

EXAMPLE  
STORMWATER POLLUTION  
PREVENTION PLAN

## READY-MIXED CONCRETE PLANTS

### STORMWATER POLLUTION PREVENTION PLAN (SWP2 Plan)

#### GENERAL INFORMATION

- A. The SWP2 Plan shall be developed and submitted for KDHE approval along with the general permit application.
- B. The plan shall be kept at the facility and made available to the Department upon request.

[COVER PAGE]

STORMWATER POLLUTION  
PREVENTION PLAN

[Company Name]  
[Plant Name]  
[City Where Plant is Located]

[Month, Date, Year]

## STATEMENT OF CERTIFICATION

I certify under penalty of law that the Stormwater Pollution Prevention Plan (SWP2 Plan) has been completed, retained on site and implemented at this facility. The SWP2 Plan and attachments were completed under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information contained in the SWP2 Plan. Based on my inquiry of the person, or persons, who manage the site, or those persons directly responsible for gathering the information, the information contained in the SWP2 Plan is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for providing false information, including the possibility of fine and imprisonment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TABLE OF CONTENTS

1. Statement of Purpose
2. Objectives of the Plan
3. Stormwater Pollution Prevention Team
4. Facility Description
5. Maps
6. Materials Used/Stored On-Site
7. Inspections
8. Employee Training
9. Spills
10. Emergency Contacts

## APPENDIX

- A. Material Safety Data Sheets
- B. Inspection Forms and Reports
- C. Employee Training Forms and Reports
- D. Spill Reporting Form and Reports
- E. State and Federal Water Pollution Control Permit Requirements

## 1. STATEMENT OF PURPOSE

- A. The purpose of the SWP2 Plan is to design, implement, manage and maintain Best Management Practices to reduce the amount of pollutants in stormwater discharges from this site.
- B. Satisfy the requirement for a Stormwater Pollution Prevention Plan.

## 2. OBJECTIVES OF THE PLAN

- A. Identify potential sources of pollution.
- B. Identify procedures to eliminate or minimize contact of the sources with stormwater.
- C. Provide procedures to handle the stormwater so as to minimize pollution leaving the site.
- D. Identify the persons responsible for implementing and complying with the Stormwater Pollution Prevention Plan.

## 3. STORMWATER POLLUTION PREVENTION TEAM

- A. Who is responsible for (provide name or position, address, telephone no., and e-mail address if available)
  - 1. Initial set up of Best Management Practices
  - 2. Training & training verification
  - 3. Inspections
  - 4. Reviewing inspections
  - 5. Corrective actions
  - 6. Modifications to the Stormwater Pollution Prevention Plan – Review annually/Update when needed

## 4. FACILITY DESCRIPTION

Provide a short description of the facility and site activities, percent paved or gravel surface, materials used, annual facility production, source of water, sources of wastewater (truck washing, drum washing, site washdown water, rest room/shower room wastewater), water pollution control structures/settling basins, water re-use and collected fines (re-use, sold, given away) and the type and location of any Best Management Practices needed to implement the SWP2 Plan.

## 5. MAPS

- A. General location map within or near a city
- B. Local maps showing facility boundary, ditches, and nearby streams.
- C. Site map showing location of storage piles, storage silos, fuel storage areas, buildings, entrances/exits, berms to keep stormwater off the site, water pollution control structures, Best Management Practices needed to implement the SWP2 Plan, waste concrete piles, warehouses, any areas where left over concrete is dumped, where trucks are washed, etc. Also, show normal stormwater flow direction across the site.

## 6. MATERIALS USED/STORED ON-SITE

- A. Materials and types of storage (Open or covered storage such as buildings, bins and tanks)
  - 1. Sand, Gravel, Rock
  - 2. Cement, Flyash
  - 3. Admixtures
    - a. Air entraining agents
    - b. Calcium chloride
    - c. Muriatic acid
    - d. Others
  - 4. Fuel and Lubricants
  - 5. Returned Concrete

## 7. INSPECTIONS

- A. What is to be inspected
  - 1. Form (See example in Appendix B)
- B. When are inspections to occur
  - 1. After every rainfall above 2 inches
  - 2. Every calendar quarter – REQUIRED
  - 3. Annually – Complete facility evaluation
- C. When are corrections to be made if evaluation is
  - 1. Fair
  - 2. Poor

## 8. EMPLOYEE TRAINING SESSIONS

- A. Discuss
  - 1. Frequency (New Hires and Existing Employees)
  - 2. Subjects to be covered
- B. Form (See example in Appendix C)

## 9. SPILLS

- A. What actions will the facility take to prevent spills
- B. Identify hazardous materials
- C. Implement cleanup procedures
- D. Disposal procedures and identify appropriate disposal location
- E. Notify appropriate Company, Local, State, Federal authorities if required
  - 1. Fuels and Oils
  - 2. Cement, Flyash
  - 3. Admixtures (Hazardous??)
  - 4. Sand, Gravel, Rock
  - 5. Waste/Returned Concrete
  - 6. Other
- F. Form (See example in Appendix D)

## 10. EMERGENCY CONTACTS

(Company, Local, State, Federal Contacts)

- A. Fire
- B. Police
- C. Ambulance
- D. Major Storm Damage
  - 1. Flood
  - 2. High winds
- E. Spills
  - Company:
  - Local:
  - State: Kansas – 24/7 Spill Reporting 785.296.1679
  - Federal:

## APPENDIX

### A. MATERIAL SAFETY DATA SHEETS (MSDS)

- 1. MSDS information needs to be kept on-site and as part of the SWP2 Plan for admixture chemicals.

### B. INSPECTION FORMS AND REPORTS

- 1. Inspection form
- 2. Inspections completed report
- 3. Corrective actions completed report

### C. EMPLOYEE TRAINING FORMS AND REPORTS

- 1. Employee training form
- 2. Training sessions held/who attended report

### D. SPILL

- 1. Spill forms
- 2. Spill reports

### E. STATE AND FEDERAL WATER POLLUTION CONTROL PERMIT REQUIREMENTS

- 1. Copy of the KDHE Permit
- 2. Copies of Discharge Monitoring Reports (DMR)
- 3. Laboratory reports received supporting the DMRs.

**STORMWATER POLLUTION PREVENTION PLAN (SWP2 PLAN)  
INSPECTION REPORT (EXAMPLE)**

Company Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Reason for Inspection:            Quarterly: \_\_\_\_\_ Annual: \_\_\_\_\_ \*Special: \_\_\_\_\_

ITEMS INSPECTED	CONDITION			CORRECTIVE ACTION		DISCUSSION
	Good	Fair	Poor	Requested	Completed	
Facility Grounds - Housekeeping						
Admixture Warehouse						
Rock Storage Area						
Sand Storage Area						
Flyash Storage Area						
Cement Storage Area						
Fuel Storage Area						
Grease/Lubricants Area						
Equipment Parking Area						
Stormwater Run-on Controls						
Stormwater Run-off Controls						
Runoff Ditches/Streams						
Wastewater Retention Structures						
Other:						

\*Special Reason or Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Reviewed by: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_



**STORMWATER POLLUTION PREVENTION PLAN (SWP2) PLAN  
SPILL REPORTING FORM (EXAMPLE)**

Company Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Permit No. \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_

Material Spilled: \_\_\_\_\_

Amount of Spill: \_\_\_\_\_

Is the material classified as hazardous? \_\_\_\_\_ YES \_\_\_\_\_ NO

Did the material leave the spill site? \_\_\_\_\_ YES \_\_\_\_\_ NO

Did the material enter any ditches or streams leading to waters of the state? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe pathway: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Review the Stormwater Pollution Prevention Plan or such other information the company may have available for telephone and/or written notification requirements for local, state and federal authorities.**

Description of the Spill incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe Clean up method / date/ time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe Disposal Method / date / location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STORMWATER POLLUTION PREVENTION PLAN (SWP2) PLAN  
SPILL REPORTING FORM (EXAMPLE)**

Was this spill required to be reported to any of these authorities?

\_\_\_\_\_ Local                      \_\_\_\_\_ State                      \_\_\_\_\_ Federal

Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Reported to: \_\_\_\_\_  
(Local, State, Federal, person)

Reported by: \_\_\_\_\_  
(Name)

Reported by: \_\_\_\_\_  
(means-telephone, written, etc.)

This Report Completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date