

💧 APPLICATION INSTRUCTIONS 💧

For the 1200-Z, 1200-A or 1200-COLS General NPDES Stormwater Permit

The City of Portland is the authorized agent for the Oregon Department of Environmental Quality (DEQ) in receiving applications and administering the general stormwater permits for industrial sites within City limits. Once the following items are completed, the City will process the application packet and the DEQ will issue a new permit. The application packet submitted to the City must contain the following:

- ❑ A **Land Use Compatibility Statement (LUCS)** form must be processed and submitted as part of the application. The LUCS is processed by the City's Bureau of Development Services (BDS), Planning & Zoning Team. Please contact the City's Zoning Department at 503-823-7526 for more information about the current LUCS fee. **It is highly recommended that you initiate the LUCS review process immediately, as it may take several weeks.**
- ❑ A complete and accurate **Storm Water Pollution Control Plan (SWPCP)** developed in accordance with *Schedule A* of the permit. This is a document that describes the stormwater drainage at your site and the Best Management Practices that will be employed for reducing pollutants in stormwater runoff. It is an important item that can take several weeks to research and develop, so do not wait for your application deadline to complete this task. A guidance document is available for your reference at:
<http://www.deq.state.or.us/wq/wqpermit/docs/general/1200indguide.pdf>
- ❑ An **SWPCP Checklist** is included with this application packet. It must be filled out and submitted with your packet. This is used in the review process to ensure that your SWPCP meets the conditions of the permit.
- ❑ Completed form: **Application – NPDES Industrial Stormwater General Permit**. Use the detailed instruction sheet for assistance in completing this form. If you have any questions regarding the completion of the form, such as determining Latitude and Longitude, you can contact City staff at the phone number listed below for assistance.
- ❑ **A check made payable to the City of Portland for the amount of \$1932**, which includes the new permit application fee (*effective January 4, 2016*) and the annual fee for the first year.

SUBMIT THE APPLICATION PACKET TO:

**City of Portland
BES Industrial Stormwater Program
Water Pollution Control Lab
6543 N Burlington Ave.
Portland OR 97203-5452**

If you have any questions about completing your application, please contact the Industrial Stormwater Program at (503) 823-5320 or the Permit Manager that has been working with you.

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LAND USE COMPATIBILITY STATEMENT

What is a land use compatibility statement?

A LUCS is a form developed by DEQ to determine whether a DEQ permit or approval will be consistent with local government comprehensive plans and land use regulations.

Why is a LUCS required?

DEQ and other state agencies with permitting or approval activities that affect land use are required by Oregon law to be consistent with local comprehensive plans and have a process for determining consistency. DEQ activities affecting land use and the requirement for a LUCS may be found in Oregon Administrative Rules (OAR) Chapter 340, Division 18.

When is a LUCS required?

A LUCS is required for nearly all DEQ permits and certain approvals of plans or related activities that affect land use prior to issuance of a DEQ permit or approval. These permits and activities are listed in section 1.D on p. 2 of this form. A single LUCS can be used if more than one DEQ permit or approval is being applied for concurrently.

Permit modifications or renewals also require a LUCS when any of the following applies:

1. Physical expansion on the property or proposed use of additional land;
2. Alterations, expansions, improvements or changes in method or type of disposal at a solid waste disposal site as described in OAR 340-093-0070(4)(b);
3. A significant increase in discharges to water;
4. A relocation of an outfall outside of the source property; or
5. Any physical change or change of operation of an air pollutant source that results in a net significant emission rate increase as defined in OAR 340-200-0020.

How to complete a LUCS:

Step	Who Does It?	What Happens?
1	Applicant	Applicant completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.
2	City or County Planning Office	City or county planning office completes Section 2 of the LUCS to indicate whether the activity or use is compatible with the acknowledged comprehensive plan and land use regulations, attaches written findings supporting the decision of compatibility, and returns the signed and dated LUCS to the applicant.
3	Applicant	Applicant submits the completed LUCS and any supporting information provided by the city or county to DEQ along with the DEQ permit application or approval request.

