

City of Phoenix  
Water Services Department  
Stormwater Management Section

[www.phoenix.gov/stormwater](http://www.phoenix.gov/stormwater)

## A Guide to Writing Your Stormwater Management Plan

The City of Phoenix (the City) has a permit from the Arizona Department of Environmental Quality (**ADEQ**) that mandates we take action to minimize stormwater pollution. Phoenix City Code (**PCC**), Chapter 32C, Section 104, requires any business that has the potential to affect the quality of stormwater to prepare and implement a written Stormwater Management Plan (**SWMP**). The SWMP will describe the steps your company is taking to protect stormwater quality.

Certain businesses are also regulated by the ADEQ program for managing stormwater, based on their Standard Industrial Classification (SIC) code, ([http://www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html)). If your business has a SIC code that is identified in Appendix C of the ADEQ Multi-Sector General Permit (MSGP), (<https://azdeq.gov/AZPDES/CGP>), ADEQ requires you to obtain permit coverage under the MSGP.

This is in addition to meeting PCC Chapter 32C requirements, (<http://www.codepublishing.com/AZ/Phoenix/html/Phoenix32C/Phoenix32c.html>). The City must report non-filers to ADEQ as a permit requirement.

### **ADEQ notification may be needed if box below is marked -**

This facility appears to be conducting activities regulated by ADEQ's MSGP program (i.e. you may need to file a Notice of Intent (**NOI**) or No Exposure Certification (**NEC**) with ADEQ). Making this determination is your responsibility. The City will accept a Stormwater Pollution Prevention Plan (**SWPPP**) prepared for ADEQ in lieu of a SWMP, provided the information in the SWPPP includes all the elements required for a SWMP.

Include the following information in your SWMP:

### **1. Facility Information**

- a. Identify the complete address of each parcel property included in the plan.
- b. Provide facility contact information including the owner and/or manager, designated contact person, complete address, email address and telephone number of both the corporate office AND local contact person.
- c. Describe business activities at the site and include the SIC code of the business. Include whether the business is a mobile operation.

## 2. Materials, Products and Chemicals (PCC 32C-104.C)

- a. Include raw materials, stockpiles, waste materials, chemicals, fuels, hazardous substances, fertilizers, pesticides, herbicides, detergents, etc. (Only list liquids in 5 gallon receptacles or larger, unless they are toxic or hazardous)
  - Used or stored outside
  - Used or stored indoors near exterior doorways
  - Moved throughout the property, with the potential to be spilled or tracked outside
- b. Identify where and how you store and use the materials onsite.
- c. Explain how you dispose of or recycle excess, spent or waste materials from your facility.

## 3. Best Management Practices (BMP's) and Spill Reporting

**3a.** BMP's are procedures, practices, material storage systems and constructed features that you put into place to prevent the release of pollutants to the storm drain system from your facility. Create your own BMP's that pertain to your facility and that deal with the chemicals and pollutants that are on your site.

- Good housekeeping BMP's: Describing how you manage litter, keep outdoor areas swept and clean, catch leaks and drips from vehicles or equipment, and properly dispose of chemicals, materials and debris
- Training: Describe your employee training on facility BMP's (including spill identification and control procedures as required by PCC 32C-104.F). Be sure to make a record of the training. Train new employees in BMP's upon hire and retrain all employees on a regular schedule (such as annually)
- Inspections: Conduct inspections on a quarterly basis and after rain events greater than 0.10 inch to confirm that BMP's are being implemented and are working at your business. An example checklist for facility inspections is included in Appendix B. If you find a BMP is not working well, update your SWMP to document any improvements that you have made to your plan
- Describe all structural BMP's or controls (constructed features to manage stormwater) on the property. Structural BMP's are typically permanent items that may include containment areas (such as curbed containment areas, berms or other secondary containment structures), retention/detention basins, drywells, covered storage areas, stormwater treatment devices (such as oil/water separators, etc).

