STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

FACILITY NAME _____

FACILITY LOCATION _____

MAILING ADDRESS _____

_____

CONTACT NAME _____

CONTACT PHONE _____

BUSINESS DESCRIPTION _____

SIC CODE _____
Number & Description

MAIN SITE ACTIVITIES _____

_____

DATE _____

KEEP THIS SWPPP ON SITE AT ALL TIMES

THIS SWPPP IS TO BE MADE AVAILABLE TO THE PUBLIC UPON REQUEST

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1 Introduction

This document presents the Stormwater Pollution Prevention Plan (SWPPP) for _____. This SWPPP was completed by the facility using a
Name of Company/Name of Facility
template provided by the Port of Seattle. The SWPPP template is targeted to comply with Special Condition S6.E.7 of the Port of Seattle's Phase I Municipal Stormwater NPDES Permit.

1.1 SWPPP Objective

The objective of this SWPPP, as described in Special Condition S6.E.7 is "to implement measures to prevent and control the contamination of discharges of stormwater to surface or ground water."

1.2 Recordkeeping

All records related to this SWPPP shall be maintained by _____.
Name of Company
for at least **five years**. All records related to this SWPPP shall be kept with the SWPPP, preferably in the same binder. Records to be retained include: the SWPPP, prior versions of the SWPPP, related correspondence with the Port or Ecology, and operation and maintenance (O&M) inspections.

1.3 SWPPP Availability

All records related to this SWPPP shall be made available to the public at reasonable times during business hours. Members of the public who request SWPPP records in person shall be allowed to view documents on site. SWPPP records shall not be removed from the site.

All records related to the SWPPP shall be made available to the Port of Seattle, Washington State Department of Ecology or the Director of Seattle Public Utilities (or the Director's designee, who may be an employee of Seattle Public Utilities (SPU), or another City department upon request.

Please notify the Port of Seattle Stormwater Program Manager at (206) 787-4668 of any request for SWPPP records.

1.4 SWPPP Updates

Keep the SWPPP up to date. The SWPPP should be updated whenever changes occur that have the potential to affect how stormwater is managed on the site. Updates to the SWPPP may be handwritten. Examples of changes that may require an update to the SWPPP are:

- A change in facility operations (leased area increases or decreases, new operations, new materials, paving, etc.)
- New BMPs are implemented.
- Change in O&M procedures.
- Modification of the stormwater system.
- Pollution prevention team changes.
- Permit requirements change.

1.5 Cooperation with Port of Seattle Municipal NPDES Permit

The Port of Seattle is required by the Washington State Department of Ecology to be covered by the Phase I Municipal NPDES Permit. The Phase I permit requires that all Port lands be covered by SWPPPs, which resulted in this SWPPP template.

The NPDES permit also requires the Port to develop an educational program, map stormwater conveyances, develop a program to detect and eliminate illicit discharges, and develop a Port-wide Operations and Maintenance Plan. Port staff may need your cooperation to comply with these and other requirements. Cooperation may mean reviewing educational materials or attending an educational meeting, allowing access to your site, or providing information about stormwater management.

**** Please cooperate with Port staff in their efforts to prevent stormwater pollution and comply with the Phase I NPDES permit. ****

2 Facility Assessment

This section presents a facility assessment, including a site plan, identification of pollutant sources, and description of the drainage system, as required by Special Condition S6.E.7.b of the Phase I Municipal NPDES Permit.

2.1 Facility Description

Facility Name _____

Facility Location _____

Business Description _____

SIC Code _____

Area of Facility in acres _____

Surface Types:
(Check all that apply and fill in approximate area)

- ☐ Permanent Buildings: _____ number of buildings
  _____ square feet
- ☐ Temporary Buildings: _____ number of buildings
  _____ square feet
- ☐ Pavement: _____ acres
- ☐ Gravel: _____ acres
- ☐ Bare Ground: _____ acres
- ☐ Vegetation: _____ acres

2.2 Potential Pollutant Sources

This section identifies and describes the activities conducted on site that have the potential to contaminate stormwater. Please complete the following sections:

2.2.1 Waste Management

Waste management activities have the potential to contaminate stormwater through improper storage of wastes, or spills, leaks or drips from containers.

☐ No waste management activities are performed on site.

☐ Wastes are managed as follows:

- ☐ Dumpsters, located:_____
- ☐ Trash compactors, located: _____
- ☐ Recycling Containers, located:_____
- ☐ Used Oil Containers, located:_____
- ☐ Other, describe:_____

2.2.2 Cleaning and Washing

If not conducted properly, cleaning and washing of vehicles, equipment, buildings, tools, or paved surfaces, can contaminate stormwater by washing contaminants such as oil and grease, soap, dirt or food scraps into the storm sewer or onto areas exposed to rain.

☐ No cleaning or washing activities are performed on site.

☐ Cleaning and washing is performed as follows:

Location of cleaning or washing activity:_____

Type(s) of materials cleaned or washed:

- ☐ Vehicles, describe: _____
- ☐ Equipment, describe: _____
- ☐ Buildings
- ☐ Paved areas
- ☐ Other:_____

Chemical(s) used in washing:

- ☐ Soaps or detergents: _____
- ☐ Abrasives: _____
- ☐ Acids: _____
- ☐ Solvents: _____
- ☐ Other _____

2.2.3 Transfer of Liquids or Solids

Loading, unloading, or other transfer of liquid or solid materials has the potential to contaminate stormwater through spills, leaks, or drips of the transferred material or from the equipment performing the transfer.

☐ No transfer of liquids is performed onsite.

☐ Transfer of liquids is performed as follows:

Location(s) where transfer occurs:

- ☐ Direct connection to aboveground storage tank
- ☐ Direct connection to underground storage tank
- ☐ Railroad yard
- ☐ Loading dock
- ☐ Permanent fueling station
- ☐ Open area
- ☐ Indoors
- ☐ Other: _____

Type(s) of liquids transferred:

- ☐ Fuels, oils, or greases: _____
- ☐ Paints: _____
- ☐ Acids: _____
- ☐ Pesticides, Herbicides, Fertilizers: _____
- ☐ Cleaning products: soaps, detergents, solvents, etc.:_____
- ☐ Other: _____
- ☐ Other: _____

Type of transfer:

- ☐ Bulk liquid
- ☐ Mobile fueling
- ☐ Liquid filled container: ☐ Small Containers ☐ Drums ☐ Totes ☐ Bunker ☐ AST
  - ☐ Other, describe:_____
  - ☐ Quantity, describe:_____

☐ No transfer of solids is performed onsite.

☐ Transfer of solids is performed as follows:

Location(s) where transfer occurs:

- ☐ Railroad yard
- ☐ Loading dock
- ☐ Open area
- ☐ Indoors
- ☐ Other: _____

Type(s) of solids transferred:

- ☐ Shipping Containers: _____
- ☐ Equipment: _____
- ☐ Packaged goods: _____
- ☐ Bulk materials (aggregate, debris, etc.): _____
- ☐ Other: _____
- ☐ Other: _____

Equipment involved in transfer:

- ☐ Top pick
- ☐ Forklift
- ☐ Crane
- ☐ Dump truck (end, side, bottom, etc.): _____
- ☐ Other: _____

2.2.4 Production and Application Activities

Outdoor production or application activities have the potential to contaminate stormwater from debris left behind during production, spills, leaks, or drips from products or equipment used during production, or leaching or erosion from materials involved. Application activities involve the application of product to an object such as painting, coating, spraying, or other treatment.