Where to get help:

For questions about the LUCS process, contact the DEQ staff responsible for processing the permit or approval. DEQ staff may be reached at 1-800-452-4011 (toll-free, inside Oregon) or 503-229-5630. For general questions, please contact DEQ land use staff listed at: www.deq.state.or.us/pubs/permithandbook/lucs.htm.

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, ext. 232.

**Oregon Department of Environmental Quality
LAND USE COMPATIBILITY STATEMENT (LUCS)**

p. 1 of 2

SECTION 1 - TO BE COMPLETED BY APPLICANT

1A. Applicant Name:	1B. Project Name:		
Contact Name:	Physical Address:		
Mailing Address:	City, State, Zip:		
City, State, Zip:	Tax Lot #:		
Telephone:	Township:	Range:	Section:
Tax Account #:	Latitude:		
	Longitude:		

1C. Describe the project, include the type of development, business, or facility and services or products provided (attach additional information if necessary):

1D. Check the type of DEQ permit(s) or approval(s) being applied for at this time.

<input type="checkbox"/> Air Quality Notice of Construction	<input type="checkbox"/> Pollution Control Bond Request
<input type="checkbox"/> Air Contaminant Discharge Permit (<i>excludes portable facility permits</i>)	<input type="checkbox"/> Hazardous Waste Treatment, Storage, or Disposal Permit
<input type="checkbox"/> Air Quality Title V Permit	<input type="checkbox"/> Clean Water State Revolving Fund Loan Request
<input type="checkbox"/> Air Quality Indirect Source Permit	<input type="checkbox"/> Wastewater/Sewer Construction Plan/Specifications (<i>includes review of plan changes that require use of new land</i>)
<input type="checkbox"/> Parking/Traffic Circulation Plan	<input type="checkbox"/> Water Quality NPDES Individual Permit
<input type="checkbox"/> Solid Waste Land Disposal Site Permit	<input type="checkbox"/> Water Quality WPCF Individual Permit (<i>for onsite construction-installation permits use the DEQ Onsite LUCS form</i>)
<input type="checkbox"/> Solid Waste Treatment Facility Permit	<input type="checkbox"/> Water Quality NPDES Stormwater General Permit (<i>1200-A, 1200-C, 1200-CA, 1200-COLS, and 1200-Z</i>)
<input type="checkbox"/> Solid Waste Composting Facility Permit (<i>includes Anaerobic Digester</i>)	<input type="checkbox"/> Water Quality General Permit (<i>all general permits, except 600, 700-PM, 1700-A, and 1700-B when they are mobile.</i>)
<input type="checkbox"/> Conversion Technology Facility Permit	<input type="checkbox"/> Water Quality 401 Certification for federal permit or license
<input type="checkbox"/> Solid Waste Letter Authorization Permit	
<input type="checkbox"/> Solid Waste Material Recovery Facility Permit	
<input type="checkbox"/> Solid Waste Energy Recovery Facility Permit	
<input type="checkbox"/> Solid Waste Transfer Station Permit	
<input type="checkbox"/> Waste Tire Storage Site Permit	

1E. This application is for: Permit Renewal New Permit Permit Modification Other:

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

Instructions: Written findings of fact for all local decisions are required; written findings from previous actions are acceptable. For uses allowed outright by the acknowledged comprehensive plan, DEQ will accept written findings in the form of a reference to the specific plan policies, criteria, or standards that were relied upon in rendering the decision with an indication of why the decision is justified based on the plan policies, criteria, or standards.