**3b.** The spill reporting section provides contact information and what to do in case of a spill.

- Keep spill control equipment in an easily accessible area.
- Describe your procedures to contain and clean up spills for each chemical or material you store or use onsite
- Implement the spill control procedures designed to keep pollutants out of the storm drain system (PCC 32C-104.C)
- Describe the procedures you will use to protect the storm drain system from pollutants from your facility
- Include names and telephone numbers of your employees responsible for directing spill control efforts in your SWMP. Describe who responds to large spills or contamination onsite for your company if you utilize the services of a contractor. In the case of a major spill, call the Phoenix Fire Department (dial 911)

#### **4. Site Plan (2 examples)**

Attach a site plan to your SWMP showing street names, north arrow, property layout with building structures, material storage locations, and structural BMP's identified in the SWMP. Include arrows showing the general direction of stormwater drainage as observed onsite. Your site plan may be hand drawn, computer generated or produced using available aerial imagery (such as Google Maps, Bing, or Yahoo. Maps may be modified by using Paint or other software).

#### **5. BMP Inspection Checklist**

Create and attach an inspection checklist to help you document inspections of your facility for implementation of BMP's. Your checklist will include all of the BMP's that are specific for your facility conditions that you listed in Section 3 (Best Management Practices) above. Conduct stormwater inspections at least quarterly and after rain events to make sure that BMP's are working properly.

## EXAMPLE (6 pages)

# Stormwater Management Plan

XYZ Company  
Date of SWMP: January 1, 2014

### 1. Facility Information

Company Name:	XYZ Company
Local Street Address:	123 Mockingbird Lane, Phoenix, AZ 85000
Mailing Address:	P.O. Box 00000, Phoenix, AZ 85000
Corporate Address:	123 Songbird Lane, Los Angeles, CA 10000
Owner/Manager:	Oliver Green, Branch Manager
Contact Name:	Jennifer Blue, Shop Manager
Contact Email:	<a href="mailto:JBlue@xyzcompany.com">JBlue@xyzcompany.com</a>
Contact Telephone:	(123)456-7890
Contact Fax Number:	(098)765-4321
SIC or NAICS Code:	6513
Business activities:	Auto repair with warehouse

### 2a. Materials, Products and Chemicals (PCC 32C-104.C)

	Material, Product or Chemical	Operation Used	Location	Maximum Quantity
1	Latex Paint	Building maintenance	Maintenance Garage	Four 5 gal
2	Gasoline	Vehicles and equipment	Maintenance Garage	55 gal
3	Oil	Vehicles and equipment	Maintenance Garage	Five 55 gal
4	Hydraulic fluid	Vehicles and equipment	Maintenance Garage	55 gal drum
5	Brake fluid	Vehicles and equipment	Maintenance Garage	Ten 5 gal
6	Degreaser	Vehicles and equipment	Maintenance Garage	5 gal
7	Absorbent	Clean up	Maintenance Garage	Two 55 Gal
8	Roundup concentrate	Landscaping	Maintenance Garage	5 gal
9	Ortho pest control	Pest control	Maintenance Garage	5 gal

### 2b. Where and How Will the Materials Be Stored Onsite?

All vehicle and maintenance chemicals such as fuel, oils, hydraulic fluid, brake fluid and degreasers are stored in the maintenance garage. All paints are stored in the maintenance garage. Weed and pest control chemicals are also stored in the maintenance garage.

## 2c. Disposal of Excess, Spent or Waste Materials (Including Recycling)

Residual non-hazardous paint (in cans or buckets) is allowed to evaporate outdoors only under cover, within secondary containment. Residual material in paint cans is left open to dry out. Once dry they are placed in a bag with other trash and placed into a dumpster. Empty containers from landscaping care chemicals are also placed in a bag and placed into a dumpster. The gasoline cans are reused. Empty oil bottles are used to collect used oil from equipment maintenance and sent weekly or monthly to the oil recycler. 55 gallon drums of used oils and other fluids will be recycled and picked up by a vendor as they fill up.

