

STORMWATER POLLUTION PREVENTION PLAN SHORT FORM

FACILITY INFORMATION

Company Name:

Street Address:

Local Mailing Address:

City:

State:

Zip Code:

Contact/Owner:

Phone:

Cell:

Emergency (After hours) Contact:

Phone:

Permit No.: WAR-044200 (Port of Tacoma)

Port Parcel No.:

Estimated Lease Area: _____(sqft or acres)

Number of Catch Basins within Lease Area: _____

DISCHARGE INFORMATION

Does this facility discharge stormwater to surface waters? Yes No

Receiving Waterbody_____

Does this facility discharge stormwater to a municipal conveyance system? Yes No

NAISC Code(s): _____

STORMWATER POLLUTION PREVENTION TEAM

A stormwater pollution prevention team shall be formed that will be responsible for stormwater pollution control. Regular meetings, training, and reporting will be performed by this team. Responsibilities include inspections, operation and maintenance of BMPs, and reporting and other administrative requirements. The Stormwater Pollution Prevention Team for this facility is:

Staff Names and/or Title	Individual Responsibilities
<i>Your Name and Title Here</i>	Specific BMP selection; BMP implementation and maintenance; updates to this SWPPP short form
<i>All additional Facility employees involved in BMP implementation</i>	Site-specific BMP implementation and maintenance
	All administrative requirements of the permit; compliance; reporting; corrective actions; training
	Annual inspections

APPLICABLE (MANDATORY) OPERATIONAL SOURCE CONTROL BMPs

All BMPs listed in Table 1 are required under the MS4 permit for the Port of Tacoma. Check the appropriate box for tenant or Port responsibility. Refer to your lease to determine if applicable BMPs are the responsibility of the tenant or of the Port. If you are unsure, contact the Port Real Estate Department.

Table 1. Applicable Operational Source Control BMPs

Good Housekeeping	Port	Tenant
Promptly contain and clean up solid and liquid pollutant leaks and spills.		
Sweep all appropriate surfaces with vacuum sweepers quarterly.		
Do not hose down pollutants from any area to the ground, storm system, conveyance ditches or receiving waters.		
Clean oils, debris, sludge, etc. from all stormwater facilities (catch basins, oil/water separators, conveyance systems, etc.) regularly.		
Promptly repair or replace all substantially cracked or damaged paved secondary containment (berms), parking, and any other drainage areas that are subjected to pollutant leaks or spills.		
Do not connect floor drains to storm drains, surface water, or the ground.		
Preventive Maintenance	Port	Tenant
Prevent discharge of unpermitted liquid or solid waste, process wastewater, and sewage to ground or surface water, or to storm drains. Conduct steam cleaning, pressure washing, etc. of equipment or containers inside a building, or on an impervious contained area.		
Pressure wash impervious surfaces contaminated with oils, metals, sediment, etc. Collect washwater for proper disposal.		
Do not pave over contaminated soil.		
Construct impervious areas that are compatible with the materials handled.		
Use drip pans to collect leaks and spills from equipment (cranes, log stackers, industrial parts, trucks, and other vehicles stored outside).		
Drain oil and fuel filters before disposal.		
Use storage containers for liquid storage that are rigid and durable, corrosion resistant to the weather, non-absorbent, water-tight, rodent-proof, and equipped with a close fitting cover (steel and plastic drums).		
Use dumpsters, garbage cans, drums, and comparable containers that are durable, corrosion resistant, non-absorbent, non-leaking, and equipped with a solid cover.		
Spill Prevention and Cleanup	Port	Tenant
Stop, contain, and clean up all spills immediately upon discovery.		
Have spill containment and cleanup kits readily accessible if pollutant materials are stored onsite.		
If a spill reaches the storm system or the sanitary sewer, contact the appropriate agencies immediately.		
Do not wash absorbent material or other spill cleanup materials down storm drains. Collect absorbent material as a solid and place in appropriate disposal containers.		