2A. The project proposal is located: Inside city limits Inside UGB Outside UGB

2B. Name of the city or county that has land use jurisdiction (*the legal entity responsible for land use decisions for the subject property or land use*):

**Oregon Department of Environmental Quality
LAND USE COMPATIBILITY STATEMENT (LUCS)**

p. 2 of 2

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL		
Applicant Name:	Project Name:	
2C. Is the activity allowed under Measure 49 (2007)? <input type="checkbox"/> No, Measure 49 is not applicable <input type="checkbox"/> Yes; if yes, then check one:		
<input type="checkbox"/> Express; approved by DLCD order #:		
<input type="checkbox"/> Conditional; approved by DLCD order #:		
<input type="checkbox"/> Vested; approved by local government decision or court judgment docket or order #:		
2D. Is the activity a composting facility?		
<input type="checkbox"/> No <input type="checkbox"/> Yes; Senate Bill 462 (2013) notification requirements have been met.		
2E. Is the activity or use compatible with your acknowledged comprehensive plan as required by OAR 660-031?		
<i>Please complete this form to address the activity or use for which the applicant is seeking approval (see 1.C on the previous page). If the activity or use is to occur in multiple phases, please ensure that your approval addresses the phases described in 1.C. For example, if the applicant's project is described in 1.C as a subdivision and the LUCS indicates that only clearing and grading are allowed outright but does not indicate whether the subdivision is approved, DEQ will delay permit issuance until approval for the subdivision is obtained from the local planning official.</i>		
<input type="checkbox"/> The activity or use is specifically exempt by the acknowledged comprehensive plan; explain:		
<input type="checkbox"/> YES , the activity or use is pre-existing nonconforming use allowed outright by (provide reference for local ordinance):		
<input type="checkbox"/> YES , the activity or use is allowed outright by (provide reference for local ordinance):		
<input type="checkbox"/> YES , the activity or use received preliminary approval that includes requirements to fully comply with local requirements; findings are attached.		
<input type="checkbox"/> YES , the activity or use is allowed; findings are attached.		
<input type="checkbox"/> NO , see 2.C above, activity or use allowed under Measure 49; findings are attached.		
<input type="checkbox"/> NO , (complete below or attach findings for noncompliance and identify requirements the applicant must comply with before compatibility can be determined):		
Relevant specific plan policies, criteria, or standards:		
Provide the reasons for the decision:		
Additional comments (attach additional information as needed):		
Planning Official Signature:		Title:
Print Name:	Telephone #:	Date:
<i>If necessary, depending upon city/county agreement on jurisdiction outside city limits but within UGB:</i>		
Planning Official Signature:		Title:
Print Name:	Telephone #:	Date:

DEQ USE ONLY	
File #:	_____
Application #:	_____
LLID/RM:	_____
River Mile:	_____
Legal Name Confirmed:	<input type="checkbox"/>
Notes:	_____



**DEPARTMENT OF
ENVIRONMENTAL QUALITY
APPLICATION FOR NEW
NPDES GENERAL PERMIT
1200-COLS and 1200-Z**

DEQ USE ONLY	
Date Received:	_____
Amount: \$	_____
Check #:	_____
Check Name:	_____
Deposit #:	_____
Receipt #:	_____
Notes:	_____

A. REFERENCE INFORMATION

1. Legal Name:	2. Common Name:
3. Facility Physical Address: City, State, Zip Code: County:	4. Site Location by Latitude and Longitude: Latitude: / / Degrees/Minutes/Seconds Longitude: / / Degrees/Minutes/Seconds
5. Primary SIC code and Title: Additional SIC Codes:	6. Is the applicant the owner of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Legal Contact : Mailing Address:	Telephone #: City, State, Zip Code: Email:
8. Facility Contact: Mailing Address:	Telephone #: City, State, Zip Code: Email:
9. Invoice to: Billing Address:	Telephone #: City, State, Zip Code: Email:

B. STORMWATER DISCHARGE INFORMATION

1. Briefly describe the various activities that take place on your site that may result in industrial pollutants contaminating stormwater runoff from the site:

2. Receiving waterbody: List the name(s) of the water(s) that receive stormwater from your facility:
 Direct Discharge
 Indirect Discharge through a Municipal Storm Sewer or Drainage System (MS4), ditch, infiltration device or other manmade conveyance system

3. Is your facility discharging stormwater to a waterbody that is impaired without a Total Maximum Daily Load (TMDL):
 Yes No

