State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Report under MS4 General Permit No. WI-S050075-2

Form 3400-195 (R 11/15)

Due by March 31, 2016

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2015.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

Name of Municipality	Facility ID No. (FIN)		
City of Beloit	31039		
Mailing Address	**City**	**State**	**ZIP Code**
100 State Street	Beloit	WI	53511
County(s) in which Municipality is located	**Municipality Type: (select one)**		
Rock	◯ County ◉ City ◯ Village ◯ Town ◯ Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person	Title		
William A. Frisbee	Storm Water Engineer		
Mailing Address (if different from above)	**City**	**State**	**ZIP Code**
2400 Springbrook Ct.	Beloit	WI	53511
Email	**Phone Number** (include area code)	**Fax Number** (include area code)	
frisbeew@beloitwi.gov	(608) 364-6699	(608) 364-2879	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Title	
Gregory Boysen	Public Works Director	
Signature of Authorized Representative	**Date**	
Email	**Phone Number** (include area code)	**Fax Number** (include area code)
boyseng@beloitwi.gov	(608) 364-6693	(608) 364-2879

SECTION IV. General Information

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

A copy of the annual report is given to the City Council and a copy of the report is available on the City's website.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Storm water permit issues are discussed at various Public Works meetings. Engineering staff works closely with other departments/divisions (Planning, Economic Development, City Manager, DPW) in the City to assure everyone is on the same page

c. Has the municipality prepared its own municipal-wide storm water management plan? ◯ Yes ◉ No

If yes, title and date of storm water management plan:

SECTION IV. General Information (continued)

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit? ◉ Yes ○ No

If yes, describe these cooperative efforts:

The City of Beloit is a member of the Rock River Stormwater Group (RRSG). The group collectively implements an annual work plan to meet the requirements of the permit for public education and outreach as well as public involvement and participation. See the attached RRSG summary.

e. Does the municipality have an internet website? ◉ Yes ○ No

If yes, provide web address:
www.beloitwi.gov

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? ◉ Yes ○ No

If yes, provide web address:
http://www.beloitwi.gov/index.asp?Type=B_BASIC&SEC={C073A737-9D28-40C3-B891-7DB34EC263E5}&DE={12DB778C-BB19-4211-A0D2-9FF4503CEC10}

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

  See the attached RRSG summary.

  Had a booth at the Beloit Farmer's Market on May 16, 2015. Used our Enviroscape model to demonstrate sources of storm water pollution.

- Public Involvement and Participation

  See the attached RRSG summary.

- Illicit Discharge Detection and Elimination

  Did dry weather outfall inspections at 3 major outfalls. No illicit discharges were found. All major outfalls will be inspected in 2016 to cover the missed outfalls in 2015.

- Construction Site Pollutant Control

  The City has a construction site erosion and sediment control ordinance and permit. All required site plans are reviewed to assure compliance.
  Construction sites are inspected for compliance weekly or after each rainfall event of 1/2" or greater.

- Post-Construction Storm Water Management

  The City has a post construction storm water ordinance.
  Site plans are reviewed for compliance.
  The City requires maintenance agreements for new storm water BMPs. We are currently revising our storm water ordinances that will better define maintenance responsibility and maintenance agreement recording procedures.

- Pollution Prevention

  2.6.1 - An inventory of municipally owned/operated structural storm water management facilities in maintained in our GIS database.
  2.6.2 - All storm water management ponds and basins will be inspected in even numbered years. Inspections were not completed in 2015 as planned.
  2.6.3 - All streets are swept routinely.
  2.6.4 - Street sweeping and catch basin waste are used or disposed of according to the City of Beloit's Low Hazard Exemtion for street sweepings from the Wisconsin DNR. See attached LHE and 2015 usage report.

SECTION V. Permit Conditions (continued)

2.6.5 - See attached section 2.6.5 salt and deicer report.
2.6.6 - Leaves and grass clippings are mulched and left on site for City properties. The City has a leaf-vac program where we vacuum leaves from the gutters in the fall. The City also offers curbside collection of bagged yard waste. When leaves and grass clippings are collected, they are stored in piles until they can be properly disposed of.
2.6.7 - Each facility has a Spill Control Plan. Pollution Prevention Plans were started in 2015 and completed in 2016 to comply with the requirements of the new MS4 permit. See attached plans.
2.6.8 - Will verify plans are in place in 2016.
2.6.9 - Will consider green infrastructure and low impact development for municipal projects.
2.6.10 - Public works staff will receive training on pollution prevention and site pollution prevention plans in 2016.
2.6.11 - The City has a wellhead protection ordinance in place to protect our groundwater supply.

b. Winter Road Management Activities:

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

See Attached Report

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

See Attached Report

Describe the type of equipment used to apply the products.

See Attached Report

Report the amount of product used per month.

See Attached Report

Report the snow disposal locations, if snow is hauled away.

See Attached Report

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

See Attached Report

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

See Attached Report

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

See Attached

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

See attached spill control plans.

SECTION V. Permit Conditions (continued)

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

See attached spill control plans.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

All employees will receive training on the pollution prevention plan for their facility as well as watch the Excal Visual Municipal Storm Water Pollution Prevention Training DVD.

Describe the spill prevention and response procedures in place at the municipal facility(s).

See attached spill control plans. If a facility does not have its own spill control plan, the response and notification procedures in the Beloit DPW Operations SCPP will be followed.

d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? ◉ Yes ○ No

If yes, provide the following: Model used SLAMM Version 9.2.4 Reduction (%) 31

If no, include a description of any actions the municipality has undertaken during 2014 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? ◉ Yes ○ No

If yes, describe:

Existing dry ponds were evaluated. The cost was cheaper to build new ponds at the golf course. The golf course ponds are not included in the 31% reduction form the model. Actual reduction is close to 40%. No more BMPs are needed for compliance after the 40% requirement was removed. Retrofitting may be a possibility for TMDL compliance.

e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? ◉ Yes ○ No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2014. If available, attach any additional information on the maintenance program.

Storm manholes with sumps and outlet control devices such as Snouts and Stormceptor type devices are cleaned every 6 months.

Ponds are inspected every other year for required maintenance. Inspections were not done this year. Dry basins are typically mowed.

f. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

The map was updated for changes to the storm sewer. No drainage basins or outfalls were changed.

SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 7.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

☒ Storm water utility ☐ General fund ☐ Other _____

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? ◉ Yes ○ No

SECTION VI. Fiscal Analysis (continued)

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

The City of Beloit has a storm water utility that is the main funding source for storm water programs. In addition to the storm water utility, wastewater funds are used to correct storm water issues that are affecting the wastewater collection system.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? (●) Yes ( ) No

If yes, attach copy or provide web link to ordinance:

www.beloitwi.gov

b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? (●) Yes ( ) No

If yes, attach copy or provide web link to ordinance: www.beloitwi.gov

c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? (●) Yes ( ) No

If yes, attach copy or provide web link to ordinance:

www.beloitwi.gov

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? (●) Yes ( ) No

If yes, attach copy or provide web link to ordinance:

www.beloitwi.gov

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

278 erosion control inspections were performed on permitted commercial projects.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/topic/surfacewater/orwerw.html) (●) Yes ( ) No

If yes, list:

Turtle Creek - ERW

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/water/impairedsearch.aspx?status=303d) (●) Yes ( ) No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

  Rock River - Total Suspended Solids and Total Phosphorous

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:

  The City has two street sweepers that run whenever weather permits. One sweeper is a vacuum sweeper.

  A fall leaf collection program is in place to remove leaves in a timely manner.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

No known changes.

SECTION VIII. Water Quality Concerns (continued)

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

No known changes.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City has been updating the storm water quality management plan. The plan update will let us know where we are with TMDL compliance. The outcome of the updated plan will dictate and potential program changes.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2015	Budget 2015	Budget 2016	Source of Funds
Public Education and Outreach				SEE ATTACHED BUDGET
Public Involvement and Participation				
Illicit Discharge Detection and Elimination				
Construction Site Pollutant Control				
Post-Construction Storm Water Management				
Pollution Prevention				
Storm Water Quality Management (including pollutant-loading analysis)				
Storm Sewer System Map				
Other:				

NORTHERN REGION COUNTIES

Ashland	Langlade	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES

Adams	Marathon	DNR Service Center
Buffalo	Monroe	Attn: Storm Water Program
Chippewa	Pepin	5301 Rib Mountain Rd.
Clark	Pierce	Wausau, WI 54401
Crawford	Portage	Phone: (715) 359-4522
Dunn	St. Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
La Crosse		

NORTHEAST REGION COUNTIES

Brown	Marquette	DNR Northeast Region
Calumet	Menominee	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.
Fond du Lac	Outagamie	Green Bay, WI 54313
Green Lake	Shawano	Phone: (920) 662-5100
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

SOUTH CENTRAL REGION COUNTIES

Columbia	Jefferson	DNR South Central Region
Dane	LaFayette	Attn: Storm Water Program
Dodge	Richland	3911 Fish Hatchery Rd.
Grant	Rock	Fitchburg, WI 53711
Green	Sauk	Phone: (608) 275-3266
Iowa		

SOUTHEAST REGION COUNTIES

Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

Rock River Stormwater Group
2015 Workplan Report
January 6, 2016

2.1 Public Education and Outreach

2.1.1 Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

- Internal training on illicit discharge and binders for municipal staff
  - *"How to Conduct an IDDE Program" training from MSA Professional Services Oct. 15*
- Illicit discharge detection brochure for general public
  - *Electronic version of brochure distributed to communities on October 21*
- Meeting topic/tour community
  - *City of Beloit Tour - August 6*

2.1.2 Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

- Newspaper press releases/articles/interviews that address these issues
  - *Shoreline restoration article in Janesville Gazette on April 13*
  - *Stormwater pollution prevention WWRS-TV (Channel 43) Interview on August 18*
- Fall Leaf flyers distributed in Jefferson and Milton with a reach of approximately 8,150 households
- Website promotion of information available in existing flyers and brochures
  - *Watershed Science for Educators Course, Erosion Control Signs, Leaf Management, 10 Simple Ways to Keep our Waters Clean, Grass Clipping Poster (pages viewed 57 times in 2015)*
- Social media promotion of best practices
  - *Weekly posts on Facebook, Twitter, and LinkedIn. Engaging posts are boosted – reach 400-1,500 Facebook users. In 2015, the number of people following Rock River on Twitter tripled (from 21 to 65).*
- Rock River Reflections articles written and issues distributed to municipalities three times per year
  - *January (shoreline landscaping), April (rain gardens), July (pet waste)*

2.1.3 Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

- "Keep grass out of streets" stickers and letters mailed to private landscapers
  - *April 2015 – materials mailed to 141 businesses*
- "Keep grass out of streets" materials for municipal staff
  - *Posted on RRSG website for members to download and print*
- Promote soil testing before fertilizing
  - *Promoted on website, promoted once in fall and once in spring on social media*
- Promote storm drain stenciling
  - *Science teachers applied 30-40 markings around UW Whitewater during "Watershed Science for Educators" course*

2.1.4 Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

- Residential brochure, municipal staff education and DNR property inspections on industrial shoreline properties
  - *December 17 meeting in Whitewater*
- Presentation to RRSG members and staff from DNR staff to clarify permitting and questions about streambanks
  - *Ch. 30 presentation from DNR February 25*

2.1.5 Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

- Social media promotion of best practices
  - *Facebook, Twitter, and LinkedIn posts addressing permeable pavements, rain gardens, rain barrels, etc. (26 posts total)*
- Plant Sale
  - Will be promoted in 2016 – with staff transition at MAMSWaP, did not occur in 2015

2.1.6 Inform, and where appropriate, educate those responsible for the design, installation and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

- Erosion site control
  - *August 2015 meeting – 9 in attendance*
- Year 2 of Erosion Control Signage program
  - 34 large signs and 399 small signs distributed – positive feedback from communities
- Promote design tips and education opportunities as offered by others, such as UWEX
  - *Forwarded education opportunities to Rock River Stormwater Group – at least 1 per month*
- Distribute "how to maintain long term storm water facilities" guide
  - *Materials distributed electronically Dec 11*

2.1.7 Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

- Work with members, and survey other municipal enforcement staff for needs
  - *Illicit Discharge Training Program recommended instead of Winter Road Maintenance Workshop*
- Mail brochures about concrete washout requirements to contractors
  - *50 brochures mailed in April*
- Presentation from DNR staff to RRSG members about industrial stormwater discharge permitting
  - *Included in Dec. 11 DNR training*

2.1.8 Promote environmentally sensitive land development designs by developers and designers.

- Promote design tips and education opportunities as offered by others, such as UWEX
  - *Forwarded relevant educational opportunities to RRSG*
  - *Mailing list developed from South Central Wisconsin Builders Association membership directory*

2.2 Public Involvement and Participation

- Stormwater curriculum (K-12).
  - *First year of teacher training implemented with six teachers trained*
  - *UW-Whitewater made 4 school presentations (3 elementary and 1 college)*
- Outreach to elected officials.
  - *Talking points on TMDL and phosphorus regulation will come from the Rock River Recovery Outreach and Education Sector Team – nothing occurred in 2015, this task has been added to E&O Sector Team's workplan*

****Ongoing activities: Participation in Rock River Recovery Education and Outreach Sector Team, participation in Rock River Coalition's "Paddle and Probe" event and coordination with MAMSWaP (approximately 2-3 hours/month)*

2015 Snow Data for Stormwater Report

2.6.5.1 Contact information for individual(s) with overall responsibility for winter roadway maintenance.

- Overall responsibility of Snow & Ice Operations is by the City of Beloit Director of Operations, Christine Walsh, 608-364-2918
- Daily operational management is the City of Beloit Street Supervisor, Bruce Slagoski, 608-364-2929 x7008
- Product usage is monitored and tracked by Inventory Control Technician, Bill Mickelson, 608-364-2934
- Snow monthly duties report is kept by Administrative Assistant, Anne Hill, 608-364-2929 x7002

2.6.5.2 Description of the types of deicing products used.

- Anti Icing: Dependent on weather. We use salt brine or a liquid blend of salt brine, calcium chloride, and an organic (geomelt). Forecast and pavement temps are used to determine the appropriate product. The City of Beloit utilizes a BrineXtreme for manufacturing our liquid products.
- De Icing: Road salt is kept to a minimum, sensible salting is required. Per the Snow & Ice Policy all road salt will be pre-wet to reduce bounce and scatter and increase effectiveness.
- Anti Icing and deicing strategies are combined for overall program efficiencies and safety.