☐ No outdoor production or application activities are performed onsite.

☐ Outdoor production and/or application is performed as follows:

Location(s) of production and/or application activities:_____

_____

Description of production and/or application activities:_____

_____

2.2.5 Storage and Stockpiling

Vehicle and Equipment Storage and Parking

Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other parts (tires, brake pads) that can contaminate stormwater. If vehicles or heavy equipment are stored, or parked outdoors on site, please complete the following:

☐ No vehicle or equipment storage or parking is performed on site.

☐ Vehicle and/or equipment storage and/or parking application is performed as follows:

Type and Number of vehicles and equipment used, parked, or stored on site

- ☐ Passenger vehicles:_____
- ☐ Utility trucks:_____
- ☐ Dump truck: _____
- ☐ Tractor trailer:_____
- ☐ Top pick:_____
- ☐ Crane:_____
- ☐ Forklift:_____
- ☐ Earthmoving equipment (loader, dozer, scraper, excavator, backhoe, etc.):_____
- ☐ Other:_____
- ☐ Other:_____

Location of parking or storage area _____

List potential stormwater contaminants used in the operation or maintenance of heavy equipment on site:

- ☐ Petroleum products (fuel, oils, greases) – source of oil & grease and metals
- ☐ Acids – source of low pH
- ☐ Batteries – source of low pH, and heavy metals (lead, nickel, cadmium, etc.)
- ☐ Antifreeze
- ☐ Solvents
- ☐ Soaps or detergents – source of phosphorus
- ☐ Brake pads – source of suspended solids, metals (copper)
- ☐ Rubber tires – source of suspended solids, metals (zinc)
- ☐ Other _____

Material Storage

Materials stored outside have the potential to contaminate stormwater through erosion of granular materials, spills or leaks from liquids or equipment containing liquids, dissolution of soluble materials. If materials are stored outside on site, please complete the following section:

☐ No material storage is performed onsite.

☐ Material storage is performed as follows:

Location(s) of where materials are stored: _____

Surface of Storage Area: ☐ Paved ☐ Compacted Gravel ☐ Soil

Type(s) of Liquids Stored:

- ☐ Not applicable
- ☐ Fuels, oils, or greases
- ☐ Paints
- ☐ Acids
- ☐ Pesticides, Herbicides, Fertilizers
- ☐ Cleaning products: Soaps, detergents, solvents, etc.
- ☐ Other: _____

Liquids are stored in ☐ Small Containers ☐ Drums ☐ Totes ☐ Aboveground Tanks ☐ Other
Describe:_____

Type(s) of Solid Materials Stored:

- ☐ Not applicable
- ☐ Aggregates (sand, gravel, rock, broken concrete, broken asphalt, etc.)
- ☐ Soil and compost
- ☐ Wood Products (untreated lumber, logs, wood chips, wood waste, etc.)
- ☐ Scrap metals
- ☐ Building Materials (masonry products, metal framing, rebar,etc.)
- ☐ Treated lumber
- ☐ Other: _____
- ☐ Other: _____

Type(s) of Equipment Stored:

- ☐ Not applicable
- ☐ Equipment with galvanized metal components
- ☐ Equipment with fluid filled reservoirs
- ☐ Equipment with greased joints or other moving parts
- ☐ Other: _____

2.2.6 Dust Control and Soil and Sediment Control

Stormwater can be contaminated from dusts deposited on surfaces exposed to rain, or from erosion of exposed soils.

☐ No dust generating activities are performed on site and no exposed soils are present.

☐ Exposed soils are present on site as follows:

Location of exposed soils: _____

Slope: _____

Reason soils remain exposed: _____

☐ Dust generating activities are performed on site as follows:

Location of dust-generating activity:

Type(s) of dust-generating activity:

☐ Storage of materials (aggregate, sawdust, ash, etc.), describe: _____

☐ Manufacturing process, describe: _____

☐ Vehicle traffic

☐ Soil disturbance/grading

☐ Other: _____

2.2.7 Pesticide, Herbicide and Fertilizer Application

Landscape management (including control of weeds) has the potential to introduce chemical pollutants into stormwater. To reduce the potential for contaminating stormwater, this site uses the following landscape management practices: *Check one:*

☐ There are no vegetated areas on site. No pesticides, herbicides or fertilizers are used.

☐ Vegetated areas are present on site. The Port of Seattle's organic landscaping approach has been adopted. No pesticides, herbicides or synthetic fertilizers are used on site.

☐ Vegetated areas are present on site. A site-specific landscape management approach has been developed using City of Seattle BMP 18.

2.2.8 Other Pollution-Generating Activities

This template does not capture all potential sources of stormwater pollution. Evaluate your site for any additional pollution generating activities not listed above and describe here.

☐ No other pollution-generating activities are performed on site.

☐ Other pollution-generating activities are performed as follows: _____

_____

_____

2.3 Stormwater Drainage System

The stormwater drainage system is shown on Figure 1 and consists of the following components: *Check all that apply*

- ☐ No stormwater system onsite
- ☐ Catch basins
- ☐ Floor drains
- ☐ Deck drains
- ☐ Roof drains
- ☐ Trench drains
- ☐ Culverts
- ☐ Subsurface Pipes
- ☐ Ditches
- ☐ French Drains
- ☐ Pump station
- ☐ Stormwater Treatment:
  - ☐ Oil/water separator
  - ☐ Catch basin inserts
  - ☐ Bioswale
  - ☐ Pond
  - ☐ Filtration System
  - ☐ Other: _____

Comments: _____

_____

_____

_____

Stormwater from the site discharges to: *Check all that apply*

- ☐ East Waterway
- ☐ Duwamish River/West Waterway
- ☐ Elliott Bay
- ☐ Shilshole Bay
- ☐ Lake Washington Ship Canal
- ☐ City of Seattle Storm Sewer
- ☐ Sanitary Sewer
- ☐ Ground

Comments: _____

_____

_____

3 Pollution Prevention Team

The Pollution Prevention Team is responsible for implementing BMPs to control stormwater pollution at the site. Team members are responsible for inspections, operation and maintenance, operational source controls, employee and tenant training, emergency response and other activities necessary to implement the SWPPP. The Pollution Prevention Team consists of:

Role	Responsibility
Supervisor: **Name:**_____	• Supervising SWPPP Implementation, • Planning Structural BMPs, • Updating the SWPPP as necessary, • Coordinating activities with Port of Seattle Environmental, Maintenance and Compliance staff, and • Recordkeeping.
Maintenance: **Name:**_____	• Inspecting stormwater system and BMPs, • Coordinating maintenance with outside contractor (if used), and • Maintaining stormwater system and BMPs as necessary.
All Employees:	• Good housekeeping, • Promptly reporting spills, drips and leaks, • Appropriately storing materials and wastes, and • Implementing other operational BMPs.
Other Role: **Name:**_____	
Other Role: **Name:**_____	

4. Best Management Practices (BMPs)

Best Management Practices (BMPs) for managing stormwater quality are "a series of actions that are designed to prevent and reduce stormwater pollution". Volume 4, Chapter 2 of the City of Seattle's Source Control Stormwater Manual (2016) identifies BMPs applicable to all operators and occupants of real property within the City of Seattle to minimize pollutants from leaving a site or property. All Port of Seattle tenants must also implement BMPs required by the City of Seattle. This section of the SWPPP identifies the BMPs required for the site. It also presents a plan and schedule for implementing the BMPs.