If you answered Yes to the previous question, you must provide the additional information with your application to obtain coverage under this permit:

- i. Prevent all exposure to stormwater of the pollutant(s) for which the waterbody is impaired and document in the Stormwater Pollution Control Plan (SWPCP) procedures taken to prevent exposure onsite
- ii. Document in SWPCP that the pollutant(s) for which the waterbody is impaired is not present at the site, or
- iii. Provide data and other technical information that demonstrates that the discharge is not expected to cause or contribute to an exceedance of the water quality standard for which the waterbody is impaired at the point of discharge to the waterbody if the pollutant(s) for which the waterbody is impaired are likely to be present at the site and DEQ has not issued a TMDL for the pollutant(s).

Has any stormwater analytical data been collected for the site? Yes (If Yes, please attach the Laboratory Results sheets) No

4. Have all stormwater outfalls associated with industrial activities on your site been evaluated for the presence of non-stormwater discharges not otherwise authorized by this permit or another NPDES permit?

If unauthorized or unpermitted non-stormwater discharges were discovered during the investigation, please list the wastewater source(s):

By signing this application, you certify that this investigation has occurred and there are no unauthorized or unpermitted discharges.

5. Have any leaks or spills or other instances of stormwater contamination occurred at the site within the last three (3) years?

Yes No If Yes, please describe below:

6. Are there other DEQ water quality permits issued for this site? Yes No If Yes, please describe the permits and provide the permit No(s):

Are you using any stormwater outfalls on site to discharge permitted wastewater? If so, describe:

C. LAND USE COMPATABILITY STATEMENT

Attach the *original* and complete Land Use Compatibility Statement (LUCS) signed by the local land use authority. The application will not be processed unless the local land use authority approves it and it meets statewide planning goals.

D. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-45. This includes a renewal application fee to renew the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Name of Legally Authorized Representative (Type or Print)

Title

Signature of Legally Authorized Representative

Date

E. APPLICATION SUBMITTAL

The following application materials must be completed and submitted to the DEQ regional office or to a DEQ Agent (see instructions for list of DEQ regional office and Agents):

- Signed Application form.
- Land Use Compatibility Statement with signature of the local land use planning official and the LUCS Findings, if applicable.
- Stormwater Pollution Control Plan and Checklist.
- Application fee. Effective 1/4/2016, the fee is \$1,932 (includes \$952 for new permit application and \$980 for first year annual fee). Make the check payable to DEQ.

If you are sending your application to a DEQ Agent, check with the DEQ Agent for the appropriate fees and make check payable to the DEQ Agent.

Instructions for completing this form:

Please answer all questions. An incomplete application will not be processed.

If the information requested is not applicable, please indicate as such.

A. REFERENCE INFORMATION:

1. Enter the legal name of the applicant. This must be the legal Oregon name (i.e., Acme Products, Inc.) or the legal representative of the company if it operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (503) 378-4752, (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login), unless otherwise exempted by their regulations. The permit will be issued to the legal name of the applicant.
2. Enter the common name of the facility or operation if different than the legal name.
3. Enter the physical location of the facility (not mailing address), including city, state, zip code, and county.
4. Enter the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds to the nearest 15 seconds. Latitude and longitude can be obtained from DEQ's location finder web site at <http://deq12.deq.state.or.us/website/findloc/data.asp>. To get the longitude and latitude to appear you can also zoom in and re-center until you find the area. You may want to turn off DEQ interests to eliminate the yellow dots and you may want to turn on the Aerial Photos to help you locate the site (note that the aerial photos are over ten years old). The latitude and longitude will be indicated on the left side of the page once you have checked the locate place at the top of the page and clicked on a location.
5. Provide the primary Standard Industrial Classification (SIC) Code and Title for the facility and any additional SIC Codes that apply to the site. The SIC Code is a four digit number assigned to different businesses. The SIC Title corresponds to the Code and is a short description of activities that occur at a business. Typically, SIC Codes are used by the fire marshal or insurance companies. They are also used when filing taxes or registering as a corporation with the state. This may or may not be the SIC Codes(s) that you will use. The SIC Code must be the one(s) that pertain to the site industrial activities and may differ from that used for other purposes. If you do not know your SIC Code and Title, try the OSHA Web Site at http://www.osha.gov/pls/imis/sic_manual.html or contact DEQ or Agent office for assistance.
6. Indicate if the applicant is the owner of the facility.
7. Enter the name, telephone number, and mailing address of the Legal Contact. The Legal Contact is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.
8. Enter the name, telephone number and mailing address of the Facility Contact if different from the Legal Contact. The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.
9. Enter invoicing information for billing purposes if different from the Legal Contact (e.g., "Invoice To: Business Office - Accounts Payable"). This must be the same company as the applicant.