2.6.5.3 The amount of deicing product used per month.

- January:
  - Road Salt – 715 ton
  - Salt Brine – 0
  - 80/10/10 Mix – 68,533 gallons
  - 50/50 Mix – 1,750 gallons
- February:
  - Road Salt – 458 ton
  - Salt Brine – 0
  - 80/10/10 Mix – 49,717 gallons
  - 50/50 Mix – 0 gallons
- March:
  - Road Salt – 149 ton
  - Salt Brine – 3,265
  - 80/10/10 Mix – 25,701 gallons
  - 50/50 Mix – 0 gallons
- November:
  - Road Salt – 104 ton
  - Salt Brine – 9,232
  - 80/10/10 Mix – 0 gallons
  - 50/50 Mix – 0 gallons

- December:
  - Road Salt – 212 ton
  - Salt Brine – 1,680
  - 80/10/10 Mix – 10,244 gallons
  - 50/50 Mix – 0 gallons

2.6.5.4 Description of the type of equipment used.

- See attached snow & ice equipment list

2.6.5.5 Snow disposal locations, if applicable.

- 1312 Park Ave (Finnegans RV)
- 2301 Skyline – Telfer Park
- 1630 Hackett – Krueger Park

2.6.5.6 Anti-icing, equipment calibration, and salt reduction strategies considered.

- Encourage sensible salting
- Anti-icing, deicing used in combination for best results
- Plows used early on events as it is still the best way to remove snow & ice
- Annual operator training
- State APWA Snow Plow Rodeo – Participants
- Supervisors receiving the North American Snow & Ice Supervisor Certificate on a rotational basis, the goal is 100% certified
- Community & political leaders educated annually per service levels and program
- Equipment calibrated, calibration sheets attached to driver visor for easy access
- Sidewalks and Parking lots calibrated per area for salt use
- Material Handling – above standards
- Monthly snow & ice control calendar duties schedules and monitored (attached)
- Weather forecasting tools used and monitored
- Debriefing winter storms
- Routes and drivers established
- Products scaled, monitored per product sheets, reviewed after each event for discrepancies
- Product usage and snow events tracked
- Equipment winterization program completed by fleet and operators dependent on winterization sheets

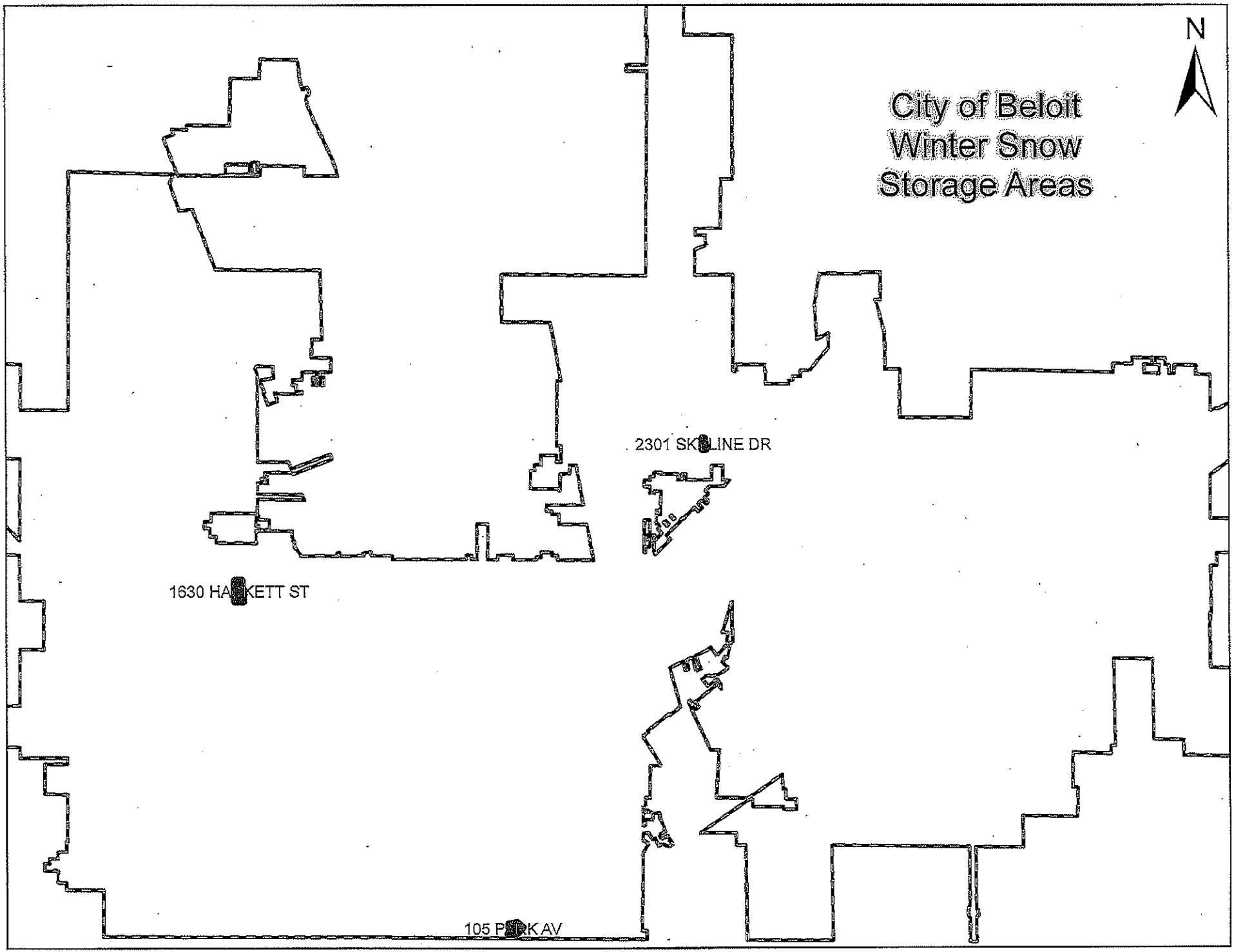
2.6.5.7 Other measurable data or information that the permittee used to evaluate it deicing activities.

- Snow event debriefings
- Product Usage Sheet
- DOT Site Reports

S PARK AV
PARK AV
105 PARK AV
1312 E GRAND AV
SAINT PAUL AV
N

GARFIELD AV
HOUSE ST
MOORE ST
MOORE ST
1630 HACKETT ST
HACKETT ST
N

N
2301 SKYLINE DR
GRANDVIEW RD
SKYLINE DR
MASON RD


N
City of Beloit
Winter Snow
Storage Areas
2301 SKYLINE DR
1630 HACKETT ST
105 PARK AV

2015 - 2016
Snow & Ice Control Calendar

Issue	Responsible	Due Date	Status
Monthly Plow Sheets Product Used	B. Mickelson J. Saunders	Monthly	Monthly
Complete DOT Reports	B. Mickelson C. Walsh	Monthly	Monthly
Agitate Liquids	B. Najdowski B. Slagoski	Monthly	Monthly
Bill Downtown Association for Contract Services	C. Walsh A. Hill	January	1/30/2015
Tier II Forms	C. Walsh J. Saunders	February	1/14/2015
Annual DNR Report	C. Walsh	March	4/1/2015
Contact Farmers for Rent	C. Walsh A. Hill	March	3/27/2015
Complete State Requests for Salt	B. Slagoski B. Mickelson	February April	2/26/2015
Order Last Salt (Detroit SaltCompany)	C. Walsh B. Mickelson	March	3/19/2015
Meet With State Inspectors	B. Slagoski B. Mickelson	March	2/26/2015
Summarize Equipt Problems - Contact Vendors	D. Lutz	March	3/19/2015
Review Routes with Drivers for Changes	M. Ferger-West A. Hill B. Slagoski-East	April	8/25/2015
Close Out Material PO's	B. Mickelson	April	3/31/2015
Calculate totals of all products used & sold	B. Mickelson B. Najdowski	April	4/8/2015
Attend National Conference	Walsh, Slagoski, Pokorney	April	4/11/15 - 4/15/15
Discuss Equipment Needs	D. Lutz Supervisors	April	4/14/2015
Inventory of Plow Parts (blades)	B. Slagoski W. Engen B. Mickelson R. Saari	April	4/29/2015
Remove Clip boards from all Plow Trucks	B. Najdowski A. Hill	April	4/9/2015
Clean up Equipment	B. Slagoski	April	DONE
Clean up Snow Dump Areas	B. Slagoski	April	DONE
Clean up West Side Salt Shed	B. Slagoski	April	4/27/2015
Post Equipment Snow Check	B. Slagoski W. Engen R. Saari	April/May	DONE
Order Liquids	B. Mickelson C. Walsh	May	did not need too 6/2/15
Take All Pre-Season Salt	B. Slagoski B. Mickelson	June	4/24/2015
Order Tanks as Needed	B. Mickelson	June	N/A
Brine Valves - Maintenance	B. Najdowski B. Trewyn	June	5/29/2015
Update Snow Books and forms, Supervisor/Staff Recommendations	A. Hill C. Walsh B. Mickelson J. Saunders	August	11/13/2015
Winterization of Fleet Equipt.	D. Lutz	September	On Going
Compute Product Costing	B. Mickelson C. Walsh	September	
Attend State Rodeo With Team	B. Slagoski B. Mickelson	September	9/8/2015
Identify Road and ROW Hazards	B. Slagoski M. Ferger	September	Sept/Oct

N:\Snow & Ice Control Calendar\Snow & Ice Control Calendar 2015

Issue	Responsible	Due Date	Status
Equipment Prep - Fall/Winter	B. Slagoski W. Engen	September/October	Oct/Nov
Recheck All Employee Phone #'s, Redo O.T. Sheet	A. Hill	October	11/13/2015
Put Up Snow Fence	B. Slagoski S. Klawitter	October	Done Oct
Coordinate Code Issue, With P.D. and Code Enforcement	C. Walsh J. Saunders	October	12/7/2015
Review Routes With Drivers	M. Ferger B. Slagoski M. Edwards	October	Done Oct
Snow & Ice Control Training	C. Walsh All Staff	October	10/20/15-10/22/15
Train New Employees	C. Walsh	October	Oct/Nov
2015 Accomplishments for 2016 Budgets due Nov 1st	C. Walsh A. Hill	October	10/30/2015???
Winterization of Streets/Parks Equipt.	B. Slagoski M. Edwards	October	Nov 9-20
Clip boards in all Plow Trucks w/updated route information	A. Hill	Ocotober	11/6/2015
Alley-Trim	B. Slagoski M. Ferger	Oct./November	Done Oct
Fix Road & ROW Hazards	B. Slagoski M. Ferger	Oct./November	On going
Calibration of Equipment	B. Slagoski B. Trewyn	Oct./November	On going
Trim Tree Hazards as Requested	M. Ferger	Oct./November	
Liquid Trucks Preparation	D. Lutz	Oct./November	11/13/2015
Cover Storm Drain by Brine Room	B. Slagoski	November	
Letter to Downtown Beloit Association	C. Walsh	November	12/7/2015
Open Materials PO's	B. Mickelson C. Walsh	November	10/30/2015
Reestablish Weather Contract	B. Slagoski	November	
Develop Winter Advertising Campaign	N. Vargas	November	10/6/2015
Clerical Procedures Review-Damage Process	J. Saunders All Clerical	November	12/10/2015
Train Second Shift Emplyees	C. Walsh B. Slagoski	November	Done
Xmas Parade	M. Ferger	November	11/27/2015
Xmas Decorations	M. Ferger	November	11/13/2015
Initiate Second Shift	M. Young	November	11/23/2015
Make Payment to Farmers for Corn Contracts (Seach)	A. Hill	December	NO CORN
Presentation to: Manager/Council	C. Walsh	December	12/7/2015

UPDATED 12/7/15

2015 & 2016 SNOW EQUIPMENT

(21) SNOW PLOWS WITH SPREADER EQUIPPED WITH LIQUID

401 – Wing E (120 Gallon)
402 – Wing E (120 Gallon)
403 – Wing E (120 Gallon)
T583 – Wing E (800 Gallon)
2002 – E (120 Gallon)
2003 – W (120 Gallon)
2004 – E (120 Gallon)
2005 – E (120 Gallon)
T2006 – Wing E (120 Gallon)
2007 – Wing W (120 Gallon)
2008 - Wing - W (120 Gallon)
2028 - Wing W (120 Gallon)
2029 - Wing E (120 Gallon)
2030 - W (120 Gallon)
T2060 - Wing E (240 Gallon)
2091 - Wing E (120 Gallon)
2092 - Wing E (120 Gallon)
2093 - Wing W (120 Gallon)
2094 - Wing W (120 Gallon)
2095 - Wing W (120 Gallon)