4.1 Good Housekeeping

Good Housekeeping involves maintaining a clean and organized site to prevent contamination of stormwater from exposure to spilled liquids, dust, trash, or debris.

The following good housekeeping source controls from Ecology's 2014 Stormwater Management Manual for Western Washington (SWMMWW) will be implemented on the site:

- Promptly contain and clean up solid and liquid pollutant leaks and spills including oils, solvents, fuels, and dust from manufacturing operations on any exposed soil, vegetation, or paved area.
- Sweep all appropriate surfaces with vacuum sweepers quarterly or more frequently as needed for the collection of dust and debris that could contaminate stormwater.
- Do not hose down pollutants from any area to the ground, storm drains, conveyance ditches, or receiving water unless necessary for dust control purposes to meet air quality regulations. Convey pollutants before discharge, to a treatment system approved by the local jurisdiction.
- Clean oils, debris, sludge, etc. from all stormwater facilities regularly, including catch basins, settling/detention basins, oil/water separators, boomed areas, and conveyance systems, to prevent the contamination of stormwater. Refer to Appendix IV-D R.3 for references [of the 2014 Stormwater Management Manual for Western Washington] to assist in handling potentially dangerous waste.
- Promptly repair or replace all substantially cracked or otherwise damaged paved secondary containment, high-intensity parking, and any other drainage areas, subjected to pollutant material leaks or spills. Promptly repair or replace all leaking connections, pipes, hoses, valves, etc. which can contaminate stormwater.
- Do not connect floor drains in potential pollutant source areas to storm drains, surface water, or to the ground.

(Stormwater Management Manual for Western Washington, Ecology, December 2014, Volume IV page 2-2.)

4.2 Preventive Maintenance

Preventive Maintenance involves anticipating potential problems and performing regular maintenance to avoid contamination of stormwater. The following Preventive maintenance source controls from Ecology's 2014 SWMMWW will be implemented in the materials storage areas of the site:

- Prevent the discharge of unpermitted liquid or solid wastes, process wastewater, and sewage to ground or surface water, or to storm drains which discharge to surface water, or to the ground. Conduct all oily parts cleaning, steam cleaning, or pressure washing of equipment or containers inside a building, or an impervious contained area, such as a concrete pad. Direct contaminated stormwater from such an area to a sanitary sewer where allowed by local sewer authority, or to other approved treatment.
- Pressure wash impervious surfaces contaminated with oils, metals, sediment, etc. Collect the resulting washwater for proper disposal (usually involves plugging storm drains, or otherwise preventing discharge and pumping or vactoring up washwater, for discharge to sanitary sewer or for vactor truck transport to a waste water treatment plant for disposal).
- Do not pave over contaminated soil unless it has been determined that ground water has not been and will not be contaminated by the soil. Call Ecology for assistance.
- Construct impervious areas that are compatible with the materials handled. Portland cement concrete, asphalt, or equivalent material may be considered.
- Use drip pans to collect leaks and spills from industrial/ commercial equipment such as cranes at ship/boat building and repair facilities, log stackers, industrial parts, trucks and other vehicles, which are stored outside.
- At industrial and commercial facilities, drain oil and fuel filters before disposal. Discard empty oil and fuel filters, oily rags, and other oily solid waste in to appropriately closed and properly labeled containers, and in compliance with the Uniform Fire Code or International Building Code.
- For the storage of liquids use containers, such as steel and plastic drums, that are rigid and durable, corrosion resistant to the weather and fluid content, non-absorbent, water tight, rodent-proof, and equipped with a close fitting cover.
- For the temporary storage of solid wastes contaminated with liquids or other potential pollutant materials use dumpsters, garbage cans, drums and comparable containers, which are durable, corrosion resistant, non-absorbent, non-leaking, and equipped with either a solid cover or screen cover to prevent littering. If covered with a screen, the container must be stored under a roof or other form of adequate cover.
- Where exposed to stormwater, use containers, piping, tubing, pumps, fittings, and valves that are appropriate for their intended use and for the contained liquid.

(Stormwater Management Manual for Western Washington. Ecology, December 2014, Volume IV page 2-3.)

4.3 Required Citywide BMPs

Volume 4, Chapter 2 of the City of Seattle's Source Control Technical Manual (2016) identifies BMPs required by all operators and occupants of real property within the City of Seattle to minimize pollutants from leaving a site or property. BMPs 1 – 7, shown in the following table, must be followed. Sections 4.3.1 – 4.3.7 describe the citywide BMPs; for further detail see Appendix A.

4.3.1 Illicit Connections, Discharges and Dumping (BMP 1)

The Port of Seattle has adopted a policy prohibiting illicit connections, illicit discharges and illegal dumping. This site is required to comply with these prohibitions as follows.

Illicit connections are defined as "any man-made conveyance that is connected to a municipal separate storm sewer without a permit, excluding roof drains and other similar type connections. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the municipal separate storm sewer system." The City of Seattle's BMP 1 – Eliminate Illicit Connections to Storm Drains, included in Appendix A, provides additional guidance on procedures for identifying and eliminating illicit connections.
If an illicit connection is detected, the Pollution Prevention Team shall take appropriate steps to redirect the connection to an appropriate discharge location.

Illicit discharges are "any discharge to a municipal separate storm sewer that is not composed entirely of storm water, except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities." Specifically, the Port has fully prohibited the following discharges:

- Solid waste;
- Human and animal waste;
- Antifreeze, oil, gasoline, grease and all other automotive and petroleum products;
- Flammable or explosive materials;
- Metals in excess of naturally occurring amounts, whether in liquid or solid form;
- Chemicals not normally found in uncontaminated water;
- Solvents and degreasers;
- Painting products;
- Drain cleaners;
- Commercial and household cleaning materials;
- Pesticides, Herbicides and Fertilizers;
- Acids and Alkalis;
- Ink;
- Steam-cleaning waste, laundry waste, soap, detergent; ammonia;
- Chlorine
- Chlorinated swimming pool or hot tub water;
- Domestic or sanitary sewage;
- Animal carcasses;
- Food and food waste;
- Yard waste, dirt, sand and gravel.

In addition, the following discharges are prohibited, unless the stated conditions are met:

- Discharges from potable water sources, including water line flushing, hyper chlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water, unless planned discharges are de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.

- Discharges from lawn watering and other irrigation runoff, unless minimized to the maximum extent practicable.
- Dechlorinated swimming pool discharges, unless the discharges are dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and re-oxygenated if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- Street and sidewalk wash water, water used to control dust, and routine external building wash down, unless they do not contain detergents and are minimized to the maximum extent practicable. At active construction sites, street sweeping shall be performed prior to washing the street.

If a prohibited discharge is observed, the Pollution Prevention Team shall take immediate action to stop the discharge. Depending on the nature of the illicit discharge, it may be necessary to report it as a spill, according to the Spill Plan (Appendix C).

Illegal dumping - According to Port policy, "it is prohibited to spill, dump, release, throw, deposit or place solid waste, litter, pet waste, yard waste, or hazardous materials on Port property, without permission from the Port." If illegal dumping is observed, the Pollution Prevention Team shall take immediate action to identify the responsible party and cleanup the dumped material.