B. STORMWATER DISCHARGE INFORMATION:

1. Briefly describe the activities at the site that have the potential to contaminate stormwater. Such activities include the storage of materials or equipment outside, unloading and loading activities, maintenance activities, etc.
2. Indicate the name(s) of the receiving water(s) that industrial stormwater from your facility will discharge to. Your receiving water may be a lake, stream, river, wetland or other waterbody, and may or may not be located adjacent to your facility. Your stormwater may discharge directly to the receiving water or indirectly via a storm sewer system, an open drain or ditch, or other conveyance structure. Do NOT list a man-made conveyance, such as a storm sewer system, as your receiving water. Indicate the first natural receiving water your stormwater discharge enters. For example, if your discharge enters a storm sewer system, that empties into Trout Creek, which flows into Pine River, your receiving water is Trout Creek, because it is the first natural waterbody your discharge will reach. Similarly, a discharge into a ditch that feeds Spring Creek should be identified as "Spring Creek" since the ditch is a manmade conveyance. If you discharge into a municipal separate storm sewer system (MS4), you must identify the waterbody into which that portion of the storm sewer discharges. That information should be readily available from the operator of the MS4.
3. Determine if stormwater from your site will discharge to an impaired waterbody and identify the impairment pollutant(s) if the answer is yes. You can find this information by searching the database at: <http://www.deq.state.or.us/wq/assessment/assessment.htm>. When searching the database, be sure the waterbody selected is in the correct watershed (basin) and choose Water Quality Limited TMDL needed – 303(d) (Category 5).

If you answered yes to the question and discharge to an impaired water without a TMDL you must cease discharge, obtain an individual permit or meet the following conditions:

- i. Document in your SWPCP that none of the pollutants of concern are present at the site;

- ii. Prevent stormwater exposure to all of the pollutants of concerns and document in your SWPCP how exposure is prevented. For example, preventing stormwater exposure may include actions such as moving operations under cover, use of berms to divert stormwater, painting the roof or;
- iii. Include in your SWPCP sample results or a technical report to demonstrate that the discharge is not expected to cause or contribute to an exceedance of the water quality standard for with the waterbody is impaired.

Indicate if any tests have been done on the facility's stormwater runoff associated with industrial activities on the site. Attach any sampling results that may be available.

- 4. The federal stormwater regulations (40 CFR 122.26(c)) require that your facility be investigated for the presence of non-stormwater discharges. Non-stormwater discharges are any discharges not associated with rain events such as discharges of wash water, boiler blowdown, non-contact cooling water, process wastewater, etc. Certain non-stormwater discharges are authorized under this permit (please see Schedule A, condition 5 of the permit).

Please describe the method used to evaluate your site for the presence of non-stormwater discharges. Methods may include conducting a visual inspection of activities at the site during periods of dry weather to determine if there is any unusual drainage off the site; inspecting site plans or testing drainage lines to confirm that drains being used for non-stormwater discharges are connected to sanitary sewer (sewage treatment plant); or some combination of the above. By signing the application, you certify that such an investigation has been performed. Indicate if any non-stormwater discharges were found during the investigation that are not authorized by this permit or any other existing DEQ permit. For example, if flow was noted, describe the source of the non-stormwater discharge. At the time the application is reviewed, a determination will be made as to whether the non-stormwater discharge needs a permit.