## 3. Best Management Practices (BMP's)

**3a.** The following housekeeping practices are used to reduce the risk of spills or other accidental exposure of materials/chemicals to stormwater runoff:

***Do not copy this list. Examples only. Base your BMP's on your facility's activities.***

- Only a limited supply of any one chemical is kept on hand as listed in Section 2
- Sweeping of the loading dock and all storage and parking areas is performed daily
- Chemicals are stored on pallets or in totes (secondary containment) as listed in Section 2c above
- No chemicals are released into the sump, drain, retention areas or street

**Note:** If you have the potential to store more than 1320 gallons of petroleum products above ground, you may be required to create a Spill Prevention, Control and Countermeasures (**SPCC**) plan. See [www.epa.gov/oilspill](http://www.epa.gov/oilspill). You may include the SPCC as your spill control BMP's by reference in the SWMP.

### 3b. Spills and Reporting:

- Spill control kits are stored in at the west side of the warehouse near the stored chemicals and south of the loading dock.
- The most likely material to spill is used oil. For all spills, cover materials with absorbent sock or vermiculite and place in a sealed trash bag. Dispose of in regular trash.
- In spill situations, use absorbent sock, vermiculite, or sand to block the materials from entering the storm drains, drywells and from leaving the property.
- Do not hose spilled materials down under any circumstances.

### **Emergency Numbers - All Facility Spills:**

Facility Environmental Officer (555)555-5555  
Business Owner/Manager (555)555-5550

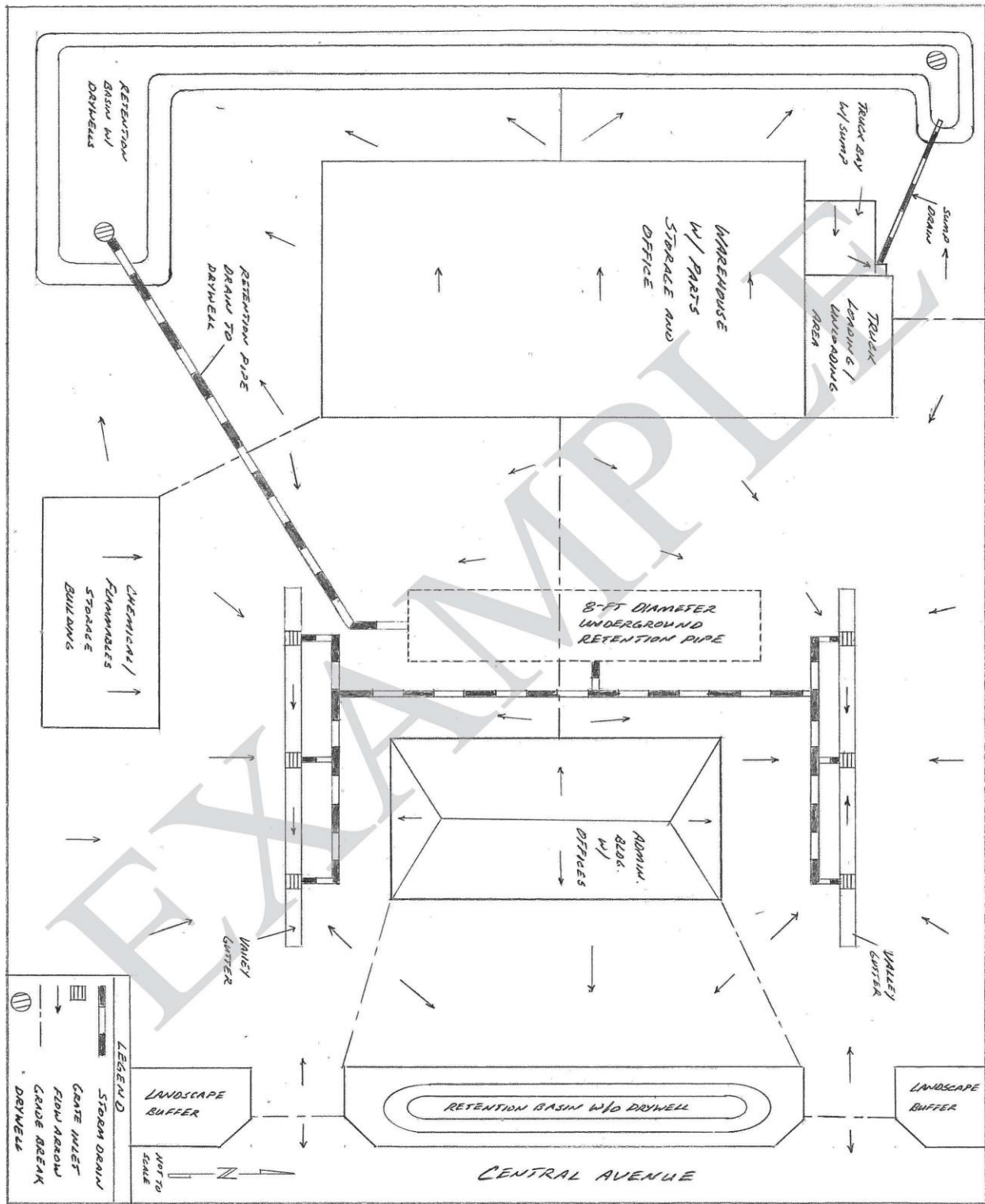
### **Emergency Numbers - Major Spills off Facility Property:**