4.3.2 Operation and Maintenance (BMP 2)

Regular operation and maintenance of stormwater facilities is key to controlling stormwater pollution. Generally, individual **tenants are responsible for maintenance of the stormwater system** for tenant-controlled areas (i.e., not common areas) within their leases. Please refer to your lease for specifics about who is responsible for maintaining the stormwater system.

The City of Seattle requires that at a minimum all businesses perform the routine maintenance of the stormwater system. The City's requirements are documented in BMP 2 from the City of Seattle's Source Control Technical Manual (included in Appendix A). The tenant is responsible for keeping the SWPPP up to date with City of Seattle requirements.

Proper operation and maintenance of the stormwater system and BMPs requires regular inspection. Inspections at this facility will be performed at least:

☐ Annually ☐ Weekly

☐ Quarterly ☐ Other:_____

☐ Monthly

Inspections will be documented on the form provided in Appendix B. Completed inspection forms will be maintained with this SWPPP.

4.3.3 Dispose of Fluids and Wastes Properly (BMP 3)

The City of Seattle requires that responsible parties properly dispose of solid and liquid wastes, contaminated stormwater and sediment. The City's requirements are documented in BMP 3 from the City of Seattle's Source Control Technical Manual and can be found in Appendix A. There are generally four options for disposal, depending on the type of waste:

- Recycling facilities
- Municipal solid waste disposal facilities
- Hazardous waste treatment, storage, and disposal facilities
- Sanitary sewer

All waste must be disposed in accordance with applicable solid waste, dangerous waste, industrial waste, and other regulations.

4.3.4Proper Storage of Solid Wastes (BMP 4)

This BMP applies to properties that store solid wastes, including garbage, recyclables, compostable materials and cooking grease containers outdoors. The City's requirements are documented in BMP 4 from the City of Seattle's Source Control Technical Manual (included in Appendix A). Proper storage practices are as follows:

- Store all solid wastes in suitable containers. Check storage containers for damage and replace them if they are leaking, corroded, or otherwise deteriorating.
- Ensure that storage containers have leak proof lids or are covered by some other means, and that lids are closed at all times.
- Sweep the waste storage area or clean frequently to collect all loose solids for proper disposal in a storage container. When washing the area, contain and properly dispose of washwater.
- Drain dumpsters, dumpster pads, and trash compactors to the sanitary sewer.
- Clean up leaks and spills as they occur. Keep the area around grease storage containers clean and free of debris.
- Do not allow accumulated waste to exceed the capacity of the storage container. If this occurs, obtain and use another storage container. Do not overfill containers.
- For containers stored in the right-of-way, label with owner information and contents.

4.3.5 Spill Prevention, Reporting & Emergency Cleanup (BMP 5)

The Port of Seattle has developed an Environmental Spill Plan and Procedures for guiding response to spills on all Seaport properties under Port control (i.e., not tenant-controlled areas). This Spill Plan and Procedures is provided in Appendix C for reference. In addition, the City's requirements are documented in BMP 5 from the City of Seattle's Source Control Technical Manual (included in Appendix A).

Appendix C also includes a one-page summary of basic spill response procedures for the facility covered under this SWPPP.

4.3.6Provide Oversight and Training for Staff (BMP 6)

BMP 6 in the Source Control Technical Requirements Manual (see Appendix A) requires that staff are properly trained in their purpose and maintenance requirements as follows:

- Assign source control maintenance as a job responsibility for staff.

- Train all team members annually in the operation, maintenance, and inspection of BMPs. Keep training records on file.
- Train all team members annually in spill cleanup.
- Assign an employee to oversee implementation and management of stormwater source control best management practices.

To support this training effort and in accordance with Special Condition S6.E.1 of the Phase I Municipal Stormwater Permit, the Port of Seattle has developed an Education Program aimed at tenants and Port employees. The goal of the program is to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. The Education Program includes specific training activities and educational materials oriented toward prevention of stormwater pollution and implementation of the SWPPP.

For additional information on employee and tenant training and education, please see the Port of Seattle Seaport stormwater website. Training and education materials are available through the Seaport Stormwater and Seaport Stormwater Tenant Information links at the following site:

http://www.portseattle.org/Environmental/Water-Wetlands-Wildlife/Stormwater/Pages/default.aspx

4.3.7 Site Maintenance (BMP 7)

Good site maintenance reduces the potential for stormwater to come into contact with pollutants and can reduce maintenance intervals for the drainage system and combined sewer. The City's requirements are documented in BMP 7 from the City of Seattle's Source Control Technical Manual (included in Appendix A) and are as follows:

- Where feasible, locate pollution generating activities away from stormwater pathways, such as inlets/catch basins, conveyance pipes, and ditches.
- Sweep paved areas used for loading and unloading of materials, outdoor production and manufacturing, and storage as needed to prevent pollutant transport off site or to the drainage system.
- Promptly contain and clean up solid and liquid leaks and spills (refer to Section 4.7 and BMP 5 for specific information on spill prevention and cleanup).
- Inspect areas used for loading and unloading, material/waste storage, and vehicle parking as needed to prevent pollutant transport off site or to the drainage system.
- Do not hose down or otherwise transport pollutants from any area to the ground, drainage system, combined sewer, or receiving water.

Table 1. Required Citywide BMPs

Activity	Required BMP
Eliminate Illicit Connections Illicit connections include sanitary or process wastewater connections that are improperly discharging to a drainage system or receiving water. These improper connections allow a variety of pollutants to flow directly to receiving waters instead of the sanitary sewer or septic system. Frequently, such connections are not intentional, but can be very harmful to the environment and must be eliminated (See Section 4.3).	BMP 1
Perform Routine Maintenance Sediment and pollutants can accumulate over time in various components of drainage collection, conveyance, and treatment systems, such as catch basins, ditches, storm drains, and oil/water separators. When a storm event occurs, the excessive sediment and pollutants can become mobilized and carried into receiving waters. Performing routine maintenance is required and helps prevent sediment and pollutants from discharging downstream (See Section 4.4).	BMP 2
Dispose of Fluids and Wastes Properly For all real properties, responsible parties must properly dispose of solid and liquid wastes and contaminated stormwater and sediment. There are generally four options for disposal, depending on the type of waste (See Section 4.5): • Recycling facilities • Municipal solid waste disposal facilities • Hazardous waste treatment, storage, and disposal facilities • Sanitary sewer	BMP 3
Proper Storage of Solid Wastes This BMP applies to properties that store solid wastes, including garbage, recyclables, compostable materials, and cooking grease containers outdoors. If improperly stored, these wastes can contribute a variety of pollutants to stormwater (See Section 4.6).	BMP 4
Spill Prevention and Cleanup A spill can be a one-time event, a continuous leak, or frequent small spills. All types must be addressed (See Section 4.7). Businesses and real properties that load, unload, store, and manage liquids or other erodible materials must implement the following: • Spill Prevention • Spill Plan • Spill Cleanup Kits • Spill Cleanup and Proper Disposal of Material	BMP 5
Provide Oversight and Training for Staff The key to sustaining BMPs is to ensure that staff are properly trained in their purpose and maintenance requirements. Assign source control maintenance as a job responsibility for staff. (See Section 4.8)	BMP 6
Site Maintenance Good site maintenance reduces the potential for stormwater to come into contact with pollutants and can reduce maintenance intervals for the drainage system and combined sewer (See Section 4.9).	BMP 7

Note: If your site only drains to the public combined sewer then only the above BMPs are required.