- 5. Indicate if any leaks or spills of materials or wastes have occurred at the facility within the last three years.
- 6. Indicate if there are any other DEQ permits issued for this site. If so, please describe the permits and provide the permit numbers. Indicate if you are using any of the stormwater outfalls on site to discharge wastewater that is authorized under a different permit.

C. LAND USE COMPATABILITY STATEMENT:

Land Use Compatibility Statement (LUCS) must be signed by local planning official. If there are any conditions placed on the land use approval, the findings must be included. The LUCS form may be obtained from DEQ at: <http://www.deq.state.or.us/pubs/permithandbook/lucs.htm>.

D. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE:

A legally authorized representative must sign the application. The following are authorized to sign the document:

- ◆ **Corporation** — President, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million that is authorized in accordance to corporate procedure to sign such documents
- ◆ **Partnership** — General partner *[list of general partners, their addresses and telephone numbers]*
- ◆ **Sole Proprietorship** — Owner(s) *[each owner must sign the application]*
- ◆ **City, County, State, Federal, or other Public Facility** — Principal executive officer or ranking elected official
- ◆ **Limited Liability Company** — Member
- ◆ **Trusts** — Acting trustee *[list of trustees, their addresses and telephone numbers]*

E. APPLICATION SUBMITTAL:

Please send the following completed application materials to the appropriate DEQ regional office or Agents office: **Application form; Stormwater Pollution Control Plan (SWPCP); SWPCP checklist; Land Use Compatibility Statement (LUCS), and fees.** If applicable, also send a demonstration that your discharge does not or will not contribute to water quality impairments for any pollutant listed in Table 4, Schedule B.1 of the permit. For more information on preparing a SWPCP, please see DEQ's guidance document, located at <http://www.deq.state.or.us/wq/stormwater/industrial.htm>. DEQ has entered into agreements with jurisdictions known as "Agents" to process the permit applications and administer the permits on DEQ's behalf. If your project is located in one of these areas, please submit your application materials to the Agent, including one electronic and one paper copy of the SWPCP.

DEQ Northwest Region	DEQ Western Region		DEQ Eastern Region		
700 Lloyd Building at 700 NE Multnomah St., Suite #600, Portland, OR 97232 503-229-5263 or 1-800-452-4011	165 East Seventh Avenue, Suite 100 Eugene, OR 97401 541-687-7326 or 1-800-844-8467		800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 541-278-4605 or 1-800-304-3513		
Clackamas	Benton	Lane	Baker	Hood River	Sherman
Clatsop	Coos	Lincoln	Crook	Jefferson	Umatilla
Columbia	Curry	Linn	Deschutes	Klamath	Union
Multnomah	Douglas	Marion	Gilliam	Lake	Wallowa
Tillamook	Jackson	Polk	Grant	Malheur	Wasco
Washington	Josephine	Yamhill	Harney	Marrow	Wheeler
AGENT OFFICES :					
Clean Water Services 2550 SW Hillsboro Highway Hillsboro, OR 97123 503-681-5175 <i>Includes Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and portions of Washington Co.</i>	City of Portland Bureau of Environmental Services Water Pollution Control Laboratory 6543 N. Burlington Ave. Portland, OR 97203-5452 503-823-7584		City of Eugene Industrial Source Control 410 River Ave. Eugene, OR 97404 541-682-8616		



DEQ Industrial Stormwater Permits Stormwater Pollution Control Plan (SWPCP) Checklist

Instructions: Complete this form and submit with SWPCP. Fill in the appropriate page number(s) indicating the location of information in the SWPCP. New requirements are highlighted and italicized.