(5) SNOW PLOWS

417 – 1 Ton V-Plow No 4X4
418 – 1 Ton V-Plow with Chloride – W
439 – 1 Ton V-Plow with Sander – W
440 – 1 Ton V-Plow – Cemetary
441 – 1 Ton V-Plow – E - Cemetary

(16) PICK-UPS WITH PLOWS

422 – Salter & Plow – E
423 – Salter & Plow – W
429 – V-Plow & Salter – E
598 – Plow – City Hall
599 – V-Plow – E
2038 - 1 Ton Plow
2039 - Plow/Salter - E
2040 - Plow/Salter - E
2042 - 1 Ton with maxi dump/Plow - E
2043 - 1/2 Ton PU Parks Plow/Salter Backup
2044 - V-Plow & Salter - E
2050 - Plow - WPCF
2051 - Plow - Cemetery
2064 - Plow - WPCF
2078 - Plow - Water (Tinders' Truck)

SUPERVISOR'S VEHICLES

411 – Mark Edwards
412 – Mike Ferger
416 – Bruce Slagoski
2018 - Chris Walsh
2032 - Brian Ramsey
2036 – Dan Lutz
2083 – Mark Young
2088 – Jodine Saunders

GRADERS (2) DOWNTOWN

558
567

V-BOX SALTER WITH PLOW

443 - 1 TON - E
449 - Hort Truck - used for parking lots

LIQUID - ANTI-ICING

2031 - E (1200 Gallon)
418 - 1 TON - Parking Lots (300 Gallon)
583 - W Swenson Combo (800 Gallon)

LOADERS OPERATIONS (5)

2014 - with quick coupler with plow -E Route
2015 - with quick coupler with plow - W Route
2024 - loader 2 YD bucket - W Side Shed
2034 - backhoe - backup
2096 - Loadrite scale E. Shed
R-1 - Rental Unit
841 – Cemetery backhoe with 8' blade

LOADERS DOWNTOWN - CLEANUP

R-1 - Snow Dumpr
2015 - Dump or Street
2014 - Doug
2024 - W. Salt Shed
8064 - SnowGo Loader Snow Blower

PARKS EQUIPMENT (Other)

8008 - Mower-Blower
8024 - MB Unit (100 Gallon Tank/Snow Blower)
853 - 76" Tractor - Blower
861 - Mower - Blower

* T denotes Tandem others are single axel
Replacements on order (2015)

Wet / Dry Detention Basin Inventory Form

City of Beloit

	Dry / Wet	Address	Parcel #	Private/Public Ownership	Owner	Pond ID
1	WET	2201 Whipple St.	12771000	Public	City	Westside Pond
2	DRY	2351 Springbrook Ct.	23110070	Public	City	Operations
3	DRY	1225 Willowbrook Rd	23041000	Public	City	Transit
4	DRY	1405 Gateway Blvd.	22861005	Public	City	Gateway C
5	DRY	3151 Colley Road	22941001	Public	City	Gateway B
6	DRY	720 Gateway Blvd	23221000	Public	City	Gateway A
7	DRY	2400 Springbrook Ct	23110050	Public	City	Utilities and Engineering
8	WET	1611 Hackett	12660645	Public	City	Krueger 1
9	WET	1611 Hackett	12660645	Public	City	Krueger 2
10	WET	1611 Hackett	12660645	Public	City	Krueger 3
11	WET	1611 Hackett	12660645	Public	City	Krueger 4
12	DRY	100 State St	13540095	Public	City	Turtle Raingarden
13	WET	2001 Gateway	22120700	Public	City	Gateway Blvd 1
14	WET	2001 Gateway	22120700	Public	City	Gateway Blvd 2
15	WET	2000 Gateway	22120200	Public	City	Gateway Blvd 3
16	WET	1901 Gateway	22140600	Public	City	Gateway Blvd 4

Wet / Dry Detention Basin Inventory Form

City of Beloit

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DEPARTMENT – PUBLIC WORKS

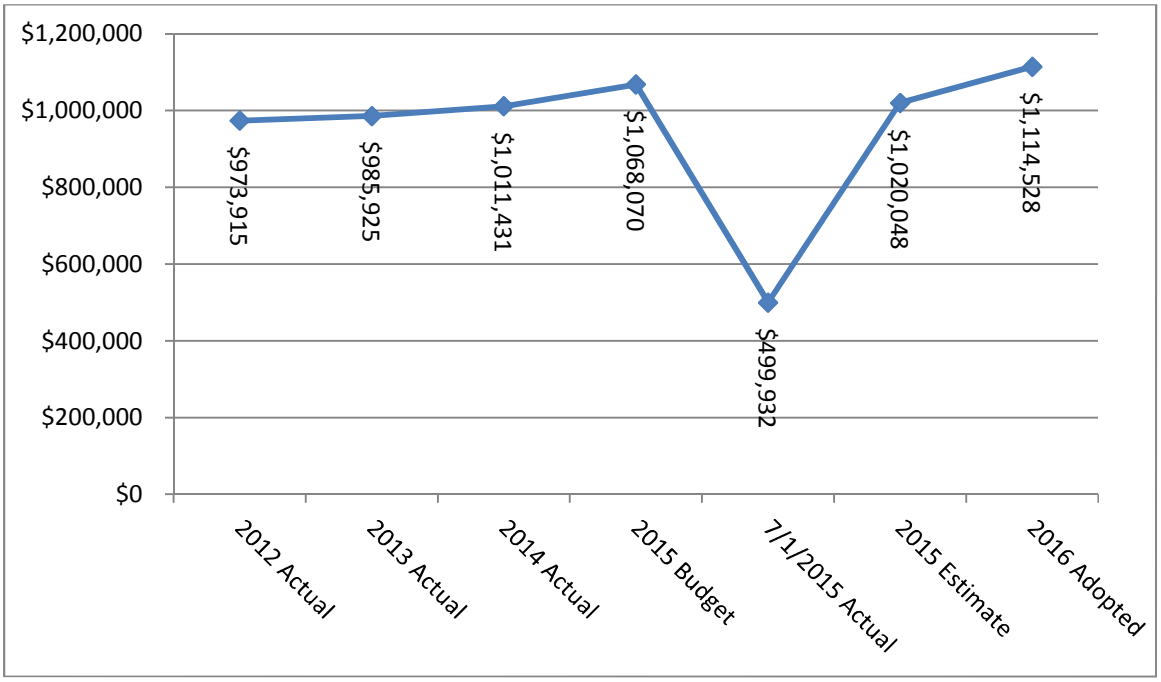
Enterprise Fund

Storm Water Utility Division Description:

The Storm Water Utility was created in 2007 to establish funding to meet the requirements of the DNR's new pollution discharge elimination permit and accounts for the operation of the physical storm water discharge system and collection of storm water fees. Activities include a street sweeping program, yard waste collection, and the cleaning and maintenance of approximately 172 miles of storm water mains, thousands of catch basins, and various public storm water ponds. Efforts also include inspection of construction related erosion control systems, public education on reducing storm water runoff pollution, etc.

Revenue sources include residential and commercial user fees based upon the amount of impervious area on the user's property. Units of impervious area are based upon the average single-family residential unit (SFU) amount of 3347 square feet. The current user charge is $3.00 per SFU there is a $.50 increase in this fee for next year.

EXPENDITURES



27707508 STORM WATER UTILITY

ACCOUNTS FOR: STORM WATER UTILITY			2012 ACTUALS	2013 ACTUALS	2014 ACTUALS	2015 BUDGET	2015 YTD 7/1/2015	2015 ESTIMATE	**2016 ADOPTED**	AMOUNT CHANGE	PCT CHANGE
GRANT/AIDE											
	4301	INTERGOV AIDS & GRNT	($25,005)	($22,440)	($19,928)	($21,951)	($9,184)	$0	**$0**	$21,951	0.00%
	436002	OPERATING GRANTS	($7,198)	$0	$0	$0	$0	$0	**$0**	$0	0.00%
CASH & PROPERTY											
27707508	4413	INTEREST	($17,259)	($14,022)	($8,591)	($11,500)	($719)	($11,500)	**($8,500)**	$3,000	-26.09%
27707508	441304	DEBT ISSUANCE PREMIUM	$0	$0	($7,314)	$0	($37,939)	$0	**$0**	$0	0.00%
DEPARTMENTAL EARNINGS											
27707508	455901	RESIDENTS	($941,597)	($944,958)	($950,477)	($945,000)	($397,450)	($945,000)	**($1,106,028)**	($161,028)	17.04%
OTHER FINC SRCE											
27707508	4999	FUND BALANCE	$0	$0	$0	($89,619)	$0	$0	**$0**	$89,619	-100.00%
		TOTAL REVENUES	($991,059)	($981,420)	($986,309)	($1,068,070)	($445,292)	($956,500)	**($1,114,528)**	($46,458)	4.35%
PERSONNEL SERVICES											
27707508	5110	REGULAR PERSONNEL	$241,907	$236,186	$304,586	$309,483	$155,901	$309,483	**$334,559**	$25,076	8.10%
27707508	511022	WAGE ADJUSTMENT LINE	$0	$0	$0	$498	$0	$0	**$7,475**	$6,977	1401.00%
27707508	5130	EXTRA PERSONNEL	$16,046	$9,270	$10,395	$7,215	$3,330	$11,248	**$11,248**	$4,033	55.90%
27707508	5150	OVERTIME	$8	$209	$175	$522	$0	$200	**$528**	$6	1.15%
27707508	5161	VACATION PAY	$1,400	($10,857)	$2,589	$0	$0	$0	**$0**	$0	0.00%
27707508	5191	WISCONSIN RETIREMENT FUND	$14,354	$15,720	$21,295	$20,841	$10,606	$21,212	**$22,729**	$1,888	9.06%
27707508	5192	WORKER'S COMPENSATION	$4,872	$6,588	$10,860	$14,242	$7,122	$14,244	**$17,341**	$3,099	21.76%
27707508	519301	SOCIAL SECURITY	$15,926	$15,137	$19,379	$19,314	$9,825	$19,650	**$21,174**	$1,860	9.63%
27707508	519302	MEDICARE	$3,724	$3,540	$4,549	$4,530	$2,299	$4,598	**$4,967**	$437	9.65%
27707508	5194	HOSPITAL/SURG/DENTAL INSURANCE	$101,455	$90,169	$122,289	$124,973	$62,433	$124,866	**$129,967**	$4,994	4.00%
27707508	519401	VEBA	$0	$2,713	$2,340	$0	$0	$0	**$0**	$0	0.00%
27707508	519405	OPEB INSURANCE EXPENSE	($2,489)	($2,113)	($1,131)	$0	$0	$0	**$0**	$0	0.00%
27707508	5195	LIFE INSURANCE	$934	$744	$803	$856	$372	$744	**$1,083**	$227	26.52%
CONTRACTUAL SERVICE											
27707508	5211	VEHICLE EQUIP OPER. & MAINT.	$85,215	$81,289	$102,896	$92,286	$21,681	$42,000	**$78,614**	($13,672)	-14.81%
27707508	5215	COMPUTER/OFFICE EQUIP MAIN.	$4,435	$5,048	$5,955	$5,445	$5,195	$5,200	**$5,800**	$355	6.52%
27707508	5223	SCHOOLS,SEMINARS,& CONFERENCES	$1,591	$1,757	$2,316	$2,350	$482	$1,500	**$1,850**	($500)	-21.28%
27707508	5225	PROFESSIONAL DUES	$82	$0	$161	$100	$0	$100	**$100**	$0	0.00%
27707508	5240	CONTRACTED SERV-PROFESSIONAL	$10,105	$13,139	$11,492	$11,500	$8,835	$11,500	**$11,500**	$0	0.00%
27707508	5241	CONTRACTED SERV-LABOR	$0	$28,567	$40,287	$50,000	$10,000	$50,000	**$50,000**	$0	0.00%
27707508	5244	OTHER FEES	$11,500	$11,650	$12,050	$11,500	$5,000	$11,500	**$11,500**	$0	0.00%
27707508	5248	ADVERTISING,MARKETING,PROMOS	$0	$536	$0	$500	$0	$250	**$125**	($375)	-75.00%
27707508	5254	LEGAL SERVICES	$0	$0	$462	$0	$0	$0	**$0**	$0	0.00%
27707508	5258	IN-HOUSE ENGINEERING	$17,000	$0	$0	$0	$0	$0	**$0**	$0	0.00%
27707508	5271	TELEPHONE - LOCAL	$140	$193	$333	$206	$132	$206	**$112**	($94)	-45.63%
27707508	5285	INSURANCE - FLEET	$1,883	$2,501	$2,058	$1,539	$791	$1,582	**$2,285**	$746	48.47%
27707508	5286	INSURANCE-COMPREHENSIVE LIAB	$5,376	$5,340	$5,551	$4,907	$2,454	$4,908	**$4,990**	$83	1.69%
27707508	5289	INSURANCE - OTHER	$376	$432	$548	$605	$262	$524	**$622**	$17	2.81%
MATERIALS & SUPPLIES											
27707508	5331	POSTAGE & EXPRESS MAIL	$15,109	$15,198	$15,746	$15,700	$5,849	$15,700	**$15,700**	$0	0.00%
27707508	5332	OFFICE/COMP EQUIP & SUPPLIES	$226	$6	$38	$250	$0	$125	**$75**	($175)	-70.00%
27707508	5345	MAINTENANCE MATERIALS	$2,500	$0	$1,785	$1,500	$580	$1,500	**$1,500**	$0	0.00%
27707508	5348	EQUIP<1000	$0	($121,402)	$0	$500	$0	$500	**$250**	($250)	-50.00%
FIXED EXPENSES											
27707508	5411	RENT/BUILD	$21,000	$22,000	$22,000	$21,000	$10,500	$21,000	**$21,000**	$0	0.00%
CAPITAL OUTLAY											
	5522	STORM SEWER SYSTEM	$12,802	$150,492	($1,549)	$0	$71,156	$0	**$0**	$0	0.00%
DEBT SERVICE											
27707508	5641	PRINC-CORP	$0	$0	$0	$126,980	$0	$126,980	**$142,135**	$15,155	11.93%
27707508	5642	INT-CORP	$119,066	$112,576	$106,461	$103,728	$47,629	$103,728	**$66,620**	($37,108)	-35.77%
27707508	5649	PAYMENT TO ESCROW	$0	$325	$0	$0	$0	$0	**$0**	$0	0.00%
DEPRECIATION											
27707508	5730	RES-VEHIC	$114,996	$114,996	$0	$115,000	$57,500	$115,000	**$115,000**	$0	0.00%
27707508	5731	DEPR-BUILD	$148,841	$149,368	$151,205	$0	$0	$0	$0	$0	0.00%
27707508	5736	BOND DISCOUNT AMORTIZATION	$3,469	$24,487	$33,507	$0	$0	$0	$0	$0	0.00%
27707508	5899	FUNDCONT	$0	$0	$0	$0	$0	$0	**$33,679**	$33,679	100.00%
		TOTAL EXPENDITURES	$973,915	$985,925	$1,011,431	$1,068,070	$499,932	$1,020,048	**$1,114,528**	$46,458	4.35%
		NET TOTAL	**($17,144)**	**$4,505**	**$25,122**	$0	**$54,641**	**$63,548**	**$0**	$0	0.00%