4.4 Activity-Specific BMPs

The following BMPs listed on Table 2 are applicable to the specific pollution generating activities performed on site. BMP descriptions were drawn from Volume 4, Chapter 3 of the City of Seattle's Source Control Technical Manual (2016) and are included in Appendix A.

Some heavy industrial activities that are not typical for Port properties (e.g., mining, logging, storage of contaminated soils, etc.) have been removed from Table 2 to streamline BMP selection. Generally, these activities are not permitted on Port property unless specifically authorized in the lease. If you are engaged in heavy industrial activities that are not covered by the BMP Selection Worksheet please contact your Port Property Manager. These activities may require coverage under an Individual or General NPDES permit.

Complete the Activity Specific BMP Selection Worksheet (Table 2) on the following pages to identify BMPs required for the site.

4.5 BMP Implementation Plan

The plan for implementing the BMPs listed above and on Table 2 is shown in Table 3, BMP Implementation Plan.

BMPs shall be implemented according to the following schedule:

- Non-structural BMPs shall be implemented **immediately**.
- Structural BMPs shall be implemented:
    - Within 6 months, if operational BMPs are not sufficient to prevent pollution from leaving site, or
    - as part of development or redevelopment of that portion of the site.

Complete Table 3 by assigning responsibilities and deleting any BMPs that were not selected on Table 2.

Table 2. Activity Specific BMP Selection Worksheet

Activity	Required BMP
CLEANING OR WASHING	
☐ Applies to all outdoor washing activities, including the following: • Cleaning or washing of tools, engines, manufacturing equipment, vents, filters, pots and pans, grills, and floor mats. • Fleet vehicle yards, car dealerships, car washes, and maintenance facilities. • Mobile washing, including carpet cleaning, pressure washing, truck washing, etc.	BMP 8
TRANSFER OF LIQUID OR SOLID MATERIALS	
☐ ***Loading and Unloading of Liquid or Solid Material*** • Applies to loading and unloading of liquid or solid materials.	BMP 9
☐ ***Fueling at Dedicated Stations*** • Applies to gas stations, pumps at fleet vehicle yards or shops, and other privately owned pumps, including construction sites.	BMP 10
☐ ***Maintenance and Repair of Vehicles and Equipment*** • Applies to removing and replacing oil, fuel, engine oil, and other fluids such as battery acid, coolants, and transmission and brake fluids in vehicles and equipment. It also applies to mobile vehicle maintenance operations.	BMP 11
☐ ***Mobile Fueling of Vehicles and Heavy Equipment*** • Applies to filling fuel tanks of vehicles and equipment by means of tank trucks driven to sites where the vehicles are located (also known as mobile fueling, fleet fueling, wet fueling, or wet hosing).	BMP 12
PRODUCTION AND APPLICATION ACTIVITIES	
☐ ***Manufacturing and post-processing of metal products*** • Applies to mills, foundries, and fabricators that manufacture or process metal products. Activities may include machining, grinding, soldering, cutting, welding, quenching, etching, bending, coating, cooling, and rinsing.	BMP 15
☐ ***Landscaping and Vegetation Management*** • Applies to grading, storage of landscape materials, soil transfer, vegetation removal, pesticide and fertilizer applications, and watering.	BMP 18
☐ ***Painting, Finishing, and Coating Activities*** • Applies to surface preparation and the applications of paints, finishes, and/or coatings to vehicles, boats, buildings and equipment.	BMP 19
☐ ***Manufacturing Activities*** • Applies to manufacturing activities outdoor processing, fabrication, mixing, milling, or refining.	BMP 21

Table 2. Recommended BMP Selection Worksheet (*Continued)*

Activity	Required BMP
STORAGE AND STOCKPILING	
☐ ***Storage or Transfer of Leachable or Erodible Materials*** • Applies to storage and transfer of leachable and erodible materials, including, but not limited to: gravel, sand, salts, topsoil, compost, logs, sawdust, wood chips, lumber and other building materials, concrete, and non-coated galvanized metal or other leachable metal.	BMP 22
☐ ***Temporary storage or processing of fruits, vegetables or grains*** • Applies to storage of fruits, vegetables, and grains outdoors before processing or sale, or that crush, cut, or shred for wines, beer, frozen juices, or other food and beverage products.	BMP 23
☐ ***Portable Container Storage*** • Applies to all portable containers.	BMP 25
☐ ***Storage of Liquids in Aboveground Tanks*** • Applies to all liquids in aboveground tanks (excluding uncontaminated water).	BMP 26
☐ ***Lot Maintenance and Storage*** • Applies to public and commercial parking areas • Applies to storage of automobile parts, vehicles, or equipment	BMP 27
DUST, SOIL EROSION, AND SEDIMENT CONTROL	
☐ ***Dust Control in Disturbed Land Areas and on Unpaved Roadways and Parking Lots*** • Applies to dust control measures in disturbed land areas or on unpaved roadways and parking lots.	BMP 28
☐ ***Dust Control at Manufacturing Sites*** • Applies to grain dust, sawdust, coal, gravel, crushed rock, cement, boiler fly ash and other airborne polluting materials.	BMP 29
☐ ***Soil Erosion and Sediment Control at Industrial Sites*** • Applies to industrial activities that take place on soil.	BMP 30
OTHER ACTIVITIES	
☐ ***Boat Building, Mooring, Maintenance, and Repair*** • Applies to all types of maintenance, repair, and building operations at shipyards, ports, and marinas.	BMP 33
☐ ***Maintenance and Management of Roof and Building Drains at Manufacturing and Commercial Buildings*** • Applies to maintenance and management of roofs and sides of manufacturing and commercial buildings.	BMP 36
☐ ***Maintenance of Public and Private Utility Corridors and Facilities*** • Applies to maintenance activities related to public and private utilities, including pipelines, pump stations, rights-of-way, and transmission corridors	BMP 38
☐ ***Maintenance of Roadside Ditches*** • Applies to activities related to the maintenance of roadside ditches	BMP 39

Table 3. BMP Implementation Plan

1. Delete or cross out activity-specific BMPs not selected in Table 2
2. Enter name or title of person responsible for implementing and maintaining the BMP in the "Responsibility" column
3. Enter the date and notes regarding when and how the BMP was implemented

BMP	Action	Responsibility	Schedule / Notes
BMPs Required for All Tenants			
Pollution Prevention Team	Fulfill Pollution Prevention Team responsibilities		
Good Housekeeping	Promptly contain and cleanup leaks and spills.		
	Sweep paved areas regularly as needed. Do not hose down pollutants.		
	Clean BMP systems regularly.		
	Promptly repair damaged secondary containment, paving, and other areas potentially subject to leaks or spills.		
	Promptly repair or replace all leaking connections.		
Preventive Maintenance	Prevent discharge of unpermitted liquid or solid wastes.		
	Conduct washing or cleaning of equipment inside or in a contained area.		
	Use drip pans.		
	Drain oil and fuel filters before disposal.		
	For liquid storage, use rigid and durable containers appropriate for material stored.		
	For solid wastes, use durable, corrosion resistant containers appropriate for material stored.		
	Use containers, piping, tubing, pumps, fittings and valves appropriate for intended use and liquid contained.		
BMP 1 - Eliminate Illicit Connections	Perform dry season inspection - examine plumbing systems to identify any potential illicit connections.		
	Contact the Port of Seattle Stormwater Program Manager if illicit connections are identified.		
BMP 2 - Perform Routine Maintenance	Inspect all conveyance, detention and treatment systems at least annually and clean or repair structures.		