Employee Training	Port	Tenant
How to identify pollutant sources (metals, sediment, etc.).		
Understand pollutant control measures (sweeping, good housekeeping, etc.).		
How to respond to spills.		
Handling practices that are environmentally acceptable. Particularly those related to vehicle/equipment liquids such as fuels, and vehicle/equipment cleaning.		
Inspections	Port	Tenant
Personnel inspecting all stormwater treatment and flow control BMPs/facilities and catch basins annually.	X	
Maintenance standards verified.	X	
Performance of BMPs verified.	X	
Current conditions on the site documented.	X	
Recordkeeping		
Keep inspection records with SWPPP for 5 years.	X	
Keep reports of spills in reportable quantities for 5 years.	X	

POLLUTANT SOURCE-SPECIFIC BMPS

All BMPs listed in Table 2 are for source-specific pollutants. Check every box that is applicable to your operation. Not all BMPs listed may apply to your operations, but at least one will. If you are unsure if the BMP is applicable to your site, include it in your SWPPP and/or contact the Water Quality PM, Port Environmental Department for guidance.

Table 2. Pollutant Source-Specific BMPS

S401	BMPs for the Building, Repair, and Maintenance of Boats and Ships	
S404	BMPs for Commercial Printing Operations	
S405	BMPs for Deicing and Anti-Icing Operations – Airports and Streets	
S406	BMPs for Streets and Highways	
S407	BMPs for Dust Control at Disturbed Land Areas and Unpaved Roadways and Parking Lots	
S408	BMPs for Dust Control at Manufacturing Areas	
S409	BMPs for Fueling at Dedicated Stations	
S410	BMPs for Illicit Connections to Storm Drains	
S411	BMPs for Landscaping and Lawn/Vegetation Management	
S412	BMPs for Loading and Unloading Areas for Liquid or Solid Material	
S413	BMPs for Log Sorting and Handling	
S414	BMPs for Maintenance and Repair of Vehicles and Equipment	
S415	BMPs for Maintenance of Public and Private Utility Corridors	
S416	BMPs for Maintenance of Roadside Ditches	
S417	BMPs for Maintenance of Stormwater Drainage and Treatment Systems	

S418	BMPs for Manufacturing Activities - Outside	
S419	BMPs for Mobile Fueling of Vehicles and Heavy Equipment	
S420	BMPs for Painting/Finishing/Coating of Vehicles/Boats/Buildings/Equipment	
S421	BMPs for Parking and Storage of Vehicles and Equipment	
S422	BMPs for Railroad Yards	
S423	BMPs for Recyclers and Scrap Yards	
S424	BMPs for Roof/Building Drains at Manufacturing and Commercial Buildings	
S425	BMPs for Soil Erosion and Sediment Control at Industrial Sites	
S426	BMPs for Spills of Oil and Hazardous Substances	
S427	BMPs for Storage of Liquid, Food Waste, or Dangerous Waste Containers	
S428	BMPs for Storage of Liquids in Permanent Aboveground Tanks	
S429	BMPs for Storage or Transfer (Outside) of Solid Raw Materials, Byproducts, or Finished Products	
S430	BMPs for Urban Streets	
S431	BMPs for Washing and Steam Cleaning Vehicles/Equipment/ Building Structures	
S432	BMPs for Wood Treatment Areas	
S433	BMPs for Pools, Spas and Fountains	
S435	BMPs for Pesticides and Integrated Pest Management	
S438	BMPs for Construction Demolition	
S439	BMPs for In-water or Over-water Fueling	
S440	BMPs for Pest Waste	
S442	BMPs for Labeling Storm Drain Inlets on Your Property	
S443	BMPs for Fertilizer Application	
S444	BMPs for Storage of Dry Pesticides and Fertilizers	
S445	BMPs for Temporary Fruit Storage	
S446	BMPs for Well, Utility, Directional and Geotechnical Drilling	
S447	BMPs for Roof Vents	
S450	BMPs for Irrigation	
S451	BMPs for Building Repair Remodeling, Painting and Construction	
S452	BMPs for Goose Waste	

REFERENCES

City of Tacoma. 2016. Stormwater Management Manual 2016 Edition. Public Works/ Environmental Services, Maintenance Division, Tacoma, Washington.

Washington State Department of Ecology (Ecology). 2019. Stormwater Management Manual for Western Washington. Water Quality Program, Lacey, Washington.