BUDGET MODIFICATIONS: All storm water fees were increased by $0.50 in 2016. Single Family Unit - SFU is 3,347 sq. ft. of impervious surface monthly fee will be $3.50
Apartment Building or Condos - 3 or 4 units (.7 SFU) per unit/monthly will be $2.60. Apartment Building or Condos - 5 or more units (.5 SFU) per unit/monthly will be $2.00.
All other type building - Calculated using SFU per SFU/monthly will be $3.50
Regular personnel increased due to allocation changes.

PERFORMANCE MEASURES that illustrate progress & 2015 strategic goal accomplishments

PROGRAM STRIVES TO OBTAIN COUNCIL STRATEGIC OBJECTIVE:

3. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life and protect property and natural resources.

	PROGRAM OBJECTIVES:	***PERFORMANCE INDICATORS:***	2012 Actual	2013 Actual	2014 Actual	2015 Target	2016 Target
WORKLOAD	1. Clean and remove debris from stormwater conveyance system.	Feet of stormwater conveyance system cleaned annually.	10,604	11,102	1,914	2,000	3,000
	2. Televise stormwater conveyance system and inlets prior to street construction and overlay program to assure system integrity.	Feet of televising performed on stormwater conveyance system.	6,988	10,057	3,770	5,000	6,000
EFFICIENCY & EFFECTIVENESS	1. Maintain stormwater system records in Geographical Information System (GIS) Database.	Stormwater system map up to date	Yes	Yes	Yes	Yes	Yes
	2. Partner with neighboring communities to educate citizens on the sources and effects of storm water pollution.	Implement public education and outreach program through the Rock River Stormwater Group.	Yes	Yes	Yes	Yes	Yes
2015 STRATEGIC GOAL(S)	Reduce stormwater pollution to protect our surface water bodies and groundwater supply and comply with all State & Federal storm water regulations.	Progress in the evaluation and implementation of the Rock River Total Maximum Daily Load (TMDL)	N/A	N/A	N/A	Yes	Yes
		Dry weather outfall inspections	7	23	9	14	9
		Erosion Control Inspections	299	590	426	400	400

2016 STRATEGIC PLAN
DEPARTMENT – PUBLIC WORKS
Storm Water

City of Beloit Strategic Goal: 1
Program: Storm Water Utility Operations.

Objective:

- Continue to manage the economic and environmental performance of the Storm Water Utility
- Reduce storm water pollution to protect surface water bodies and groundwater supply
- Comply with all State & Federal storm water regulations
- Comply with Wisconsin Pollution Discharge Elimination System (WPDES) MS4 permit requirements

Action Steps:

1. Partner with neighboring communities through the Rock River Stormwater Group to educate the citizens of the Rock River Watershed as to storm water pollution concerns.
2. Partner with citizens and community organizations to clean existing and reduce future pollution to the storm water conveyance system.
3. Detect and eliminate illicit discharges.
4. Administer the storm water pollution prevention program used at all municipal facilities.
5. Improve storm water conveyance system through effective preventative maintenance.
6. Televise storm water conveyance system prior to street construction projects to assure system integrity.
7. Track construction site erosion control inspections and enforcement actions.
8. Monitor all City owned non-structural storm water facilities.
9. Monitor all major storm sewer outfalls.

Stormwater Pollution Prevention Plan

City of Beloit
Sixth Street Lot
1459 Sixth Street
Beloit, WI 53511

Prepared by:

City of Beloit
2400 Springbrook Court
Beloit, WI 53511

January 2016

STORMWATER POLLUTION PREVENTION PLAN

CITY OF BELOIT
SIXTH STREET LOT
1459 Sixth Street
Beloit, WI 53511

Facility Contact:
Bruce Slagoski
Street Supervisor
(608) 364-2929 Ext. 7008
slagoski@beloitwi.gov
2351 Springbrook Court
Beloit, WI 53511

Prepared for:

City of Beloit
100 State Street
Beloit, WI 53511

January 2016

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1. INTRODUCTION

1.1 Site Description

The City of Beloit Sixth Street Lot is located at 1459 Sixth Street, Beloit, WI 53511. The Sixth Street Lot is located on the west side of the Rock River, south of the intersection of Maple Ave and Sixth Street. The only site entrance is via Maple Ave, just west of Fourth Street. The entire developed site encompasses approximately 4.4 acres. A location map is found in Figure 1. The Sixth Street Lot is a storage lot for the field operations of the public works department for the City of Beloit. The site is used for materials storage for the public works department.

1.2 Regulatory Background

The United States Environmental Protection Agency (USEPA) developed the stormwater regulatory program through the authority of the Clean Water Act amendments of 1987 to reduce discharges of contaminated stormwater associated with industrial facilities. The National Pollutant Discharge Elimination System (NPDES) program is the means by which the USEPA regulates discharges of potentially contaminated wastewater and stormwater into Waters of the United States through the issuance of permits applicable to specific sources.

The Federal Clean Water Act of 1972 and rules adopted by the USEPA require permits for stormwater discharges where precipitation or stormwater runoff comes into contact with contaminants through industrial activity, at construction sites, or from municipal areas. The philosophy for implementing the permit requirements emphasizes pollution prevention, which provides substantial environmental benefit with minimum regulatory burden.

In Wisconsin, the Department of Natural Resources (WDNR) is the permitting authority for the stormwater NPDES program. The primary goal of the stormwater program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff. State stormwater regulations are in Chapter NR 216 of the Wisconsin Administrative Code. All code references cited in this Stormwater Pollution Prevention Plan (SWPPP) refer to the current NR 216 Code, dated July 2004, effective August 1, 2004.

The City of Beloit received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with

fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

Under current regulations the Sixth Street Lot is not required to obtain an Industrial Stormwater Permit and therefore a SWPPP is not required. This document is intended to fulfill the requirements, for the Sixth Street Lot, of the City's NR 216 permit requirements pertaining to the development of a Stormwater Pollution Prevention Program for municipal sources of pollution. This document is formatted as a SWPPP, and described as such. If, in the future, WDNR requires the Sixth Street Lot to obtain an Industrial Stormwater Permit, this document can be converted into the SWPPP required by that permit with minimal revisions.

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

This SWPPP identifies potential sources of stormwater contamination, response and preventive measures utilized to reduce the risk of stormwater contamination, and ongoing management practices designed to prevent stormwater pollution at the facility. The SWPPP focuses on two major objectives:

1. The identification of site conditions and activities that are potential sources of stormwater pollution.
2. The identification of practices that minimize and control pollutants in stormwater runoff. The scope of this plan includes:

    - Identification of a local stormwater contact person,
    - Descriptions and maps showing applicable site features,
    - An inventory of equipment used or stored at the facility,
    - A description of materials exposed to stormwater that may cause pollution,
    - A list of significant spills and leaks over the last 3 years,
    - A list of potential pollutant sources,
    - A description of current and proposed Best Management Practices (BMPs),
    - Implementation schedule for BMPs,
    - Employee training requirements,
    - A description of site compliance and monitoring, and
    - Recordkeeping and internal reporting requirements.

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the Sixth Street Lot, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Department of Public Works Operations Building at all times. This facility is located at 2351 Springbrook Court, Beloit, WI 53511. A second copy of this plan will be on file at the Beloit Engineering Division office at 2400 Springbrook Court, Beloit, WI 53511. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

This SWPPP will be updated and amended whenever there is a change in design, construction, operation, or maintenance of the Sixth Street Lot that may impact the potential for pollutants to be discharged through stormwater. This SWPPP also should be revised in accordance with the findings and recommendations on the Annual Site Inspection Checklist. In addition, if this SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP should be amended to correct the identified deficiencies.

1.7 Other Plans Incorporated by Reference

Certain other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the Sixth Street Lot does not currently have any other environmental management plans.

2. STORMWATER POLLUTION PREVENTION TEAM

The stormwater pollution prevention team consists of a team coordinator and team members who are assigned various responsibilities for implementing the SWPPP. Implementation of this SWPPP includes:

- Ongoing assessment of potential sources of contamination and associated BMPs,
- Response to spill events, if any,
- Employee training, and
- The annual plan evaluation.

The current team roster is provided in Table 1.

The following individuals make up the stormwater pollution prevention team for the City of Beloit. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility.

TABLE 1 STORMWATER POLLUTION PREVENTION TEAM		
Responsibility	Name	Phone Number
Team Coordinator	Bill Frisbee	608-364-6699
Facility Manager	Bruce Slagoksi	608-364-2929 Ex 7008
Emergency Contact	Bill Frisbee	608-364-6699
Team Member	Katy Kuecker	608-364-6724

2.1 Team Coordinator

The team coordinator serves as a point of contact for facility personnel and for those outside the facility (such as regulatory officials) who may wish to discuss aspects of the SWPPP or to obtain other information. The coordinator oversees the re-evaluation and modification of this document annually and following a major spill event. These modifications may include:

- Relocation or alteration of material storage or handling areas,
- Best management practice revisions,
- Altering drainage patterns,
- Addition of structural control measures, or
- Documentation of significant leaks or spill events.

The coordinator must be familiar with all phases of facility operation to evaluate potential sources of pollution during implementation and periodic reevaluation of this document.

2.2 Facility Manager

The facility manager has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies, and
- Employee training.

2.3 Team Members

Members of the team have the responsibility for:

- Conducting inspections,
- Implementing and maintaining BMPs,
- Conducting annual employee training and new employee training, and
- Responding to spill events, if any.

Pollution prevention team members will meet with the coordinator annually and following spill events to re-evaluate and modify the SWPPP as needed. If individual team members must be replaced, equally qualified personnel will be assigned by the team coordinator to assume the previous members' responsibilities. If this cannot be accomplished immediately, the current team members will be assigned to those responsibilities during the interim.

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

The site evaluation includes an assessment of potential pollutant sources to determine areas, activities, and materials that may contribute pollutants to stormwater runoff. The evaluation determines the necessity for BMPs and helps guide the selection of the most appropriate BMPs to prevent or control pollutants from these areas, activities, and materials.

The Engineering Division for the City of Beloit conducted an initial site evaluation on November 10, 2015. The Sixth Street Lot contains an outdoor storage area. The activities conducted at this area are listed below in Table 2. A map displaying the locations of buildings and areas is shown in Figure 2.

TABLE 2
SIXTH STREET LOT FACILITY AREA DESCRIPTIONS

	Area Name	Description	Area (sq. ft)	Floor Drains*
1	Outdoor storage	General outdoor storage for DPW	18,000	N/A

*Unless noted, floor drains {where present) are connected to the sanitary sewer system.

3.2 Stormwater Drainage and Outfalls

The Sixth Street Lot is approximately 4.4 acres. The site sheet flows into Lenigan Creek and ultimately the Rock River. There is a vegetative buffer between the material stockpiles and the creek in which 100 percent of the runoff filters through before reaching the creek. There are no storm sewer inlets on this parcel. There is only one drainage basin for this lot.

TABLE 3
STORMWATER DRAINAGE BASINS

Basin ID.	Area (acres)	Percent Impervious	Off-Site Conveyance Type
A	4.4	25%	Overland flow

3.3 Areas of Potential Stormwater Contamination

Based on conversations with City staff and a site inspection of the facility, the most likely sources of stormwater pollution are listed in Table 4. The location of each area can be seen on Figure 2.