BMP	Action	Responsibility	Schedule / Notes
BMP 2 - Perform Routine Maintenance *(Continued)*	Clean catch basins when they are more than half full or when sediment is within 6 inches of the bottom of the lowest pipe, or there are obvious signs of pollution visible.		
	All catch basins are required to have outlet traps. When unable to install an outlet trap, evaluate installing one in appropriate downstream location.		
	Properly dispose of all solids, polluted material, and stagnant water collected through system cleaning.		
	Consider posting "Dump No Waste" or other warning signs adjacent to inlets/catch basins where possible.		
BMP 3 - Dispose of Fluids and Wastes Properly	Dispose of wastes in accordance with applicable regulations by: • recycling, • disposing in a municipal solid waste facility, • disposing in a hazardous waste facility, or • discharging to sanitary sewer.		
BMP 4 - Proper Storage of Solid Wastes	Store wastes in suitable containers.		
	Storage containers must have leak proof lids and be kept closed.		
	Check storage containers for damage and replace them if they are leaking, corroded, or otherwise deteriorating.		
	Sweep waste area. When washing the area, contain and properly dispose of washwater.		
	Drain dumpsters, dumpster pads, and trash compactors to the sanitary sewer.		
	Clean up leaks and spills as they occur.		
	Keep the area around grease storage containers clean and free of debris.		
	Do not overfill containers.		
BMP 5 - Spill Prevention and Cleanup	Clearly label all containers that contain potential pollutants.		
	Store and transport liquid materials in appropriate containers with tight-fitting lids.		

BMP	Action	Responsibility	Schedule / Notes
BMP 5 - Spill Prevention and Cleanup (*Continued*)	Place drip pans underneath all containers, fittings, valves, and where materials are likely to spill or leak.		
	Use tarpaulins, ground cloths, or drip pans in areas where materials are mixed, carried, and applied.		
	Train employees on the safe techniques for handling materials and to check for leaks and spills.		
	Develop and implement a spill plan and update it annually or whenever there is a change in activities or staff responsible for spill cleanup.		
	Store spill cleanup kits near areas with a high potential for spills.		
	In the event of a spill, implement the spill plan immediately.		
BMP 6 - Provide Oversight and Training for Staff	Train all team members annually in the operation, maintenance, and inspection of BMPs. Keep training records on file.		
	Train all team members annually in spill cleanup		
	Assign an employee to oversee implementation and management of stormwater source control BMPs.		
BMP 7 - Site Maintenance	Where feasible, locate pollution generating activities away from inlets/catch basins, conveyance pipes, and ditches.		
	Sweep paved areas as needed.		
	Promptly contain and clean up solid and liquid leaks and spills.		
	Inspect areas used for loading and unloading, material/waste storage, and vehicle parking as needed to prevent pollutant transport off site or to the drainage system.		
	Do not hose down or otherwise transport pollutants from any area to the ground, drainage system, combined sewer, or receiving water.		
Activity-specific BMPs			
BMP 8 - Cleaning or Washing	Provide and document training to employees regarding proper disposal of wastewater.		
	Do not allow washwater to drain to the stormwater system.		
	Wipe food service equipment, before cleaning/washing to remove excess pollutants.		

BMP	Action	Responsibility	Schedule / Notes
BMP 8 - Cleaning or Washing (Continued)	Sweep surfaces before cleaning/washing to remove excess sediment and other pollutants.		
	Discharge wastewater from cleaning or washing activities into the sanitary or combined sewer, into a process treatment system, or into a holding tank.		
	Cover and/or contain the activity or conduct the activity inside a building having a floor drain that discharges to the sanitary sewer.		
	Label all mobile cleaning equipment as follows: “Properly dispose of all wastewater. Do not discharge to an inlet/catch basin, ditch, stream, or on the ground.”		
	The uncovered portion of the wash pad discharging directly to the sanitary sewer must be no larger than 200 square feet or must have an overhanging roof.		
	If the uncovered wash pad cannot be less than 200 square feet, a shut off valve should be installed.		
	Obtain all necessary permits for installing, altering or repairing onsite drainage and side sewers.		
BMP 9 - Loading and Unloading of Liquid or Solid Material	Frequently sweep surfaces in loading and unloading areas.		
	Use drip pans where spills may occur and when making or breaking connections.		
	Check loading and unloading equipment as needed.		
	If possible, prevent stormwater from entering loading area.		
	Place curbs at edge of loading area to direct stormwater to treatment system.		
	Pave and slope loading area to prevent the pooling of water.		
BMP 10 - Fueling at Dedicated Stations	Train employees on proper use of fuel dispensers.		
	Do not use dispersants to clean up spills or sheens.		
	Post signs related to the operation of fuel dispensers in accordance with Seattle Fire Code.		
	Ensure that the person fueling stays at the pump.		
	Ensure that the automatic shutoff is functioning properly.		

BMP	Action	Responsibility	Schedule / Notes
BMP 10 - Fueling at Dedicated Stations *(Continued)*	Ensure at least one designated, trained person is available on site or on-call to respond to spills. If fueling station is unattended, spill plan and spill kit must be visible to all customers.		
	Keep suitable spill cleanup materials on site.		
	For fueling over water: • Have an employee supervise the fuel dock. • Use automatic shut-off nozzles and promote use of "whistles" and fuel/air separators on air vents. • Visually monitor liquid level during fueling. • Do not fill beyond 95% of tank capacity. • Spilled fuel should be conveyed to oil treatment facility, or sanitary sewer (if approved).		
BMP 11 - Maintenance and Repair of Vehicles and Equipment	Inspect all incoming vehicles and equipment for leaks and spills. Drain all fluids from wrecked vehicles and from equipment when they arrive.		
	Clean up all leaks and spills as they occur.		
	Store and dispose of fluids properly. Soiled rags and other cleanup material must be properly disposed of or professionally cleaned and reused.		
	Ensure that spill control materials that are appropriate to the type and quantity of materials being stored are kept readily accessible.		
	Maintenance and repair activities must be conducted inside a building or other covered impervious containment area that is sloped. If an emergency requires repair outside, containment must be used.		
	Do not use dispersants to clean up spills or sheens.		
	Use drip pans or other containment devices to capture all spills and drips.		

BMP	Action	Responsibility	Schedule / Notes
BMP 11 - Maintenance and Repair of Vehicles and Equipment *(Continued)*	All outside materials that can leach or spill should be covered, contained, or moved to an indoor location.		
	Maintenance and repair areas cannot be hosed down. Instead, they must be swept weekly or more often as needed. If pressure washing is necessary, the wastewater must be collected and disposed of properly.		
	Do not pour or convey washwater, liquid waste, or other pollutants into the drainage system.		
	If extensive staining and oily sheen is present, absorbent pillows or booms must be used in or around catch basins and properly maintained.		
BMP 12 - Mobile Fueling of Vehicles and Heavy Equipment	Ensure that all mobile fueling operations are approved by Seattle Fire Department and comply with fire codes.		
	Train operator annually in spill prevention and cleanup		
	Develop written fueling plan.		
	Ensure operator is present during fueling.		
	To the extent practical, fuel at least 25 feet away from storm drain or cover drain.		
	Regularly inspect, maintain, and replace equipment on fueling vehicles. Document inspections.		
	Use automatic shutoff nozzles for dispensing the fuel.		
	Use drip pan		
	Carefully handle hoses and nozzles to prevent drips.		
	Do not allow vehicles to drive over hoses.		
	Use an adequate lighting.		
	Do not "top off" fuel tanks.		
	Have a spill kit on fueling vehicle.		
	Immediately remove and dispose of contaminated soils.		
	Ensure compliance with all 49 CFR 178 requirements for Department of Transportation (DOT) 406 cargo tankers. Documentation is required.		

BMP	Action	Responsibility	Schedule / Notes
BMP 15 - Manufacturing and post-processing of metal products	Discharge process wastewater and stormwater runoff to sanitary sewer.		
	Perform the activity under cover.		
	Sweep activity area daily or more often as needed, do not allow metal fragments, residues, or dust to accumulate in areas exposed to stormwater.		
	Educate employees about controlling their work to minimize stormwater pollution. Document training.		
	Asses the need for an Industrial NPDES Permit.		
BMP 18 - Landscaping and Vegetation Management	Do not dispose of collected vegetation in drainage systems, waterways, receiving waters, or greenbelt areas. Use mulch or other erosion control measures		
	Develop/implement an Integrated Pest Management plan.		
	Choose the least toxic pesticide.		
	Conduct any pest control during the life stage when the pest is most vulnerable.		
	Apply pesticides according to the directions on the label.		
	Do not apply pesticides if it is raining or immediately before expected rain.		
	Ensure that the pesticide application equipment is capable of immediate shutoff.		
	Do not apply pesticides within 100 feet of receiving waters. All critical areas must be flagged prior to spraying.		
	Mix pesticides and clean the application equipment under cover in an area where accidental spills will not enter groundwater or contaminate the soil.		
	For roof moss control, ensure that runoff does not enter downspouts.		
	Store pesticides in enclosed or covered impervious containment areas.		
	Do not hose down paved areas to an inlet/catch basin or ditch.		
	Reuse rinsate generated from equipment cleaning or recycle.		

BMP	Action	Responsibility	Schedule / Notes
BMP 18 - Landscaping and Vegetation Management *(Continued)*	Apply all fertilizers using properly trained personnel. Document and keep all training records.		
	Do not apply fertilizers to grass swales, filter strips, or buffer areas that drain to receiving waters.		
BMP 19 - Painting, Finishing, and Coating Activities	Train employees in application and cleanup of paints and finishes. Keep records of training.		
	Use ground cloths or drop cloths underneath outdoor painting.		
	Use a storm drain cover, catch basin filter, or other similar device.		
	Do not conduct spraying, blasting or sanding over open water, or if wind may blow particles into water. Use curtain on windy days.		
	Enclose or contain spray gun and sandblasting work.		
	Wipe up spills with rags and absorbent materials.		
	Sweep rather than hose down debris.		
	Clean paintbrushes and tools covered with water-based paints in sink or portable containers. Discharge to sanitary sewer.		
	Collect solvents used to clean brushes and tools. Recycle or dispose of used solvent appropriately.		
	Store paints, finishes and solvents inside or in covered secondary containment.		
	All containers must have tight fitting lids.		
BMP 21 - Manufacturing Activities	Move all or parts of the manufacturing activity into a building or cover, contain the activity, and connect floor drains to the sanitary sewer. Construct a berm or a sloped floor as needed to prevent drainage of pollutants to outside areas and to prevent run-on of uncontaminated stormwater.		
	Make sure all outside materials that have the potential to leach or spill are covered, contained, or moved to an indoor location.		
	Sweep paved areas daily or more often as needed.		

BMP	Action	Responsibility	Schedule / Notes
BMP 21 - Manufacturing Activities *(Continued)*	Consider modifying the activity to eliminate or minimize the contamination of stormwater.		
	Isolate and segregate pollutants where feasible. Convey the segregated pollutants to a sanitary sewer, process treatment, or dead-end sump.		
	If operational BMPs are not sufficient to prevent stormwater contamination, structural controls must be implemented, including treatment or structural containment.		
BMP 22 - Storage or Transfer of Leachable or Erodible Materials	Store materials inside or cover and contain. The cover must fully prevent wind and weather contact		
	Do not hose down the contained stockpile area to an inlet/catch basin, ditch, or to receiving waters. Sweep paved storage areas daily or more often as necessary to collect and dispose of loose solid materials.		
	Convey stormwater to a wet pond, wet vault, settling basin, media filter, catch basin filter sock, etc. Maintain all settling systems weekly, or as needed, to prevent plugging.		
	For stockpiles larger than 5 cubic yards: • Store in a covered, paved area, preferably surrounded by a berm. • Place temporary plastic sheeting over the material and anchor sheeting. • Place curbs or berms along the perimeter. Slope the paved area.		
	For large stockpiles that cannot be covered: • Install containment devices such as a berm or a low wall around the perimeter and at any catch basins. • Ensure that contaminated stormwater must be conveyed through a treatment BMP.		

BMP	Action	Responsibility	Schedule / Notes
BMP 22 - Storage or Transfer of Leachable or Erodible Materials *(Continued)*	• Inspect and maintain catch basins weekly, or more often as needed. Use catch basin filter socks to catch solids.		
BMP 23 - Temporary storage or processing of fruits, vegetables or grains	Do not allow water used to clean produce to enter the drainage system.		
	Sweep paved storage areas daily or more often as needed. Inspect storage areas often and maintain good housekeeping.		
	Make sure all outside materials that have the potential to leach or spill are covered, contained, or moved to indoors.		
	Enclose the processing area or, pave and slope the area to drain to the sanitary sewer, holding tank, or process treatment system collection drain. Provide stormwater run-on protection for the processing area.		
BMP 25 - Portable Container Storage	Wherever possible, store containers on a paved surface, under cover or in a building.		
	Store materials in leak-proof containers with tight-fitting lids.		
	Properly label all containers to identify their contents. Position containers so labels are clearly visible.		
	Ensure that spill kits are located near container storage areas. Place drip pans beneath all taps on mounted containers and at all potential drip and spill locations during the filling and unloading of containers.		
	Inspect container storage areas regularly for corrosion, structural failure, spills, leaks, overfills, and failure of piping systems.		
	Check containers daily for leaks and spills. Replace containers and replace and tighten bungs in drums as needed.		
	Secure drums in a manner that prevents accidental spillage, or any unauthorized use.		

BMP	Action	Responsibility	Schedule / Notes
BMP 25 - Portable Container Storage *(Continued)*	Store hazardous or dangerous material or waste containers in a designated area. Provide covered secondary containment, or cover and pave the storage area with an impervious surface and install a berm or dike to surround the area. Slope the area to drain into a dead-end sump for the collection of leaks and small spills.		
	Store hazardous or dangerous material or waste containers that do not contain free liquids in a designated sloped area with the containers elevated or otherwise protected from stormwater run-on.		
	Elevate hazardous or dangerous material or waste containers metal drums to prevent corrosion and leakage.		
	Ensure that the storage of reactive, ignitable, or flammable liquids complies with the Seattle Fire Code and Washington State Fire Code.		
BMP 26 - Storage of Liquids in Aboveground Tanks	Provide secondary containment or use double walled tanks.		
	Do not discharge contaminated stormwater within the secondary containment area to the drainage system.		
	Inspect tank containment areas regularly.		
	Replace or repair tanks that are leaking, corroded, or otherwise deteriorating. Document and keep all inspection records.		
	Sweep and clean the tank storage area regularly.		
	Locate and design tanks to prevent contamination (See BMP 26 in Appendix A). Tanks must be in impervious secondary containment.		
BMP 27 - Lot Maintenance and Storage	Sweep or vacuum parking lots, storage areas, sidewalks, and driveways regularly.		
	When washing a parking lot, follow guidelines for washing found in BMP 8.		
	When storing materials other than vehicles, refer to applicable BMPs in this volume.		