City of Phoenix - Hazardous Spills – Emergency 911

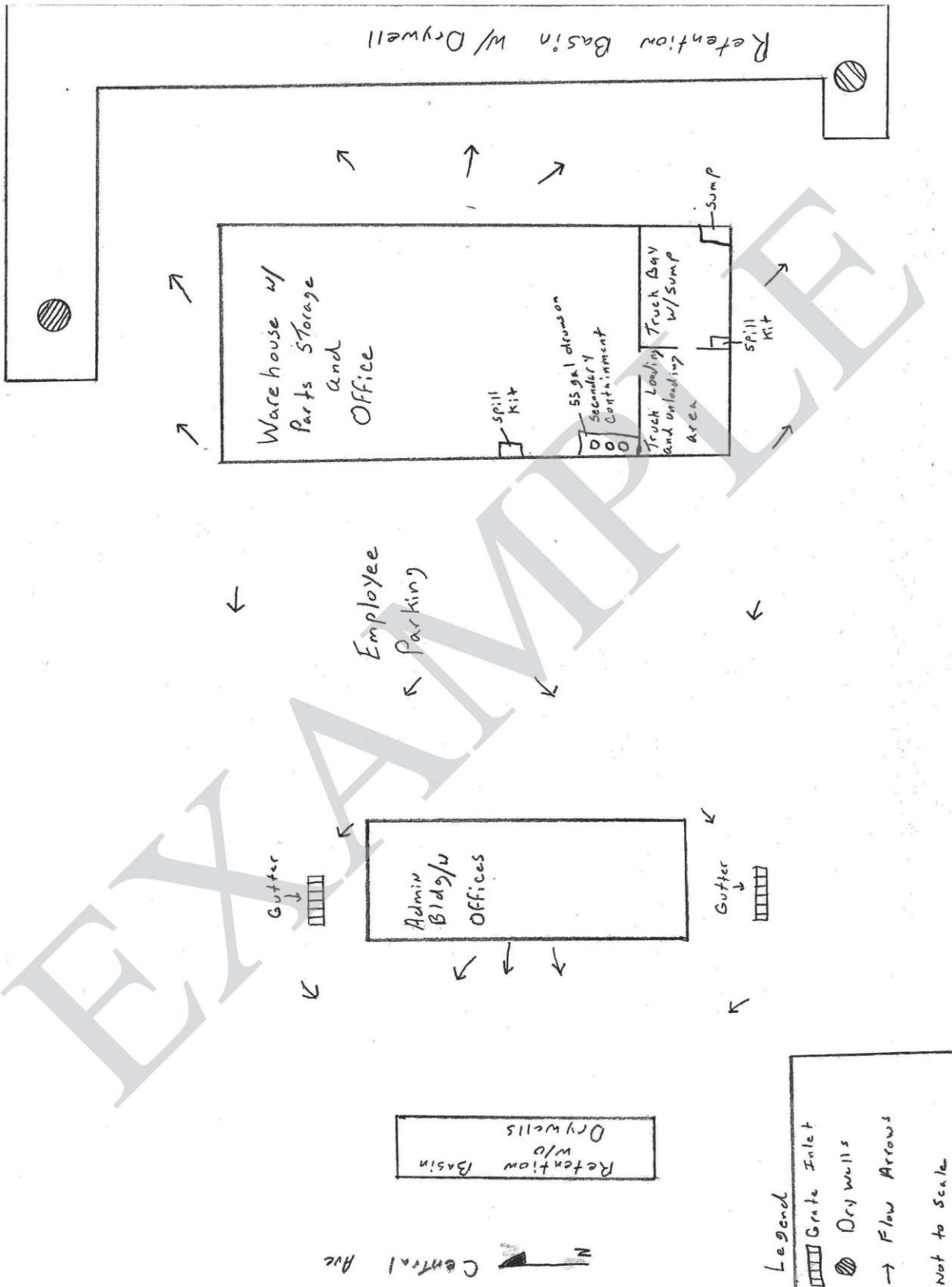
- Immediately report releases to the City storm drain system. Once the emergency is controlled, telephone the initial report to the Stormwater Hotline at (602)256-3190, and leave a detailed message concerning the incident
- Within five days of the incident, submit a written notification to the City of Phoenix Stormwater Management Section, detailing the cause of the release and measures being taken to prevent recurrence. The notification should include facility contact information as well. Fax the five day notification to the City of Phoenix Stormwater Management Section at (602)534-7151 or mail to:

City of Phoenix Stormwater Management Section  
2474 South 22<sup>nd</sup> Avenue  
Phoenix, Arizona, 85009  
(602) 256-3190

#### **4. Site Plan XYZ Company (Example #1)**



#### 4. Site Plan XYZ Company (Example #2)





## 5. BMP Inspection Checklist (Example)

***Do not copy this checklist. Turn the BMPs you have listed in Section 3a into a a checklist that you will use conduct inspections quarterly and after rain events***

XYZ Company

Quarterly Inspection     Rain Event Inspection

**(NOTE:** Each NO answer will require an explanation or comment describing the event and the corrective measures implemented to remedy the situation.)

<b>Best Management Practice</b>		<b>YES</b>	<b>NO</b>
1	Only a limited supply of any one chemical is kept onsite?		
2	Is the loading dock, storage areas and parking areas clean and swept often?		
3	Are all chemicals stored on pallets or in totes (secondary containment)?		
4	Were any chemicals released to the sump, drain, retention areas or street?		
5	Are products kept in their original closed containers with the original manufacturer's labels?		
6	Is the maintenance shop floor swept and is sweeping debris deposited in closed bags in the dumpster?		
7	Are chemicals stored in a neat and orderly manner in their designated locations?		
8	Are excess materials stored outside the buildings palletized and covered?		
9	Are employees and contractors trained and documented on stormwater BMP's?		
10	Is all landscaping waste bagged and disposed of properly?		
11	Are secondary containment units used for all fluids of 5 gallons or more?		
12	Is information correct and updated to call listed personnel in case of a leak or spill?		
13	Are areas around the dumpsters clean and are the dumpster lids closed?		
14	Is building wash water wet-dry vacuumed and disposed of in the sanitary sewer?		
15	Are garage leaks and spills cleaned up using dry clean up methods?		
16	Are the maintenance building and maintenance garage spill control kits complete (broom, shovel, bucket, sand or sweeping compound)?		
17	Are drip pans or other containment devices used to capture leaks? Are they emptied regularly?		
18	Is the sump pump in the loading dock, clean and free of standing water?		
19	Are the drywells and retention basins free of debris and standing water?		

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_