TABLE 4
AREAS OF POTENTIAL STORMWATER CONTAMINATION

	Area	Problem Description	Potential Pollutants	Outfall Locations
1	Outdoor Storage Area	Equipment and materials stored outdoors are exposed to rain – any pollutants attached to materials may be carried by runoff	Various	Lenigan Creek

3.4 Materials Inventory

Materials that are managed at this facility with potential to contribute to stormwater pollution are itemized in Table 5. These materials are identified by the material description, use, location, approximate quantity of material stored, containment methods, and likelihood of exposure to stormwater.

TABLE 5
MATERIALS INVENTORY

MATERIAL DESCRIPTION	MATERIAL USE	LOCATION	APPROXIMATE QUANTITY	CONTAINMENT METHODS	LIKELIHOOD OF EXPOSURE TO STORMWATER
Stone	DPW use	Outdoor Storage Area	20 tons (maximum)	Stored outside contained with stone block barrier	Low – Fines mixed with the stone is exposed to stormwater
Sand	DPW use	Outdoor Storage Area	20 tons (maximum)	Stored outside	High – Sand is exposed to stormwater
Organic Material	DPW use	Outdoor Storage Area	60 tons (maximum)	Stored outside	Low – pollutants in the organic material are exposed to stormwater, but runoff will be obstructed by the Stone stockpile
Salvaged Asphaltic	DPW use	Outdoor Storage Area	40 tons (maximum)	Stored outside	Low – pollutants in the salvaged asphaltic material are exposed to stormwater, but runoff will be obstructed by the Stone stockpile
Salvaged Concrete	DPW use	Outdoor Storage Area	40 tons (maximum)	Stored outside	Low – pollutants in the salvaged concrete material are exposed to stormwater, but runoff will be obstructed by the Stone stockpile

3.5 Vehicle/Equipment Inventory

Vehicles and equipment stored and serviced at this facility with potential to contribute to stormwater pollution are itemized in Table 6. Each type of equipment is quantified and given a location where it is typically stored on the property.

TABLE 6
VEHICLE INVENTORY

VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES	VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES
Trammel Screen *	1		

*Stored Seasonally

3.6 Historical Leaks and Spills

No reportable leaks or spills have occurred at the facility within the last three years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

There are no non-stormwater runoff discharges at this facility.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

This section describes Best Management Practices (BMPs) for general facility operations and for each of the potential areas of stormwater contamination. The primary objective of the BMPs is to prevent stormwater pollutants from coming into contact with source materials. Wherever possible, sources will be removed or covered to eliminate stormwater contamination. If source controls are inadequate, treatment practices may be recommended.

This section includes measures and controls taken to promote good housekeeping, run-on/runoff management, and preventive maintenance. Spill prevention techniques, inspections, employee training, and record keeping are addressed in separate sections of this SWPPP.

4.2 Measures and Controls

Activities and materials present at the Sixth Street Lot that may cause potential impacts to stormwater discharges are listed in Section 3.3 and summarized on Table 4.

Source control is the most effective way to reduce pollutants in stormwater. Measures such as removing unnecessary materials, storing materials inside, and establishing a delivery schedule that minimizes on-site storage have been implemented wherever possible. A summary of existing and proposed control measures follows.

4.2.1 Existing Management Practices

Existing Stormwater Management Practices that will be continued include:

E1. A concrete block barrier is constructed around the stone stockpiles.

4.2.2 Proposed Best Management Practices

Implementation of the following BMPs is recommended to prevent stormwater contamination:

P1. Continue to maintain existing management practices.

P2. Construct concrete block barrier around the sand stock pile. Construct a perimeter control before the vegetative buffer to keep suspended solids from entering Lenigan Creek.
P3. Inspect the site regularly for any changes in the drainage patterns.
P4. Training: Implement an employee training program (Refer to Section 5.7).

4.3 Best Management Practices Implementation

The existing BMPs will continue to be followed and maintained. If future changes in operational activities at the site require the implementation of additional BMPs, this Plan will be modified accordingly and the BMPs will be implements in a timely manner.

4.4 Prohibited Activities

The following are activities that are currently prohibited at the site:

- Cleaning up spills using techniques such as flushing with water is prohibited. Instead, spills should be cleaned up by using absorbent material or sweeping.
- Access to this area is restricted to use by City employees for City needs.

4.5 Residual Pollutants Expected to Remain in Stormwater

Based on current operations at the subject site and the anticipated implementation of the BMPs, low concentrations of residual pollutants that are expected to remain in stormwater include:

- Possible chemicals from the organic material stockpile such as nitrogen and phosphorus
- TSS from outdoor material storage
- Organic materials may be acidic

Implementation of this SWPPP and the BMPs is believed to be adequate to minimize the residual pollutants in the facility's stormwater runoff.

5. INSPECTIONS AND RECORD KEEPING

Quarterly inspections should be conducted to document that the provisions of this SWPPP are being followed and to identify areas needing improvement, if any. Deficiencies revealed during inspection procedures that require further action, such as purchasing or replacing equipment, should be communicated to the SWPPP team coordinator. Blank forms are located in Appendix A and completed forms are placed in Appendix B. Inspection records should be retained for a period of at least 5 years.

5.1 Quarterly Visual Stormwater Inspections

The storm sewer outfalls at the site should be inspected at least once every three months at the beginning of a rainfall event. The stormwater flow paths over the impervious surfaces shall also be inspected during quarterly visual stormwater inspections.

Each inspection must be conducted within the first 30 minutes after runoff begins discharging to an outfall or leaving the property or as soon thereafter as practical, but not exceeding 60 minutes. The inspections should be documented and include observations of color, odor, clarity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution.

5.2 Annual Site Inspection

A comprehensive annual site compliance inspection of the facility and property should be performed. These inspections will be used to verify that the site drainage conditions and potential pollutant sources identified in the SWPPP remain accurate and that the BMPs prescribed in the SWPPP are being implemented. The findings from the annual inspection should be documented. An annual inspection checklist is included in Appendix A. Based on the findings from these inspections; this document may need to be revised.

5.3 Semi-Annual Dry Weather Inspection

Semi-annual visual observations, during dry weather, should be completed at the three outfalls and along the stormwater flow paths of each basin. Observations should be made at times when non-stormwater discharges from the facility are considered most likely to occur (i.e., periods of dry weather during normal working hours). Indications of

stains, sludges, color, odor, or other indications of a non-stormwater discharge should be recorded on the Non-Stormwater Discharges form in Appendix A.

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to the City of Beloit Facility Contact (Bruce Slagoski 608-364-2929 Ex 7008), the WDNR (1-800-943-0003), and the Beloit Fire Department (608-757-2244). A record should be kept of all spills and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions
- Duration of the incident
- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

A spill documentation form is included in Appendix A and can be used to record the pertinent data that must be documented whenever a spill occurs. A brief WDNR fact sheet providing definition for a reportable spill is included in Appendix C.

5.5 Annual Stormwater Sampling and Testing

The City of Beloit is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

The City of Beloit must amend this SWPPP whenever there is a change in pollution prevention team personnel, design, construction, or operation that may impact the potential for pollutants to come into contact with stormwater; or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.7 Employee Training Requirements

To effectively implement this document, employees must be adequately trained. The goal of training programs is to teach personnel the components and goals of the Pollution Prevention Plan. Properly trained personnel can recognize situations that could contaminate stormwater and can respond safely and effectively to an accident. The employee-training program should cover topics such as:

- Spill prevention and response
- Good housekeeping
- Material management practices

All employees should be trained at least annually. Training frequency should be determined based upon the complexity of stored materials, stormwater management practices, staff turnover, and changes in job assignments at the facility. Training effectiveness should be evaluated to ensure information has been effectively communicated. An employee training record is included in Appendix A.

5.8 Preventative Maintenance

Any regularly scheduled maintenance required of elements of the stormwater management system should be performed as is recommended by operation and maintenance plans for those stormwater management aspects.

5.9 Implementation Schedule

The aspects of this SWPPP will be implemented using the following schedule.

1. Completion of SWPPP: March, 2016
2. Implementation of Site Inspections: Fall, 2016
3. Implementation of Proposed Best Management Practices
   P1. Continue existing practices - Ongoing
   P2. Overall Drainage - 2017
   P3. General Site Housekeeping – Ongoing
   P4. Training - Winter, Ongoing

BELOIT

Engineering Division

LOCATION MAP
SIXTH STREET LOT
1459 SIXTH STREET
BELOIT, WI 53511

FIGURE 1

SIXTH STREET LOT 4.4 ACRES

AREA SHEET FLOWS INTO LENIGAN CREEK.
NO STORM SEWER INLETS ON PARCEL.

BELOIT
Engineering Division

PLOT SCALE : 1 IN: 50 FT

Designed By:	Date: 09/15/2015
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
1459 SIXTH STREET

FIGURE 2 | E

State of Wisconsin
Department of Natural Resources

Quarterly Visual Inspection - Field Sheet

Form 3400-176A (R 3/01)

This form is for your own use and should be kept as part of your Storm Water Pollution Prevention Plan. It **does not** have to be submitted to the Department unless requested. If false information from quarterly visual inspections is reported to the Department, you could be subject to penalties up to $10,000 pursuant to s. 283.91(4), Wis. Stats.

Use one form per outfall.

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1 and Tier 2 Industrial Storm Water General Permits. This inspection should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem.

Make any necessary changes to your **Storm Water Pollution Prevention Plan** as needed.

Facility Name			
Street Address	City	State	ZIP Code
Name of Person Conducting Inspection		Inspection Date	
Employer		Telephone Number	
Outfall Number (make reference to site map)	Description of Outfall (e.g., ditch, concrete pipe, grassed swale, etc.)		
Time of Rainfall Event	Time of Visual Inspection	**Optional:** Amount of Rainfall at the Time of Observation (nearest tenth of an inch)	

Describe your observations. An easy way to conduct this inspection is to use a glass jar to collect a sample of the storm water being discharged from the facility and visually inspect the water. Include any observations of color, odor, turbidity, floating solids, foam, oil sheen or any other visual indicators of storm water pollution and the probable sources of any observed storm water contamination.

Color:	☐ Clear	☐ Red	☐ Yellow	☐ Brown	☐ Other:
Odor:	☐ None	☐ Musty	☐ Sewage	☐ Rotten Egg	☐ Other:
Clarity:	☐ Clear	☐ Cloudy	☐ Opaque	☐ Suspended Solids	☐ Other:
Floatables:	☐ None	☐ Foam	☐ Garbage	☐ Oily Film	☐ Other:
Deposits / Stains:	☐ None	☐ Oily	☐ Sludge	☐ Sediments	☐ Other:

Comments:

This outfall could not be evaluated during this quarter due to the following reason:

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Facility Site Compliance Inspection Report (AFSCI)

For Storm Water Discharges Associated With Industrial Activity Under Wisconsin Pollutant Discharge Elimination System (WPDES) Permit

Form 3400-176 (R 5/14)

Notice: This form is authorized by s. NR 216.29(2), Wis. Adm. Code. Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the Department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for Department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for Department inspection. Failure to comply with these regulations may result in fines up to $25,000 per day pursuant to s. 283.91, Wis. Stats.

Personally identifiable information on this form may be used for other water quality program purposes.

Please type or clearly print your answers to all questions.

Section I: Facility/Site Information

Facility/Site Name (As Appears on Permit Authorization)	County	
Location Address/Description (if different from mailing address below)	State: WI	ZIP Code
○ City ○ Township ○ Village of	Facility Identification Number (FID) and/or FIN Number if known: FID	FIN

Section II: Facility/Site Contact Person

Local Contact Person	Mailing Address (if different than site location address)	
Title	Municipality (if different than above)	
Telephone (include area code)	State: WI	ZIP Code (if different from above)
E-mail address or Website (if applicable)		Fax (include area code)

Section III: Certification & Signature

(Person attesting to the accuracy and completeness of Annual Facility Site Compliance Inspection Report.)

This form must be signed by an official representative of the permitted facility in accordance with s. NR 216.22(7), Wis. Adm. Code. See instructions on page 4. If this form is not signed, or is found to be incomplete, it will be returned.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Signature of Authorized Representative	Telephone Number (include area code)		
Type or Print Name	Company Name		
Position Title	Mailing Address		
Date Signed	Municipality	State: WI	ZIP Code

How to Use this Form:

The first level of storm water monitoring consists of a comprehensive annual facility site compliance inspection (AFSCI) to determine if your facility is operating in compliance with your Storm Water Pollution Prevention Plan (SWPPP). You should use the results of this inspection to determine the extent to which your SWPPP needs to be updated to prevent pollution from new source areas, as well as to correct any inadequacies that the plan may have in handling existing source areas. This first level of monitoring is addressed in Section IV of this Annual Report on page 2.

The second level of storm water monitoring consists of quarterly visual observations of storm water leaving the site during runoff events caused by snow-melt or rainfall. This is a practical, low cost tool for identifying obvious contamination of storm water discharges, and can also help identify which practices are ineffective. The goal of quarterly inspections is to obtain results from a set of four inspections that are distributed as evenly as possible throughout the year and which depict runoff quality during each of the four seasons. This second level of monitoring is addressed in Section V of this Annual Report on page 3.

Section IV: Annual Facility Site Compliance Inspection

The Annual Facility Site Compliance Inspection shall be adequate to verify that: your Storm Water Pollution Prevention Plan (SWPPP) remains current; potential pollution sources at your facility are identified; the facility site map and drainage map remain accurate; and that the Best Management Practices prescribed in your SWPPP are being implemented, properly operated, and adequately maintained.