Site Name:

File No.:

Permit Schedule		Requirement	Page #	Comments (For official use only)
SIC codes	Sch. E	<i>Provide primary and any secondary SIC Codes (in renewal application or in cover letter if already submitted application)</i>		
Signature	A.6.b	Signed and certified in accordance with 40 CFR 122.22.		
Title Page	A.7.a	Site Name		
		Site Owner or Operator		
		<i>Name(s) of the person(s) who prepared the plan.</i>		
		DEQ Permit File (not ORR #)		
		Contact Person Name and Telephone Number		
		Site Physical Address, including County		
		Site Mailing Address (if different)		
Site Description	A.7.b.iii*	Industrial activities conducted on-site.		
		Significant materials (include methods of storage, usage, treatment, and disposal).		
General Location Map	A.7.b.i	Site in relation to surrounding properties, transportation routes, surface waters, and other relevant features.		
Site Map (please identify clearly)	A.7.b.ii*	Drainage Patterns		
		Drainage and Discharge Structures (piping, ditches, etc.)		
		Drainage Area Outline for each Stormwater Outfall		
		Paved Areas, Equipment, Tanks, Buildings in each drainage area		
		Areas of Outdoor Manufacturing, Treatment, Storage or Disposal of Significant Materials		
		Stormwater Structural Control Measures		
		<i>Stormwater features to reduce flow or minimize impervious surfaces</i>		
		Material Loading and Access Areas		
		Used Oil, Hazardous Waste Treatment, Storage and Disposal Facilities		
		Location of Wells (including waste injection wells, seepage pits, and drywells)		

		Location of Springs, Wetlands and Surface Waterbodies (both on-site and adjacent to the site) <i>Location of Non-Stormwater Discharges</i> <i>Location of Sampling Points and Outfalls</i> <i>Location of spill prevention and cleanup materials</i>		
Potential Pollutants	A.7.b.iv*	Identify potential pollutants that could be present in stormwater for each drainage basin		
Impervious Area	A.7.b.vi	Estimates, by individual stormwater outfall, of impervious area including paved areas and building roofs.		
Receiving Waters	A.7.b.vii	Name(s) of the receiving water(s). If to a municipal storm sewer system include ultimate receiving waters and name of municipality.		
Monitoring Locations	A.7.b.viii	Identify discharge outfall(s) and sampling point(s) where stormwater monitoring will occur. If all outfalls are not monitored, include description of outfalls, data, and analysis supporting outfalls are representative according to Schedule B.2.c.		
Site Controls	A.7.b.v*	<i>Identify Best Management Practices to meet technology based requirements (Sch. A.1) and any applicable sector specific requirements (Sch.E):</i>		
		<input type="checkbox"/> <i>Minimize Exposure,</i>		
		<input type="checkbox"/> <i>Oil and Grease,</i>		
		<input type="checkbox"/> <i>Waste Chemicals and Material Disposal,</i>		
		<input type="checkbox"/> <i>Erosion and Sediment Control,</i>		
		<input type="checkbox"/> <i>Debris Control,</i>		
		<input type="checkbox"/> <i>Dust Generation and Vehicle Tracking,</i>		
		<input type="checkbox"/> <i>Housekeeping,</i>		
		<input type="checkbox"/> <i>Spill Prevention and Response,</i>		
		<input type="checkbox"/> <i>Preventative Maintenance,</i>		
<input type="checkbox"/> <i>Employee Education, and</i>				
<input type="checkbox"/> <i>Non-Stormwater Discharges</i>				
Procedures and Schedules	A.7.c *	Spill Prevention and Response Procedures. Include methods to prevent spills along with clean-up and notification procedures. Spill prevention plans may be substituted if stormwater is adequately addressed. Preventative Maintenance Procedures. Include procedures for inspection, maintenance and repairs, and schedule for regular pick up and disposal of waste materials, and inspection for leaks and condition of drums, tanks and containers Employee Education Schedule. Orientation w/in 30 days, education annually.		
Monitoring Info from Previous Permit	A.7.d	<i>Remove or update monitoring information if plan contains monitoring information from previous permit.</i>		

* Some facilities must meet sector specific requirements (Schedule E) and include additional information in SWPCP. If applicable, ensure that the SWPCP includes the sector specific information.

For Official Use Only

Date Received:

Plan Accepted N / Y

Notes:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____