BMP	Action	Responsibility	Schedule / Notes
BMP 27 - Lot Maintenance and Storage *(Continued)*	Inspect the lot routinely for leaks and spills. Employ spill cleanup procedures (refer to BMP 5) when necessary. Pick up absorbents and properly dispose of them after use.		
	An oil removal system such as an oil/water separator, catch basin filter sock, or equivalent BMP that is approved by SPU is required for parking lots are classified as high-use sites. If a catch basin filter sock is used, maintain the filter regularly to prevent plugging.		
BMP 28 - Dust Control in Disturbed Land Areas and on Unpaved Roadways and Parking Lots	Protect inlets/catch basins during application of dust suppressants.		
	Sprinkle or wet down soil or dust with water.		
	Only use local and/or state government approved dust suppressant chemicals,		
	Avoid excessive and repeated application of dust suppression chemicals.		
	Street gutters, sidewalks, driveways, and other paved surfaces in the immediate area of the activity must be swept regularly.		
	Install catch basin filter socks. Maintain the filters regularly to prevent plugging.		
BMP 29 - Dust Control at Manufacturing Sites	Clean accumulated dust and residue from powdered material handling equipment and vehicles as needed.		
	Maintain onsite controls so that no vehicle track-out occurs.		
	Regularly sweep areas of accumulated dust.		
	Maintain dust collection devices on a regular basis.		
	Where feasible, periodically wash surfaces, such as roofs and yards to prevent buildup. Discharge washwater to the sanitary sewer or recover for proper off-site disposal.		
	If operational BMPs are not sufficient to prevent stormwater contamination, structural controls must be implemented, including treatment or structural containment.		

BMP	Action	Responsibility	Schedule / Notes
BMP 30 - Soil Erosion and Sediment Control at Industrial Sites	Limit the exposure of erodible soil.		
	Stabilize or cover erodible soil to prevent erosion.		
	Stabilize entrances/exits to prevent track-out.		
	Install one or more of the following cover practices: • Vegetative cover, • Covering with mats, or Preservation of natural vegetation		
	• If operational BMPs are not sufficient to prevent stormwater contamination, structural controls must be implemented.		
BMP 33 - Boat Building, Mooring, Maintenance, and Repair	In addition to the citywide spill control requirement, include a marine containment boom in spill kits for shipyards, boatyards, and marinas.		
	See BMP 36 in Appendix A for procedures for blasting and spray painting activities.		
	Locate spill kits on all piers or docks.		
	Immediately clean up any spills on dock, boat, or ship deck areas and dispose of the wastes properly.		
	Immediately repair or replace leaking connections, valves, pipes, hoses, and equipment.		
	Relocate maintenance and repair activities onshore if feasible.		
	Perform paint and solvent mixing, fuel mixing, and similar handling of liquids onshore or in containment.		
	All liquids stored over water or on docks must have covered secondary containment.		
	Store all batteries and oily parts in a covered container with a tight-fitting lid.		
	Store materials such as paints, tools, and ground cloths indoors or in a covered area when not in use.		
	Collect spent abrasives regularly and contain or store them under cover until they can be disposed of properly.		

BMP	Action	Responsibility	Schedule / Notes
BMP 33 - Boat Building, Mooring, Maintenance, and Repair *(Continued)*	Sweep and clean yard areas, docks, and boat ramps at least once each week or more often as needed. Do not hose them down. Properly dispose of the collected materials. Sweep dry docks before flooding.		
	When washing, do not allow any pollutants, including soap, to enter the drainage system or receiving water.		
BMP 36 - Maintenance and Management of Roof and Building Drains at Manufacturing and Commercial Buildings	If leachates or emissions from buildings are suspected sources of stormwater pollutants, sample and analyze the stormwater draining from the building or sediment from nearby catch basins.		
	If a roof or building is identified as a source of stormwater pollutants, implement appropriate source control measures.		
	Sweep areas routinely to remove pollutant residues.		
	If operational BMPs do not prevent or reduce pollution, paint/coat the galvanized surfaces or treat the stormwater runoff.		
	If operational BMPs are not sufficient to prevent stormwater contamination, structural controls must be implementedt.		
BMP 38 - Maintenance of Public and Private Utility Corridors and Facilities	Implement BMPs for Landscaping and Vegetation Management (BMP 18), including integrated pest management		
	When water or sediments are removed from electric transformer vaults, determine whether contaminants are present before disposing of the water and sediments.		
	Provide maintenance practices to prevent stormwater from accumulating and draining across and/or onto roadways.		
	Maintain ditches and culverts.		
	Apply the appropriate BMPs in this volume for the storage of waste materials that can contaminate stormwater.		

BMP	Action	Responsibility	Schedule / Notes
BMP 38 - Maintenance of Public and Private Utility Corridors and Facilities *(Continued)*	Within utility corridors, prepare maintenance procedures to minimize the erosion of soil.		
	Implement BMPs for Landscaping and Vegetation Management (BMP 18), including integrated pest management		
BMP 39 - Maintenance of Roadside Ditches	Inspect roadside ditches regularly, at a time when most effective. Clean ditches on a regular basis. Keep ditches free of rubbish and debris.		
	Do not apply fertilizer unless needed to maintain vegetative growth.		
	Do not leave material from the ditch cleaning on roadway surfaces.		
	Sweep at the completion of ditch cleaning operations.		
	Segregate clean materials from suspect or contaminated materials.		
	Remove vegetation only when flow is blocked or excess sediments have accumulated.		
	Use grass vegetation, unless specified otherwise by SPU.		
	Establish vegetation from the edge of the pavement if possible or at least from the top of the slope of the ditch.		
	Use temporary erosion and sediment control measures during ditch reshaping.		
	Diversion ditches on top of cut slopes must be maintained to retain their diversion shape and capability.		
	Inspect culverts on a regular basis at the inlet and outlet, and repair as necessary.		

APPENDIX A

Spill Plan Summary

Facility-Specific

Basic Spill Response Procedures

FACILITY NAME _____

FACILITY ADDRESS _____

_____

COMPANY CONTACT _____

CONTACT PHONE _____

EMERGENCY CONTACT _____

CONTACT PHONE _____

SPILL RESPONSE PROCEDURES

APPENDIX B

O&M Inspection Reports

Operation and Maintenance Checklist

____

Name of Facility

Date	Inspected by	Catch Basins	BMPs	Comments
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	
		☐ Inspected ☐ Cleaned	☐ Inspected ☐ Maintained	

APPENDIX C

Relevant Best Management Practices

Extracted from the **City of Seattle Source Control Technical Manual**
Volume 4, Chapter 2 – 3