Name of Person Conducting Inspection	Inspection Date
Employer	Telephone Number

Your inspection should start with a review of your written SWPPP kept at your facility. The SWPPP should be amended if, through these inspections, you find that the provisions in your SWPPP are ineffective in controlling contaminated storm water from being discharged from your facility.

1.	Has your SWPPP been updated to include current Non-Storm Water Discharge Evaluation results?	○ Yes	○ No ○ N/A
2.	Has your SWPPP been amended for any new construction that would affect the site map or drainage conditions at the facility?	○ Yes	○ No ○ N/A
3.	Has your SWPPP been amended for any changes in facility operations that could be identified as new source areas for contamination of storm water?	○ Yes	○ No ○ N/A
4.	Are there any materials at the facility that are handled, stored, or disposed in a manner to allow exposure to storm water that are not currently addressed in your SWPPP?	○ Yes	○ No ○ N/A
5.	Are there any maintenance or material handling activities conducted outdoors that have not been addressed in your SWPPP?	○ Yes	○ No ○ N/A
6.	Are outside areas kept in a neat and orderly condition?	○ Yes	○ No ○ N/A
7.	Are regular housekeeping inspections made?	○ Yes	○ No ○ N/A
8.	Do you see spots, pools, puddles, or other traces of oils, grease, or other chemicals on the ground?	○ Yes	○ No ○ N/A
9.	Are particulates on the ground from industrial operations or processes being controlled?	○ Yes	○ No ○ N/A
10.	Do you see leaking equipment, pipes or containers?	○ Yes	○ No ○ N/A
11.	Do drips, spills, or leaks occur when materials are being transferred from one source to another?	○ Yes	○ No ○ N/A
12.	Are drips or leaks from equipment or machinery being controlled?	○ Yes	○ No ○ N/A
13.	Are cleanup procedures used for spilled solids?	○ Yes	○ No ○ N/A
14.	Are absorbent materials (floor dry, kitty litter, etc.) regularly used in certain areas to absorb spills?	○ Yes	○ No ○ N/A
15.	Can you find discoloration, residue, or corrosion on the roof or around vents or pipes that ventilate or drain work areas?	○ Yes	○ No ○ N/A
16.	Are Best Management Practices implemented to reduce or eliminate contamination of storm water from source areas at the facility?	○ Yes	○ No ○ N/A
17.	Are Best Management Practices adequately maintained?	○ Yes	○ No ○ N/A
18.	Are there significant changes to your SWPPP needed to correct plan inadequacies to effectively control a discharge of contaminated storm water from your facility?	○ Yes	○ No ○ N/A

Comments:

Section V: Quarterly Visual Inspection Reports

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1, Tier 2, and Nonmetallic Mining Industrial Storm Water General Permits. These inspections should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall or soon thereafter as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Make any necessary changes to your Storm Water Pollution Prevention Plan as needed. If you were unable to evaluate an outfall during a specific quarter, this should be indicated along with a reason as to why this could not be done.

	Date of Inspection			
Outfall Number	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Briefly summarize what you found when conducting your Quarterly Visual Inspections. (Include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or any other indications of storm water pollution and the probable sources of any observed storm water contamination.)

Instructions

Section I: Facility/Site Information

Provide the name of the facility as it appears on the permit application or permit cover letter and location address. If known, provide the Facility Identification (FID) and/or FIN Number assigned by the WDNR.

Section II: Facility/Site Contact Person

Provide the local contact person information for the facility. The mailing address should be given for the facility contact person if it is different from the facility site location address information.

Section III: Certification & Signature

State Statutes provide for severe penalties for submitting false information on this AFSCI form. State regulations require this form be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of Vice President, or a duly authorized representative having overall responsibility for the operation covered by this permit.
2. For a unit of government, a principal executive officer, a ranking elected official, or other duly authorized representative.
3. For a partnership, by a general partner; for a sole proprietorship, by the proprietor.
4. For a limited liability company, by member or manager.

Section IV: Annual Facility Site Compliance Inspection

Provide the name of the person conducting the inspection, inspection date, name of employer, and telephone number. Check the appropriate box for each of the listed questions and provide explanations in the comment box as needed.

Section V: Quarterly Visual Inspection Reports

Provide the outfall number in the table and the dates of each quarterly visual inspection. Summarize the findings of your visual inspections below the table. Attach additional sheets if needed.

Mailing Address

Unless otherwise directed, mail this completed form to the Wisconsin Department of Natural Resources (WDNR) office associated with the county of the facility site location as follows:

NORTHERN REGION (NOR)			
Ashland	Forest	Price	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Iron	Rusk	
Bayfield	Langlade	Sawyer	
Burnett	Lincoln	Taylor	
Douglas	Oneida	Vilas	
Florence	Polk	Washburn	

NORTHEAST REGION (NER)			
Brown	Manitowoc	Shawano	WDNR Northeast Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5100
Calumet	Marinette	Waupaca	
Door	Marquette	Waushara	
Fond du Lac	Menominee	Winnebago	
Green Lake	Oconto		
Kewaunee	Outagamie		

WEST CENTRAL REGION (WCR)			
Adams	Jackson	Pierce	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Buffalo	Juneau	Portage	
Chippewa	La Crosse	St. Croix	
Clark	Marathon	Trempealeau	
Crawford	Monroe	Vernon	
Dunn	Pepin	Wood	
Eau Claire			

SOUTH CENTRAL REGION (SCR)			
Columbia	Green	Richland	WDNR South Central Regional Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3266
Dane	Iowa	Rock	
Dodge	Jefferson	Sauk	
Grant	LaFayette		

SOUTHEAST REGION (SER)			
Kenosha	Racine	Washington	WDNR Waukesha Service Center 141 N.W. Barstow Street, Room 180 Waukesha, WI 53188 (262) 574-2100
Milwaukee	Sheboygan	Waukesha	
Ozaukee	Walworth		

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

Training Document

Type of Training: _____

Date: _____ Time: _____

Trainer: _____

Location: _____

Print name	Signature
_____	_____
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Page 2

Type of training: ____ Date: ________________________

Print name Signature

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Hazardous Substance Spills Reporting Requirements

PUB-RR-558 July 2014

Chapter 292.11 – Wisconsin Spill Law

The spill law, Chapter 292.11, Wis. Stats., requires that **a person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance shall notify the department *immediately* of any discharge not exempted by the statute.** The Department has a 24-hour toll free number for reporting spills: 1-800-943-0003.

In order to determine whether you have a hazardous substance spill that requires immediate notification, you must ask yourself the following three questions: 1) Is the substance spilled a hazardous substance; 2) Has it been released to the environment; and 3) Are there statutory or rule exemptions that apply to this situation. The following text should help you answer those questions, and provides you with insights into unusual spills that did require notification.

Hazardous Substance Definition

Chapter 292.01(5), Wis. Stats., defines a **hazardous substance** as "any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illnesses or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department."

This definition suggests that a hazardous substance can be anything, depending on the nature of the release. The question you really need to ask yourself is how much was released and into what environment. The rule of thumb used by many is if you have to think about whether it needs to be reported, it probably does. Remember, reporting spills never gets you into trouble, only failure to report does. Whether the spilled hazardous substance is heating oil or gasoline, or something unusual like corn, butter and/or manure that flows towards a stream, pickle juice spilled on the ground, or even mercury spilled in a classroom, DNR staff will tell you if your specific incident does not meet the criteria of a reportable spill at the time that you report it. To help clarify what spills are reportable, statutory exemptions as well as "de-minimis" exemptions have been established and are explained on the back page of this document.

A hazardous substance that is released into a secondary containment structure, completely contained and can be recovered with no discharge to the environment, is not "discharged" as that term is used in s. 292.11, Wis. Stats. **Only discharges to the environment require notification to the DNR.**





The 24-hour Toll Free Hotline for Reporting Spills is:
1-800-943-0003

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

Are these hazardous substance spills?

Knee High by the Fourth of July!

We don't think of corn as hazardous – fields of corn dominate the landscape in the summer. Sweet corn stands at the farmers' market and ground corn for cattle or hogs are the images that come to mind. However, a stream filled with dried shell corn from a derailed train is quite a different picture. As organic materials decompose in water, they increase the biological oxygen demand, or BOD, of the water. Their degradation reduces the amount of oxygen available to the organisms living in that water body, including fish. If the BOD gets too high, the water will not contain sufficient oxygen for organisms to survive – in this case, the corn created an anaerobic environment. The substance can be corn, milk, manure, or any other organic material. The quantity and size of the spill, the biological oxygen demand of the spilled material, and the size of the water body will determine whether the environment is at risk. The company associated with this spill did not report it to the department, and was subject to enforcement action.

If there's corn, there must be butter…

In May of 1991, a fire broke out in a refrigerated warehouse that stored 50 million pounds of food products, including butter, lard and cheese. This warehouse was in close proximity to a creek that flowed into Lake Monona, a large urban lake. The heat from the fire caused the food products to melt, which in turn, contributed to the intensity and duration of the fire. It took 8 days for the fire department to put out the fire. The warehouse buildings were destroyed, and the water from the fire suppression activities mixed with the melted food products and flowed toward the creek and nearby storm sewers – all leading to the lake. The fire department realized quickly that this was a reportable spill, and a potential environmental disaster and reported the release to the DNR. The department acted to prevent the mixture from reaching the waterbodies, and the total environmental cleanup costs to the warehouse company were over $1 million.

What's that smell?

Driving through the beautiful Wisconsin countryside with the windows open – fresh air filling your car – until you pass an area that has recently been spread with animal manure. Yes, you explain to your children, waste from animals can be used to fertilize the land, making it a recyclable product benefiting the environment. Until, however, that manure is applied too heavily or washed into a stream where the organic material removes the oxygen from the stream resulting in a major fish kill stretching for miles downstream. Again, manure is not often thought of as a hazardous substance – it's a natural by-product of animal husbandry – but it needs to be properly managed or hazardous conditions may result. For more information on agricultural spills, see DNR publication # RR-687 "Agricultural Spills and How to Handle Them".

In a pickle!

This truck driver was in quite a pickle after his truck carrying pickle juice was in a major collision. Pickle juice leaked from the truck bed, along with diesel fuel from the truck itself. This caused soil contamination due to the hazardous characteristics of the diesel fuel along with the high pH of the pickle juice. The trucking company hired a clean up company to excavate the contaminated soil and properly dispose of it. If left in place, this contamination could have migrated to the groundwater, causing impacts to nearby private drinking water wells.

"F" in Science Class…

Recently, a high school science teacher was using elemental mercury in his science class while talking about elements and compounds. Despite warnings about the hazards of mercury, it was simply too tempting for one student, who stole the small bottle containing approximately 4 ounces of mercury after class.

The student and friends began playing with the mercury, spreading it to various classrooms, stairwells, steps and sidewalks. Later in the morning, the student went bowling at a nearby bowling alley. On the bus to the bowling alley, the container of mercury was passed around, spilling on more students and the bus. At the bowling alley, students continued to play with the mercury, putting it in the finger holes of bowling balls and rolling them down the lanes. During lunch, the student took the mercury to a friend's house, transferring it to zip lock bags to be sold for $1 per bag. Before classes ended that day, the student was called out of her classroom, the mercury was confiscated and police, fire departments, and the DNR were notified.

After sampling, the high school, several students, one home, a school bus, the bowling alley, and a sidewalk tested positive for mercury contamination. A contractor was called into assist with the mercury cleanup. In order to gain control of the scene and begin to control the spread of the mercury students were locked in the building and put into separate rooms, depending on whether they were contaminated or not. Students that were exposed to the mercury were required to go to the school locker rooms, remove their clothes, shower, and dress in new clothes. Several students were taken to a local hospital for additional mercury testing. Total costs for the entire cleanup were more than $250,000.

When in doubt, call the number!

If you're not sure whether you have a spill that needs to be reported, call the 24-hour toll free hotline, **1-800-943-0003**, and you will be provided with guidance on reporting. In many situations, spill report forms are not completed if the incident is not considered a hazardous substance spill to the environment. You will need to provide information such as

- √ your name, address, location of the discharge;
- √ physical state, quantity, chemical characteristics of the discharged substance;
- √ cause of the discharge;
- √ destination of the discharged substance;
- √ actions taken to stop the release/minimize the impact to the environment
- √ actual or potential impacts to human health or the environment

***DNR Regional Spill Coordinators*:**
Northeast: **Beth Erdman (920) 303-5410**
***Northern*: John Sager (715) 392-7822**
***Southeast*: Scott Ferguson (414) 263-8685**
***South Central*: Mike Schmoller (608) 275-3303**
***West Central*: Tom Kendzierski (715) 839-1604**

See the back page for further explanation of reporting exemptions.

Remember, reporting a spill is always in your best interest – it can minimize potential legal consequences, protect you from future false accusations, and establish a record on your follow-up activities cleaning up the spill. Not reporting spills is where problems start. If you have general questions about spill reporting, call your regional DNR office and ask for the spill coordinator. They can assist you in your spill-related questions.

Wisconsin Spill Reporting Exemptions

Statutory Exemptions

The following exemptions to spill reporting are included in s. 292.11, Wis. Stats.:

- discharges within the limits authorized by a valid permit or program approved under Chs. 281, 285, or 289 - 299 (e.g. WPDES discharge permit);
- applications of a registered pesticide according to label instructions, or application of a fertilizer at or below normal and beneficial agronomic rates

De Minimis Exemptions:

Besides the statutory exemptions identified above, Ch. NR 706, Wis. Adm. Code establishes exemptions for small quantity spills of agricultural and petroleum related compounds, as well as substances that have a federal reportable quantity established. These quantities are termed "de minimis" in that below these levels, under the following conditions, state notification of a discharge is not required. While reporting requirements may be exempted, **cleanup requirements remain**.

De Minimis Exemptions *do not apply* if the spill:

√ ***has not evaporated or been cleaned up*** in accordance with NR 700 - 726;
√ ***adversely impacts or threatens to adversely impact*** the air, lands, waters of the state as a single discharge, or when accumulated with past discharges;
√ ***causes or threatens to cause*** chronic/acute human health impacts; or
√ ***presents or threatens to present*** a fire or explosion or other safety hazard (*including evacuations*).

**If you have a discharge that meets one of the following de-minimis exemptions,
but has not been cleaned up,
adversely impacts or *threatens* to adversely impact the environment,
causes or *threatens* to cause human health impacts, or
presents or *threatens* to present a fire or explosion hazard (including all evacuations),
you still need to report your spill!**

De Minimis Exemptions are as follows:

Discharges of Petroleum compounds if you spill:

- gasoline or another petroleum product is completely contained on an impervious surface.
- less than one gallon of gasoline on a pervious surface or runs off an impervious surface.
- less than five gallons of other petroleum products on a pervious surface or runs off an impervious surface.

Discharges of Agrichemical compounds if:

- the amount is less than 250 pounds of a dry fertilizer.
- the amount is less than 25 gallons of a liquid fertilizer.
- the amount discharged when diluted as indicated on the pesticide label would cover less than one acre of land if applied according to label instructions for pesticides registered for use in Wisconsin.

Federal reportable quantities:

- if the amount discharged is less than the federal reportable quantity.

Stormwater Pollution Prevention Plan

City of Beloit
DPW Operations Facility
2351 Springbrook Court
Beloit, WI 53511

Prepared by:

City of Beloit
2400 Springbrook Court
Beloit, WI 53511

January 2016

STORMWATER POLLUTION PREVENTION PLAN

CITY OF BELOIT
DPW OPERATIONS FACILITY
2351 Springbrook Court
Beloit, WI 53511

Facility Contact:
Jodine Saunders
Public Works Sustainability and Safety Coordinator
(608) 364-2929 Ext. 7009
saunders@beloitwi.gov
2351 Springbrook Court
Beloit, WI 53511

Prepared for:

City of Beloit
100 State Street
Beloit, WI 53511

January 2016

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1. INTRODUCTION

1.1 Site Description

The City of Beloit DPW Operations Facility is located at 2351 Springbrook Court, Beloit, WI 53511. The DPW Operations Facility is located on the west side of Interstate 39/90, west of the intersection of Willowbrook Road and Springbrook Court. The only site entrance is via Springbrook Court. The entire developed site encompasses approximately 15.04 acres. A location map is found in Figure 1. The DPW Operations Facility is the main center of operations for the Operations Division (streets, forestry, solid waste, fleet, stores, snow) and some of the Parks Division. The site has various vehicle, equipment, and material storage for these Divisions.

1.2 Regulatory Background

The United States Environmental Protection Agency (USEPA) developed the stormwater regulatory program through the authority of the Clean Water Act amendments of 1987 to reduce discharges of contaminated stormwater associated with industrial facilities. The National Pollutant Discharge Elimination System (NPDES) program is the means by which the USEPA regulates discharges of potentially contaminated wastewater and stormwater into Waters of the United States through the issuance of permits applicable to specific sources.

The Federal Clean Water Act of 1972 and rules adopted by the USEPA require permits for stormwater discharges where precipitation or stormwater runoff comes into contact with contaminants through industrial activity, at construction sites, or from municipal areas. The philosophy for implementing the permit requirements emphasizes pollution prevention, which provides substantial environmental benefit with minimum regulatory burden.

In Wisconsin, the Department of Natural Resources (WDNR) is the permitting authority for the stormwater NPDES program. The primary goal of the stormwater program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff. State stormwater regulations are in Chapter NR 216 of the Wisconsin Administrative Code. All code references cited in this Stormwater Pollution Prevention Plan (SWPPP) refer to the current NR 216 Code, dated July 2004, effective August 1, 2004.

The City of Beloit received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with

fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

Under current regulations the DPW Operations Facility is not required to obtain an Industrial Stormwater Permit and therefore a SWPPP is not required. This document is intended to fulfill the requirements, for the DPW Operations Facility, of the City's NR 216 permit requirements pertaining to the development of a Stormwater Pollution Prevention Program for municipal sources of pollution. This document is formatted as a SWPPP, and described as such. If, in the future, WDNR requires the DPW Operations Facility to obtain an Industrial Stormwater Permit, this document can be converted into the SWPPP required by that permit with minimal revisions.

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

This SWPPP identifies potential sources of stormwater contamination, response and preventive measures utilized to reduce the risk of stormwater contamination, and ongoing management practices designed to prevent stormwater pollution at the facility. The SWPPP focuses on two major objectives:

1. The identification of site conditions and activities that are potential sources of stormwater pollution.
2. The identification of practices that minimize and control pollutants in stormwater runoff. The scope of this plan includes:

    - Identification of a local stormwater contact person,
    - Descriptions and maps showing applicable site features,
    - An inventory of equipment used or stored at the facility,
    - A description of materials exposed to stormwater that may cause pollution,
    - A list of significant spills and leaks over the last 3 years,
    - A list of potential pollutant sources,
    - A description of current and proposed Best Management Practices (BMPs),
    - Implementation schedule for BMPs,
    - Employee training requirements,
    - A description of site compliance and monitoring, and
    - Recordkeeping and internal reporting requirements.

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the DPW Operations Facility, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Department of Public Works Operations Facility at all times. This facility is located at 2351 Springbrook Court, Beloit, WI 53511. A second copy of this report will be kept at 2400 Springbrook Court. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

This SWPPP will be updated and amended whenever there is a change in design, construction, operation, or maintenance of the DPW Operations Facility that may impact the potential for pollutants to be discharged through stormwater. This SWPPP also should be revised in accordance with the findings and recommendations on the Annual Site Inspection Checklist. In addition, if this SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP should be amended to correct the identified deficiencies.

1.7 Other Plans Incorporated by Reference

Certain other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the DPW Operations Facility does not currently have any other environmental management plans.

2. STORMWATER POLLUTION PREVENTION TEAM

The stormwater pollution prevention team consists of a team coordinator and team members who are assigned various responsibilities for implementing the SWPPP. Implementation of this SWPPP includes:

- Ongoing assessment of potential sources of contamination and associated BMPs,
- Response to spill events, if any,
- Employee training, and
- The annual plan evaluation.

The current team roster is provided in Table 1.

The following individuals make up the stormwater pollution prevention team for the City of Beloit. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility.

TABLE 1 STORMWATER POLLUTION PREVENTION TEAM		
Responsibility	Name	Phone Number
Team Coordinator	Bill Frisbee	608-364-6699
Facility Manager	Jodine Saunders	608-364-2929 Ex 7009
Emergency Contact	Bill Frisbee	608-364-6699
Team Member	Katy Kuecker	608-364-6724

2.1 Team Coordinator

The team coordinator serves as a point of contact for facility personnel and for those outside the facility (such as regulatory officials) who may wish to discuss aspects of the SWPPP or to obtain other information. The coordinator oversees the re-evaluation and modification of this document annually and following a major spill event. These modifications may include:

- Relocation or alteration of material storage or handling areas,
- Best management practice revisions,
- Altering drainage patterns,
- Addition of structural control measures, or
- Documentation of significant leaks or spill events.

The coordinator must be familiar with all phases of facility operation to evaluate potential sources of pollution during implementation and periodic reevaluation of this document.

2.2 Facility Manager

The facility manager has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies, and
- Employee training.

2.3 Team Members

Members of the team have the responsibility for:

- Conducting inspections,
- Implementing and maintaining BMPs,
- Conducting annual employee training and new employee training, and
- Responding to spill events, if any.

Pollution prevention team members will meet with the coordinator annually and following spill events to re-evaluate and modify the SWPPP as needed. If individual team members must be replaced, equally qualified personnel will be assigned by the team coordinator to assume the previous members' responsibilities. If this cannot be accomplished immediately, the current team members will be assigned to those responsibilities during the interim.

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

The site evaluation includes an assessment of potential pollutant sources to determine areas, activities, and materials that may contribute pollutants to stormwater runoff. The evaluation determines the necessity for BMPs and helps guide the selection of the most appropriate BMPs to prevent or control pollutants from these areas, activities, and materials.

The Engineering Division for the City of Beloit conducted an initial site evaluation on November 10, 2015. The DPW Operations Facility contains office area, two separate storage buildings, three outside storage areas, a large indoor garage, an indoor washout bay, fleet maintenance repair garage, and employee parking. The activities conducted at this area are listed below in Table 2. A map displaying the locations of buildings and areas is shown in Figure 2.

TABLE 2
DPW OPERATIONS FACILITY AREA DESCRIPTIONS

	Area Name	Description	Area (sq. ft)	Floor Drains*
1	Operations Headquarters	Storage for various municipal vehicles, equipment and materials. Offices space.	64,800	Yes
2	Fleet Maintenance	Repair shop for municipal vehicles.	10,300	Yes
3	Fueling Station	Gasoline and Diesel fueling station.	1,100	No
4	Blue Shed	Storage for sign crew, road materials, and other equipment.	9,700	No
5	Salt Shed	Storage for road salt, brine water, geomelt, and other snow removal materials	9,600	No
6	Outdoor Storage	Storage for various municipal equipment and vehicles.	52,400	No
6A	Garbage Transfer	Solid waste transferred from garbage truck to semi to be transported to landfill.	3,000	Yes

*Unless noted, floor drains {where present) are connected to the sanitary sewer system.

3.2 Stormwater Drainage and Outfalls

The DPW Operations Facility is approximately 15.04 acres. Basin A is about 3.3 acres and drains off-site. Basin B is about 9.8 acres and drains to a detention basin that has an out fall to Springbrook Creek. Basin C is about 1.9 acres and drains to a storm sewer with an out fall at the Springbrook Flood Plain.

TABLE 3
STORMWATER DRAINAGE BASINS

Basin ID.	Area (acres)	Percent Impervious	Off-Site Conveyance Type
A	3.3	10%	Overland Flow
B	9.7	45%	Storm Sewer
C	2.0	60%	Storm Sewer

3.3 Areas of Potential Stormwater Contamination

Based on conversations with City staff and a site inspection of the facility, the most likely sources of stormwater pollution are listed in Table 4. The location of each area can be seen on Figure 2.

TABLE 4
AREAS OF POTENTIAL STORMWATER CONTAMINATION

Map ID #	Area	Problem Description	Potential Pollutants	Outfall Locations
3	Fueling Station	Outdoor fuel pumps with no shelter; spills can be exposed to runoff and carried into storm sewer	Diesel fuel and gasoline	Springbrook Floodplain
5	Salt Shed	Salt is enclosed in building - potential for contamination during loading; liquid de-icer is stored outside with no shelter - spills discharge to detention basin and eventually Springbrook Creek	Salt / Liquid de-icer	Detention basin and then Springbrook Creek
6	Outdoor Storage	Equipment and materials stored outdoors are exposed to rain – any pollutants attached to materials may be carried by runoff	Various	Detention basin and then Springbrook Creek or overland flow off site

3.4 Materials Inventory

Materials that are managed at this facility with potential to contribute to stormwater pollution are itemized in Table 5. These materials are identified by the material description, use, location, approximate quantity of material stored, containment methods, and likelihood of exposure to stormwater.

