turn into mulch.
- Mulch can also be brought in by arborists.
- All mulch should be used on an annual basis.
Composting:
-There should be two windrow piles going at a time. One to add material to, and one to actively compost. Don't add sticks >1" diameter. A third pile of finished compost can be used on campus.
-Total material must be less than 50 cubic yards. Each pile should average approximately 10' wide x 54' long x 5' tall
-Turn compost once per week. Take temperature measurements 3 days after turning 12" and 48" in the pile. Temperature should be >131 F for at least 15 days to kill pathogens.
-After compost finishes and cools, spread it on campus.
Landscaping Materials Facility
Layout Map
0 25 50 100 Feet
SEWRPC, Maxar, Microsoft

Appendix D – Quarterly Visual Inspection Form

Landscaping Materials SWPPP Quarterly Inspection Form

Inspection Date	Inspectors Name	Weather	Compost Pile				Mulch				Equipment Shed				Other
			Leachate, Odor*		Proper Size		Excess Material		Contained Pile		Stains		Leaks		
			Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	

* Compost should smell earthy if decomposing correctly. If the compost is anaerobic, it will smell foul, like rotten eggs and manure. This typically occurs when the compost is too wet, has too much “green” material, or needs to be turned more frequently

Inspection Date	Inspectors Name	Location	Corrective Action Record			
			Compost	Mulch Pile	Fluid Cleanup	Other

Appendix E – Annual Stormwater Inspection Compliance Form

Landscaping Materials SWPPP Annual Inspection Form

Date:_____ Precipitation (in) in past 24 hours:_____

Inspector(s):_____

	No Issues Observed	Action(s) Needed	Corrective Actions Required/Comments
Compost Pile			
• Size (2 piles, less than 50 CY)	☐	☐	
• Bad odor or leachate*	☐	☐	
• Using finished compost	☐	☐	
Mulch Pile			
• Material Tracking	☐	☐	
• Appropriate size	☐	☐	
• Contained Pile	☐	☐	
Equipment Shed			
• Locked	☐	☐	
• Spill Kit	☐	☐	
• Leaks/Spills	☐	☐	

* Compost should smell earthy if decomposing correctly. If the compost is anaerobic, it will smell foul, like rotten eggs and manure. This typically occurs when the compost is too wet, has too much "green" material, or needs to be turned more frequently

Notes on revisions to SWPPP needed: