

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

Name of Tenant and Facility

Date: _____

Emergency Contact:

Title:

Phone:

INSTRUCTIONS

FOR MERRILL FIELD TENANTS TO OBTAIN COVERAGE UNDER THE NPDES STORM WATER DISCHARGE MULTI- SECTOR GENERAL PERMIT

INSTRUCTIONS (CONTINUED)

1. **Prepare a Storm Water Pollution Prevention Plan (SWPPP).** You may use the generic SWPPP, following these steps.

A. Complete Worksheets. General guidance for completing the worksheets is given on pages 5 through 16 generic SWPPP.

Worksheet	Procedure
1	Name staff members who will carry out the plan.
2	Complete a site map – see pages 5-8.
3	Describe materials stored on your leased property.
3A	Describe materials exposed to rain or snow on your leased property.
4	Use this form to record future spills that may occur in the future.
4A	Record spills and leaks that occurred 1996 through 1999.
5	Look for runoff from your site on a non-rainy day. Complete and sign this worksheet, which <i>certifies</i> your findings.
6	Skip this sheet if you completed Worksheet 5.
7	Use Table 2 (page 9) to help fill out Worksheet 7, identifying where pollution may come from.
7A	Use Tables 3 through 9 (pages 10 through 13) to describe how pollution will be prevented (best management practices (BMPs)).
8	Describe who will assure the BMPs are carried out and when.
9	Record scheduled and completed employee training.
10	Record any use of deicers or anti-icing chemicals.

INSTRUCTIONS

(CONTINUED)

- B. Have a Professional Engineer seal and sign the statement on page 2.
- C. *Certify* the plan by reading and signing the statement on page 3.
- D. Submit copies of the plan (site map, completed worksheets, and plan certification) to:
 - Alex Jumao-as
 - Assistant Airport Manager
 - Merrill Field Airport
 - 800 Merrill Field Drive
 - Anchorage, AK 99501-4129
- E. Perform annual inspections, using the checklists in Appendix C, to assure that the plan is being carried out. Certify that these inspections are carried out by signing the certification statement, also in Appendix C. Completed checklists and forms should stay with the plan as a record of compliance.

MERRILL FIELD GENERIC SWPPP FOR TENANTS

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LIST OF WORKSHEETS

1	Pollution Prevention Team
2	Developing a Site Plan
3	Material Inventory
3A	Description of Exposed Significant Materials
4	Inventory of Spills and Leaks (for future years)
4A	Inventory of Spills and Leaks (1996 through 1999)
5	Non-storm Water Discharge Assessment and Certification
6	Non-storm Water Discharge Assessment and Failure to Certify Notification
7	Pollutant Source Identification
7A	BMP Identification
8	Implementation
9	Employee Training
10	Deicing/Anti-icing Releases

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LIST OF APPENDICES

Appendix A	Worksheets
Appendix B	Multi-Sector General Permit (MSGP)
Appendix C	Annual Compliance Forms
Appendix D	Spill Response Training Manual

ACRONYMS AND ABBREVIATIONS

EPA	Environmental Protection Agency
NPDES	National Pollutant Discharge Elimination System
SWPPP	Storm Water Pollution Protection Plan
ADEC	Alaska Department of Environmental Conservation
NOI	Notice of Intent
MSGP	Multi-Sector General Permit
MSDS	Material Safety Data Sheets
BMP	Best Management Practices
SIC	Standard Industrial Code

I. INTRODUCTION

The Airport has many tenants who provide or support air transportation. Many of these tenants are also regulated by the storm water permit system. These regulated tenants or sub-tenants are required to be independently permitted for storm water discharges, and each is responsible for their own National Pollutant Discharge Elimination System (NPDES) Storm Water Pollution Prevention Plan (SWPPP). Tenants of Merrill Field are **not required file a Notice of Intent (NOI)** with the Alaska Department of Environmental Conservation (ADEC). Pertinent sections of the ADEC Multiple Sector General Permit (MSGP) are included in Appendix B and can be found online at <http://www.dec.state.ak.us/water/wnpssc/stormwater/MultiSector.htm>.

Regulated tenants are tenants that perform aircraft/vehicle/equipment fueling activities, maintenance, washing, loading/unloading, material storage and/or deicing/anti-icing type activities. As part of the Merrill Field SWPPP compliance, tenants must form a SWPPP that remains on-site and submit a copy to the airport Assistant Manager.

This generic SWPPP has been developed to aid tenants and sub-tenants in drafting their own site-specific SWPPPs. It contains text, worksheets, and all the required components for SWPPP implementation. To help tenants complete the SWPPP; many requirements have been designed in a “Check Box” or “Circle Appropriate Response” format.

Compliance with permit regulations will ensure the Airport maintains a good relationship with regulatory authorities and prevents Airport tenants from being fined for non-compliance. Merrill Field in no way accepts responsibility of regulated tenant or sub-tenant environmental compliance with storm water regulations. However, the Airport will support its tenants in following the requirements of the SWPPP by providing generic SWPPP materials, such as this SWPPP handout, training, and education. Regulated tenants and sub-tenants, after completing their own NPDES permit, will have their permit(s) integrated into the Airport SWPPP.

Airport lease agreements contain language requiring tenants to comply with all federal, state, and local environmental regulations. These regulations also indicate that spill reporting, environmental assessments, and other environmental information be submitted promptly to the appropriate agencies and the Airport.

The current permit also requires that the permittee evaluate their stormwater impacts to endangered species and historic places. Through informal consultation with the U.S. Fish and Wildlife, there are currently no endangered species present in the Anchorage Bowl. An analysis of the State Register of Historic places also indicates that storm water runoff will not affect current historic listings.

A. Certification Statement and Engineer Acceptance

Certification Statement

Signing the certification statement is required by law by the owner/operator of the facility, and provides verification that the document was completed in accordance with their knowledge about the facility and the personnel conducting the compliance.

“I certify under penalty of law that this document and all attachments we prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Certifying Official: _____

Title: _____

Date: _____

Engineer Acceptance

A Professional Engineer signing the following statement acknowledges that, based on his/her inquiries of the person or persons managing or retaining the information on the facility, that the SWPPP was created in accordance with the requirements of the multi-sector general permit (MSGP).

“I acknowledge that this Storm Water Pollution Prevention Plan was created, to the best of my knowledge, in compliance with the requirements of the EPA (MSGP). Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. Implementation of the SWPPP will be the responsibility of the tenant.”

Professional Engineer: _____

Company: _____

Date: _____

II. PLANNING AND ORGANIZATION

This section discusses how to fill out each worksheet necessary for the SWPPP.

A. Facility Information and Pollution Prevention Team

Developing and implementing a SWPPP requires identifying qualified individuals or a team of individuals who are to be responsible for the plan. The pollution prevention team may consist of one individual, when appropriate.

Complete your tenant-specific team on Worksheet No. 1.

B. Consistency with Other Plans

It is intended that this SWPPP maintain consistency with the Airport SWPPP.

C. Update Frequency

Table 1 documents how often the SWPPP worksheets should each be updated. *Keep all past information on Worksheets or forms in an Appendix A as a requirement of the permit and for your own historical information.*

Table 1 Worksheet Update Frequency

No.	Worksheet/Appendix Description	Update Frequency
A	Facility Description	Performed Once
1	Pollution Prevention Team	If Members Change
2	Developing a Site Map	If Sources Change
3	Material Inventory	Yearly Update
3A	Description of Exposed Significant Materials	Yearly Update
4	List of Significant Spills and Leaks	Yearly Update
5	Non-Storm Water Discharge Assessment and Certification	Performed Once
6	Non-Storm Water Discharge Assessment and Failure to Certify Notification	If (5) Cannot be Performed
7	Pollutant Source Identification	If Sources Change
7A	BMP Identification	If (7) Changes
8	Implementation	If (7) Changes
9	Employee Training	Yearly Update
10	Deicing/Anti-Icing Releases (if applicable)	Each Release
11	Visual Inspections and Maintenance Reports (Appendix C)	Quarterly Update
12	Comprehensive Compliance Evaluation (Appendix C)	Yearly Update

III. SITE ASSESSMENT

A. Site Map

The site map(s) show your location within Merrill Field and the pertinent activities related to stormwater from your facility. *Mark the general location of your facility in Figure 1. Then, draw a site map specific to your facility.*

- At a minimum, the site map should show the following for storm water:
 - Drainage patterns (arrows for flow direction)
 - Discharge points
 - Identification of potential pollutant sources
 - Surface water bodies or what the discharge flows into (storm water system, pond, wetland)
 - Structural controls of storm water
- Worksheet 2 also includes factors that should be shown on the site map.
- The list below includes features that you should include on the site plan if they are present. Figure 2 is a sample site map that shows what a completed map could look like. *Sketch your site-specific information on Figure 3 using the names and abbreviations listed here. Include scale and a north arrow.*

Street names	Drainage ditches	(M) Maintenance area
Property lines	Paved areas	(F) Fueling area
Fences	Culverts	(O) Used oil storage
Grated catch basins	Paved areas	(L) Loading areas
Grassy areas	Discharge points	(W) Wash area
Surface gradient	Manholes	(SA) Outside storage
Roof drains	(FT) Fueling tanks	(D) Deicing area

You may include other names or abbreviations by listing them on Figure 3 and defining them here.

Figure 1 General Location Map at Merrill Field, Anchorage, Alaska

(Please identify and circle your facility)

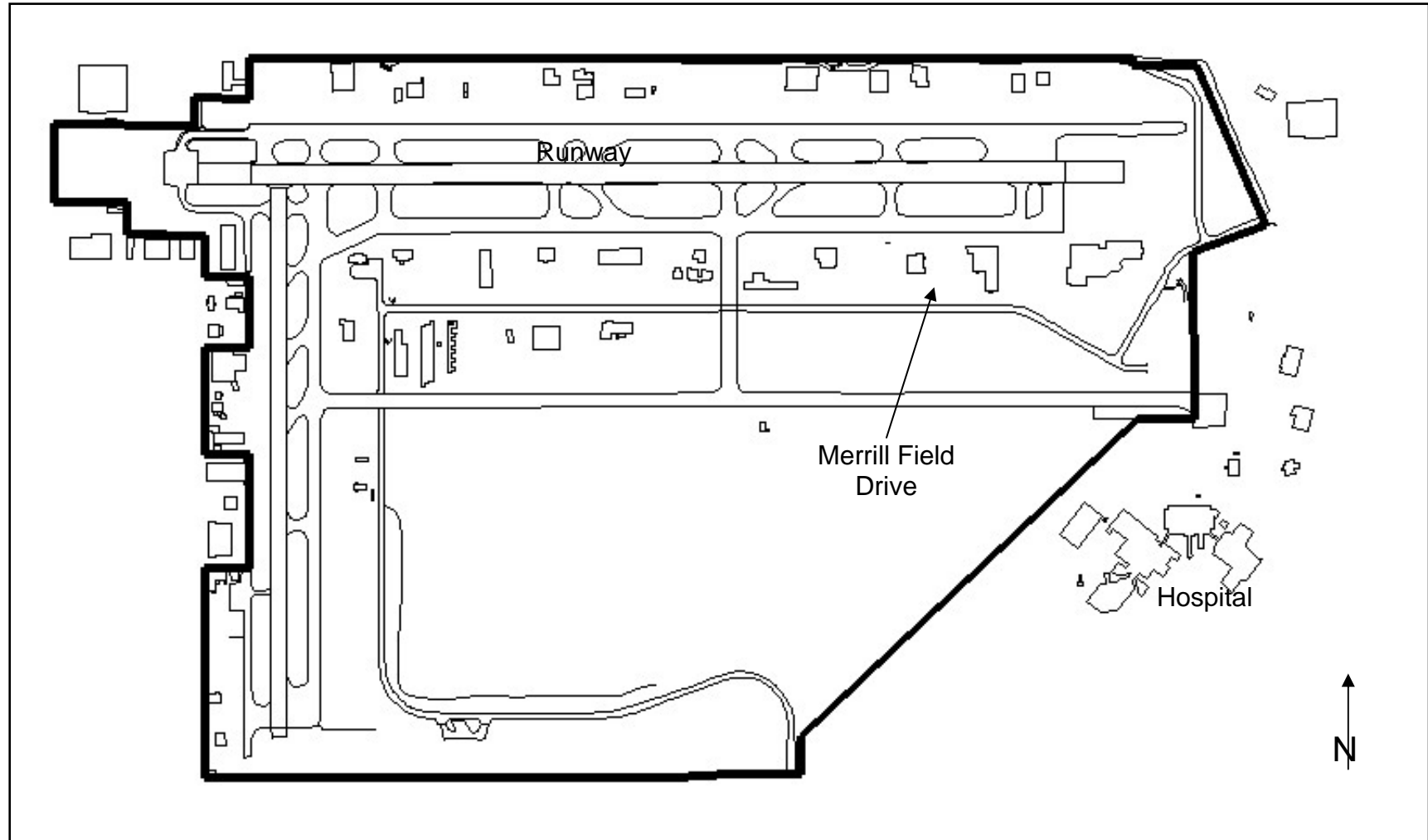
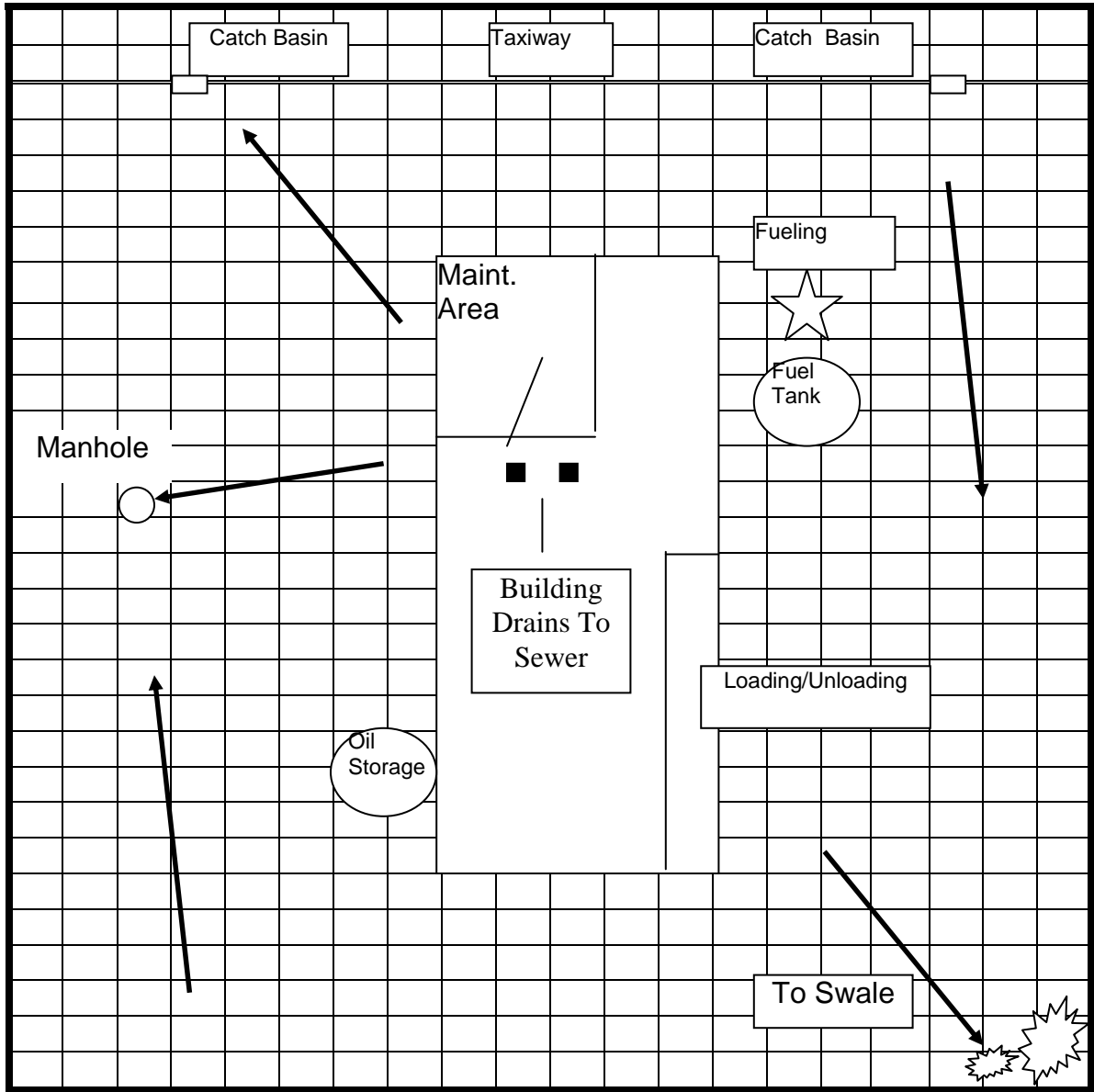


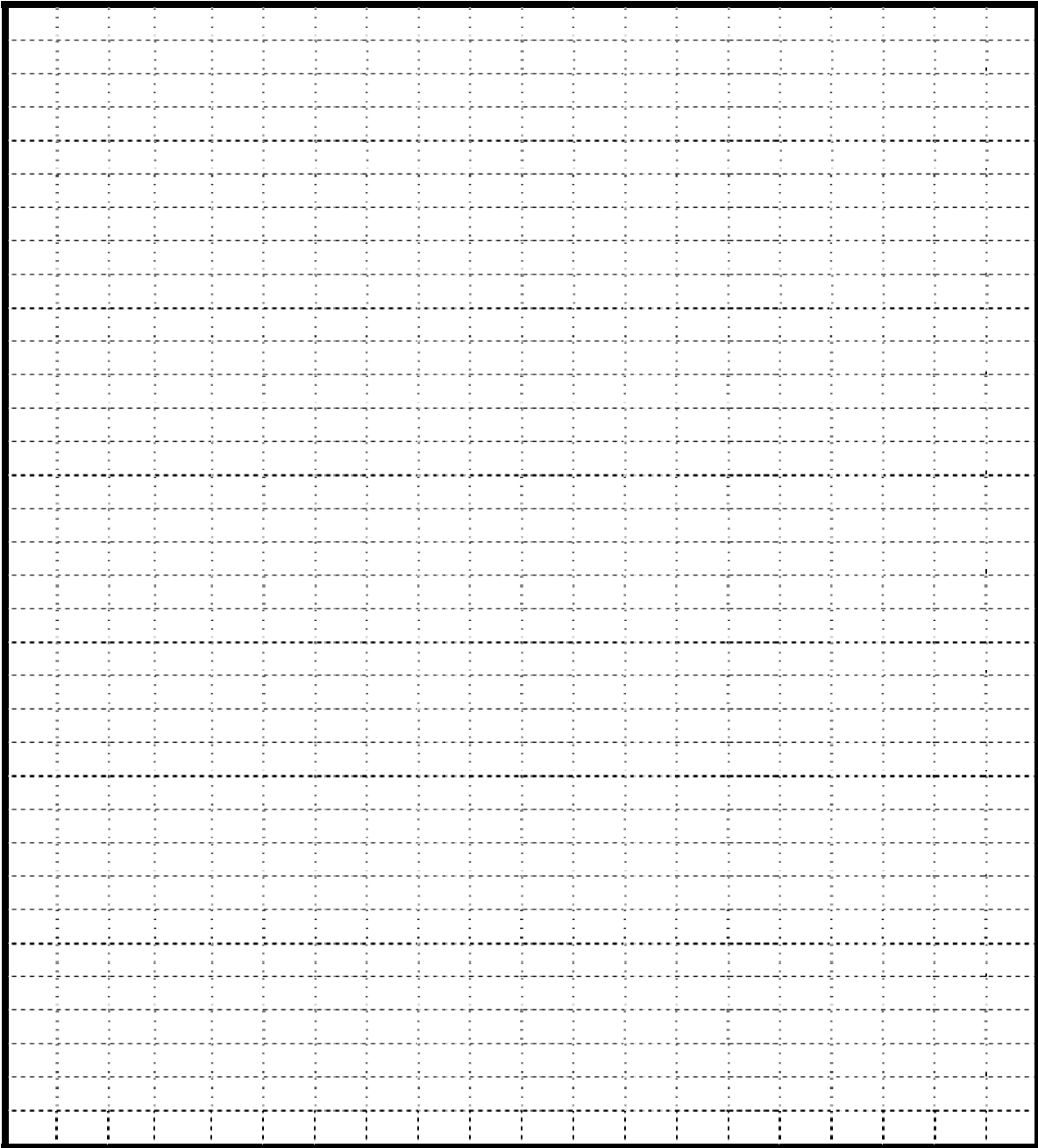
Figure 2 Example Site Map



SCALE:



Figure 3 Tenant Site Map



SCALE:



B. Material Inventory

For the SWPPP, a materials inventory must be performed. Significant materials commonly found at airports include detergents, used oil, fuels, metals and/or waste from maintenance activities, paints, fertilizers, pesticides, herbicides, organic solvents and phenols, sand, salt stockpiles, and aircraft deicing/anti-icing products.

List significant materials on-site on Worksheet 3. List significant exposed materials stored or used outside on Worksheet 3A.

C. Past Spills and Leaks

Significant spills, as defined by the EPA, includes, but is not limited to releases within a 24-hour period of oil or hazardous substances in excess of reportable quantities listed in:

- 1) Section 311 of the Clean Water Act (40 CFR 110.0 and CFR 117.21);
- 2) Section 102 of CERCLA (40 CFR 302.4).

Spills or leaks are documented for the life of the permit.

List on Worksheet 4 significant spills and leaks of toxic or hazardous pollutants that occurred in areas exposed to precipitation or that otherwise drain into the storm water system over the last three years. This includes used oil or other solvent releases.

D. Non-Storm Water Discharge

The storm water drainage system should be free of any non-storm water discharges. Non-storm water discharges into the storm water system are not permitted under this storm water permit. Examples of non-storm water discharge include wash waters or sewage, for which a separate permit and complicated treatment is necessary prior to discharge into a storm water system.

As a tenant or sub-tenant you are required to list your discharges into the storm water system or other off-site surface discharge and sign Worksheet 5.

E. Non-Storm Water Discharge – Failure to Certify

Not applicable, unless it is not possible to visually verify non-storm water discharge. *If you cannot visually verify non-storm water discharge, fill out Worksheet 6, if not, leave blank.*

F. Storm Water Sampling.

Not applicable if there are no non-storm water discharges or if deicer use is limited (Appendix B). Non-storm water discharge may be covered by a separate permit and is evaluated on a site-by-site basis.

IV. POTENTIAL POLLUTANT SOURCES AND ASSOCIATED RISKS

Check all the potential pollutant sources, which are exposed to stormwater and applicable to your facility in Table 2. Fill out Worksheet 7.

Table 2 Potential Pollutant Sources

Check	POTENTIAL POLLUTANT SOURCES
	Aircraft/equipment/vehicle fueling
	Fuel storage tanks (above or under ground)
	Aircraft/equipment/vehicle maintenance
	Aircraft/equipment/vehicle cleaning
	Outside used oil storage areas
	Outside storage areas of other hazardous materials
	Loading/unloading areas
	Deicing/anti-icing areas

V. POLLUTANT CONTROLS

You must practice BMPs on your tenant lot for specific operations. BMPs are practices that minimize the likelihood that pollutants will find their way into the storm water system.

Each area of operation is subject to good housekeeping, baseline, and activity-specific BMPs. Tables 3 through 8 include generic BMP listings that cover potential pollutant sources. Please complete Tables 3 through 8 for the activities that apply to your tenant operations. Then fill out Worksheet 7, 7A, and 8 with specific summaries for the BMPs selected.

A. Good Housekeeping and Preventative Maintenance

Please check all BMPs that you currently perform and ones you will perform in the future. If an operation does not apply to your facility, please write a "N/A" or not applicable, under the wording "Best Management Practices". If a pollutant source is not listed, please add it, along with your BMPs.

Please note that you are **NOT** required to have all the BMPs listed, but should perform at least some of these practices in order to comply with storm water regulations. If you perform other management practices, please list them.

Table 3 Aircraft Fueling

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		Applicable state and federal laws are followed
		Fueling of vehicles/equipment occurs on cement or pavement. <i>(please circle the appropriate surface)</i>
		Entire fuel delivery is observed by fueling attendant
		Portable fuel trailers are stored in an area that limits discharge, leaks, or spills
		A spill response kit, with materials such as absorbents, is located at the fueling area
		Immediate response is made to all spills and leaks
		Other <i>(Please specify)</i>

Table 4 Equipment and Vehicle Fueling

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		Applicable state and federal laws are followed
		Fueling of vehicles/equipment occurs on cement or pavement. <i>(please circle the appropriate surface)</i>
		A spill response kit, with materials such as absorbents, is located at the fueling area
		Immediate response is made to all spills and leaks
		Spill protection/berms surround fueling areas
		Fuel tanks are equipped with overflow protection and/or automatic shutoff valves
		Fuel tanks are not completely filled or “topped off” fuel tanks to avoid spills
		Other <i>(Please specify)</i>

Table 5 Aircraft/Equipment/Vehicle Cleaning

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		All aircraft/equipment/vehicles are washed indoors or at a designated area
		All wash waters drain into the sanitary sewer
		Phosphate-free, biodegradable detergents are used
		No solvents or other soaps are used in washing
		Discharge is not routed to the storm water system without a permit
		Other <i>(Please specify)</i>

Table 6 Aircraft/Equipment/Vehicle Maintenance

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		All maintenance of aircraft/equipment/vehicles occurs indoors
		All maintenance activities occur in a designated maintenance area on impervious pavement
		Measures are taken to limit risks of spills such as the use of drip pans, tarps, adsorbents
		Immediate response is made to all spills and leaks
		Regular aircraft/vehicle/equipment maintenance and inspections for leaks are performed
		Material Safety Data Sheets (MSDS) are available for significant materials used
		Used fluids are promptly transferred to waste or recycling drums
		Used fluids are not poured into floor drains or the storm water system
		Maintenance area is separated from direct runoff to the storm water system
		Other <i>(Please specify)</i>

Table 7 Loading/Unloading

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		Roof spouts are positioned so storm water is directed away from loading sites
		Loading/unloading areas are covered
		Other <i>(Please specify)</i>

Table 8 Storage and Material Management

(Check all that apply to your facility)

In 2001	Future	Best Management Practices
		Storage occurs on impervious pavement, if outside
		All materials, products, oil and hazardous materials are properly labeled, closed, and covered in storage containers in controlled areas
		Regular inspections of oil and hazardous material storage areas are performed
		Containers are clearly labeled
		Manufacturer's recommendations for proper use and disposal of hazardous products are followed
		Reuse and recycling of waste products whenever possible is encouraged
		Stored material is covered to prevent exposure to precipitation
		Any dumpsters have covers to prevent precipitation contacting waste
		Other <i>(Please specify)</i>

Table 9 Deicing/Anti-icing Operations

(Check all that apply to your facility)

In 2001	Future	Best Management Practices (BMP)
		Use of deicers is _____ per year.
		Deicing activities are conducted in a designated area
		Deicer is properly disposed of after use
		Spills are contained and spill equipment such as absorbents are readily available
		Drainage from designated deicer areas go through grassy swells, oil and grease separators or other BMP devices prior to entering storm water system – <i>(please specify BMP)</i>
		Other <i>(Please specify)</i>

B. Visual Inspections

Visual inspections of vehicles and equipment are conducted quarterly or more and are listed in a checklist in Appendix C as a supplement to the annual compliance inspection.

C. Spill Prevention and Response

Spill prevention is governed by the BMPs outlined in Section IX-A and follows the procedures outlined in the Airport SWPPP. The airport’s spill training serves as the Spill Prevention, Contaminant and Contingency Plan. A copy of the Airports spill training manual is included as Appendix D. *You should also have MSDS sheets readily available that also contain spill response information for the specific chemicals that are present that affect your facility.*

- The Airport’s policy with regard to all spills of hazardous substances is to call 911 and notify the fire department. The Municipality’s Firehouse No. 3 is located east of and adjacent to the Airport.

For releases less than or greater than reportable quantities, the Airport has established two policies:

- Should a small spill of less than 25 gallons occur, and available personnel are comfortable with their training and the situation, the Airport’s spill training manual (Appendix D), and current MSDS sheets for the materials in question should be used to guide cleanup efforts.
- As soon as possible, airport authorities and tenants should report releases of regulated hazardous substances, in excess of reportable quantities, within any 24-hour period, to the National Response Center (1-800-424-8802).

D. Sediment and Erosion Control

Most tenants are located on asphalt. *List any sediment and erosion controls if part of your site is not paved.*

E. Management of Runoff.

Management of runoff consists of traditional practices to divert storm water away from potential pollutant sources or to direct runoff to other types of treatment, such as oil/water separators and sedimentation basins that may or may not be offsite. The site plan should reflect these points in Figure 3.

VI. IMPLEMENTATION SCHEDULE

A. BMP Schedule Summary

Fill out Worksheet 8 for BMPs checked in Section IV. This worksheet will provide a schedule of existing BMPs and dates for future BMP implementation.

B. Employee Training Schedule

Please fill out Worksheet 9 with any training held for employees or new employees concerning BMP practices. Attendance of any Airport coordinated activities are also included in the schedule.

C. Other

See Worksheet 10 for a record of application activity if you use deicing/anti-icing products.

VII. SWPPP EVALUATION

Regulated leaseholders and sub-leaseholders are required to have an annual evaluation of the SWPPP on record for each year of the active permit and kept as a record of compliance. An outline of the compliance inspections and a signature page is included in Appendix D.

VIII. SUBMISSION

After completion of the SWPPP, signed copies should be sent to the following:

- 1) Alex Jumao-as
Assistant Airport Manager
Merrill Field Airport
800 Merrill Field Drive
Anchorage, AK 99501-4129