TABLE 5
MATERIALS INVENTORY

MATERIAL DESCRIPTION	MATERIAL USE	LOCATION	APPROXIMATE QUANTITY	CONTAINMENT METHODS	LIKELIHOOD OF EXPOSURE TO STORMWATER
80/10/10	Snow Removal	5	9,700 Gallons	Double Walled Containment Wall	Moderate - Most likely in winter months, when loading trucks
Anionic Asphalt Emulsion	Road Repair	1	2,000 Gallons	Double Walled	Minimal – stored inside
Asphalt	Road Repair	4	7 Tons	Under Roof	Minimal – may happen during material transfer
DEF	Diesel Emission Fluid for Trucks	1	300 Gallons	Caged Tank	Minimal – stored inside
Brine Water Superfine	Snow Removal	5	4,800 Gallons	Double Walled Containment Wall	Moderate - Most likely in winter months, when loading trucks
Extra Fine 200 Salt	Snow Removal	4	25 Tons	Bagged under roof	Most likely in winter months, when loading trucks
Geomelt 55	Snow Removal	5	5,000 Gallons	Double Walled Containment Wall	Moderate - Most likely in winter months, when loading trucks
Liquidow 30-40% CaCl solution	Snow Removal	5	4,800 Gallons	Double Walled Containment Wall	Moderate - Most likely in winter months, when loading trucks

Motor Oil	Engine Lubricant	2	460 Gallons	Contained Room No Floor Drain	Minimal – stored inside
N.A.Turface (Silica/Quartz)	Soil Conditioner	4	2,400 Pounds	Bags/Under Roof	Minimal – stored inside
#2 Diesel Oil	Truck Fuel	3	9,500 Gallons	Tanked/Double Wall	Moderate – During fueling
Petrol	Truck Fuel	3	9,500 Gallons	Tanked/Double Wall	Moderate – During fueling
Transmission Fluid	Engine Lubricant	2	740 Gallons	Containment Room No Floor Drain	Minimal – stored inside
Road Salt	Snow	5	3,000 Tons	Under Roof	Most likely in winter months, when loading trucks
Road Salt	Snow	6	1,500 Tons	Tarp	Moderate – if tarp is not secured well
Road Saver Sealant	Crack Seal	4	22.5 Tons	Under Roof/Solid	Minimal – stored inside
Waste Oil	Used vehicle fluids	4	350 Gal	Tank with cement containment Under Roof	Minimal – stored inside

3.5 Vehicle/Equipment Inventory

Vehicles and equipment stored and serviced at this facility with potential to contribute to stormwater pollution are itemized in Table 6. Each type of equipment is quantified and given a location where it is typically stored on the property. There are no vehicles or Equipment stored at this facility

TABLE 6
2351 OPERATIONS AND PARKS FACILTY VEHICLE INVENTORY

VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES	VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES
Aerial Boom Truck	2	Air Compressor	3
Asphalt Roller	2	Attenuator Trailer	1
Automated Brine Maker	1	Backhoe	1
Chipper	3	Concrete Saw	2
Crack Sealer	1	Floor Scrubber	1
Dump Truck – Single Axle	19	Dump Truck – Tandem Axle	3
Forklift	2	Grader	2
Hot Patcher Trailer	1	Infield Groomer	1
Leaf Loader	2	Leaf Vacuum Truck	1
Loader	4	Snow Blower Loader	1
Mowers (Tractors & Z-turn)*	13	Multi-Service Vehicle	1
Paint Stripper	1	Patcher Truck	1
Pick Up Truck	28	Rear Loader Trash Truck	2
Recycling Truck	5	Sandbagger	1
Scissor Lift	1	Sedan	1
Semi-Tractor	2	Trash Truck	6
Skid Steer	1	Snowmobile	1
Street Sweeper*	2	Stump Grinder	1
SUV	2	Tractor	3
Trammel Screen	1	Turf Cart	3
Turf Sweeper	1	Walking Floor Trailer	3

*Stored Seasonally

3.6 Historical Leaks and Spills

No reportable leaks or spills have occurred at the facility within the last three years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

The fueling station is outdoors with no containment. During rain events, a sheen can be observed flowing across the pavement to the storm sewer. The tanks do not leak, but small amounts of fuel drip from the nozzle during vehicle fueling.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

This section describes Best Management Practices (BMPs) for general facility operations and for each of the potential areas of stormwater contamination. The primary objective of the BMPs is to prevent stormwater pollutants from coming into contact with source materials. Wherever possible, sources will be removed or covered to eliminate stormwater contamination. If source controls are inadequate, treatment practices may be recommended.

This section includes measures and controls taken to promote good housekeeping, run-on/runoff management, and preventive maintenance. Spill prevention techniques, inspections, employee training, and record keeping are addressed in separate sections of this SWPPP.

4.2 Measures and Controls

Activities and materials present at the DPW Operations Facility that may cause potential impacts to stormwater discharges are listed in Section 3.3 and summarized on Table 4.

Source control is the most effective way to reduce pollutants in stormwater. Measures such as removing unnecessary materials, storing materials inside, and establishing a delivery schedule that minimizes on-site storage have been implemented wherever possible. A summary of existing and proposed control measures follows.

4.2.1 Existing Management Practices

Existing Stormwater Management Practices that will be continued include:

E1. Whenever possible, City-owned vehicles on the site are stored inside, reducing the risk that leaks will be exposed to rainfall. Vehicles stored outside are clean and in good working order.
E2. Cleaning solvents, oils and lubricants are stored inside at location 1 or 2. All floor drains in this building are connected to the sanitary sewer.
E3. The amounts of hazardous liquids and materials kept on-hand are kept to a minimum. Products are ordered on an "as needed" basis.
E4. Vehicles and equipment are kept in good working order to minimize leaks. All vehicle maintenance occurs within location 2.
E5. Floor drains are connected to the sanitary sewer as opposed to the storm sewers.
E6. Oil dry absorbent material is supplied inside at repair areas, where leaks and spills might occur.
E7. The outdoor loading dock for solid waste transfer has an inlet for the sanitary sewer to eliminate any possible fluid present from discharging into the storm sewer.
E8. Waste oils are stored in sealed containment barrels under a roof which greatly reduces a spill risk.
E9. An up-to-date inventory off all hazardous and non-hazardous materials used at the facility is maintained.

4.2.2 Proposed Best Management Practices

Implementation of the following BMPs is recommended to prevent stormwater contamination:

P1. Continue to maintain existing management practices.
P2. Metal scraps will be covered when stored outside.
P3. Loading and unloading of oil products will take place when all storm drains are covered. Waste oil will not be used for dust control under any circumstances.
P4. Floor drains, sumps, and sand interceptor will be cleaned out twice a year.
P5. Containers will be inspected weekly, maintained, and replaced if leaking.
P6. Regular housekeeping inspections will be conducted and the site will be inspected regularly for any changes in drainage patterns.
P7. Training: Implement an employee training program (Refer to Section 5.7).

4.3 Best Management Practices Implementation

The existing BMPs will continue to be followed and maintained. If future changes in operational activities at the site require the implementation of additional BMPs, this Plan will be modified accordingly and the BMPs will be implements in a timely manner.

4.4 Prohibited Activities

The following are activities that are currently prohibited at the site:

- Cleaning up spills using techniques such as flushing with water is prohibited. Instead, spills should be cleaned up by using absorbent material or sweeping.
- Access to this area is restricted to use by City employees for City needs.

4.5 Residual Pollutants Expected to Remain in Stormwater

Based on current operations at the subject site and the anticipated implementation of the BMPs, low concentrations of residual pollutants that are expected to remain in stormwater include:

- Possible chemicals from fueling
- Possible chemicals from snow removal activities

Implementation of this SWPPP and the BMPs is believed to be adequate to minimize the residual pollutants in the facility's stormwater runoff.

5. INSPECTIONS AND RECORD KEEPING

Quarterly inspections should be conducted to document that the provisions of this SWPPP are being followed and to identify areas needing improvement, if any. Deficiencies revealed during inspection procedures that require further action, such as purchasing or replacing equipment, should be communicated to the SWPPP team coordinator. Blank forms are located in Appendix A and completed forms are placed in Appendix B. Inspection records should be retained for a period of at least 5 years.

5.1 Quarterly Visual Stormwater Inspections

The storm sewer outfalls at the site should be inspected at least once every three months at the beginning of a rainfall event. The stormwater flow paths over the impervious surfaces shall also be inspected during quarterly visual stormwater inspections.

Each inspection must be conducted within the first 30 minutes after runoff begins discharging to an outfall or leaving the property or as soon thereafter as practical, but not exceeding 60 minutes. The inspections should be documented and include observations of color, odor, clarity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution.

5.2 Annual Site Inspection

A comprehensive annual site compliance inspection of the facility and property should be performed. These inspections will be used to verify that the site drainage conditions and potential pollutant sources identified in the SWPPP remain accurate and that the BMPs prescribed in the SWPPP are being implemented. The findings from the annual inspection should be documented. An annual inspection checklist is included in Appendix A. Based on the findings from these inspections, this document may need to be revised.

5.3 Semi-Annual Dry Weather Inspection

Semi-annual visual observations, during dry weather, should be completed at the three outfalls and along the stormwater flow paths of each basin. Observations should be made at times when non-stormwater discharges from the facility are considered most likely to occur (i.e., periods of dry weather during normal working hours). Indications of

stains, sludges, color, odor, or other indications of a non-stormwater discharge should be recorded on the Non-Stormwater Discharges form in Appendix A.

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to the City of Beloit Facility Contact (Jodine Saunders 608-364-2929 Ex 7009), the WDNR (1-800-943-0003), and the Beloit Fire Department (608-757-2244). A record should be kept of all spills and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions
- Duration of the incident
- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

A spill documentation form is included in Appendix A and can be used to record the pertinent data that must be documented whenever a spill occurs. A brief WDNR fact sheet providing definition for a reportable spill is included in Appendix C.

5.5 Annual Stormwater Sampling and Testing

The City of Beloit is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

The City of Beloit must amend this SWPPP whenever there is a change in pollution prevention team personnel, design, construction, or operation that may impact the potential for pollutants to come into contact with stormwater; or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.7 Employee Training Requirements

To effectively implement this document, employees must be adequately trained. The goal of training programs is to teach personnel the components and goals of the Pollution Prevention Plan. Properly trained personnel can recognize situations that could contaminate stormwater and can respond safely and effectively to an accident. The employee-training program should cover topics such as:

- Spill prevention and response
- Good housekeeping
- Material management practices

All employees should be trained at least annually. Training frequency should be determined based upon the complexity of stored materials, stormwater management practices, staff turnover, and changes in job assignments at the facility. Training effectiveness should be evaluated to ensure information has been effectively communicated. An employee training record is included in Appendix A.

5.8 Preventative Maintenance

Any regularly scheduled maintenance required of elements of the stormwater management system should be performed as is recommended by operation and maintenance plans for those stormwater management aspects.

5.9 Implementation Schedule

The aspects of this SWPPP will be implemented using the following schedule.

1. Completion of SWPPP: March, 2016
2. Implementation of Site Inspections: Fall, 2016
3. Implementation of Proposed Best Management Practices
    - P1. Continue existing practices - Ongoing
    - P2. Metal scraps – June 2016
    - P3. Oil – June 2016, Ongoing
    - P4. Drain Cleaning – June 2016, Ongoing
    - P5. Container inspection – June 2016, Ongoing
    - P6. Regular housekeeping - Ongoing
    - P7. Training – Winter, Ongoing

BELOIT

Engineering Division

LOCATION MAP
DPW OPERATIONS BUILDING
2351 SPRINGBROOK COURT
BELOIT, WI 53511

FIGURE 1

DPW OPERATIONS FACILITY 15.04 ACRES

DRAINAGE BASIN A: 3.3 ACRES DRAINS OFFSITE
DRAINAGE BASIN B: 9.7 ACRES DRAINS TO STORM SEWER
DRAINAGE BASIN C: 2.0 ACRES DRAINS TO STORM SEWER

BELOIT
Engineering Division

PLOT SCALE : 1 IN:100 FT

Designed By:	Date: 09/15/2015
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
2351 SPRINGBROOK COURT

FIGURE 2 | E

State of Wisconsin
Department of Natural Resources

Quarterly Visual Inspection - Field Sheet

Form 3400-176A (R 3/01)

This form is for your own use and should be kept as part of your Storm Water Pollution Prevention Plan. It **does not** have to be submitted to the Department unless requested. If false information from quarterly visual inspections is reported to the Department, you could be subject to penalties up to $10,000 pursuant to s. 283.91(4), Wis. Stats.

Use one form per outfall.

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1 and Tier 2 Industrial Storm Water General Permits. This inspection should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem.

Make any necessary changes to your **Storm Water Pollution Prevention Plan** as needed.

Facility Name			
Street Address	City	State	ZIP Code
Name of Person Conducting Inspection		Inspection Date	
Employer		Telephone Number	
Outfall Number (make reference to site map)	Description of Outfall (e.g., ditch, concrete pipe, grassed swale, etc.)		
Time of Rainfall Event	Time of Visual Inspection	**Optional:** Amount of Rainfall at the Time of Observation (nearest tenth of an inch)	

Describe your observations. An easy way to conduct this inspection is to use a glass jar to collect a sample of the storm water being discharged from the facility and visually inspect the water. Include any observations of color, odor, turbidity, floating solids, foam, oil sheen or any other visual indicators of storm water pollution and the probable sources of any observed storm water contamination.

Color:	☐ Clear	☐ Red	☐ Yellow	☐ Brown	☐ Other:
Odor:	☐ None	☐ Musty	☐ Sewage	☐ Rotten Egg	☐ Other:
Clarity:	☐ Clear	☐ Cloudy	☐ Opaque	☐ Suspended Solids	☐ Other:
Floatables:	☐ None	☐ Foam	☐ Garbage	☐ Oily Film	☐ Other:
Deposits / Stains:	☐ None	☐ Oily	☐ Sludge	☐ Sediments	☐ Other:

Comments:

This outfall could not be evaluated during this quarter due to the following reason:

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Facility Site Compliance Inspection Report (AFSCI)

For Storm Water Discharges Associated With Industrial Activity Under Wisconsin Pollutant Discharge Elimination System (WPDES) Permit

Form 3400-176 (R 5/14)

Notice: This form is authorized by s. NR 216.29(2), Wis. Adm. Code. Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the Department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for Department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for Department inspection. Failure to comply with these regulations may result in fines up to $25,000 per day pursuant to s. 283.91, Wis. Stats.

Personally identifiable information on this form may be used for other water quality program purposes.

Please type or clearly print your answers to all questions.

Section I: Facility/Site Information

Facility/Site Name (As Appears on Permit Authorization)	County	
Location Address/Description (if different from mailing address below)	State: WI	ZIP Code
○ City ○ Township ○ Village of	Facility Identification Number (FID) and/or FIN Number if known: FID	FIN

Section II: Facility/Site Contact Person

Local Contact Person	Mailing Address (if different than site location address)	
Title	Municipality (if different than above)	
Telephone (include area code)	State: WI	ZIP Code (if different from above)
E-mail address or Website (if applicable)		Fax (include area code)

Section III: Certification & Signature

(Person attesting to the accuracy and completeness of Annual Facility Site Compliance Inspection Report.)

This form must be signed by an official representative of the permitted facility in accordance with s. NR 216.22(7), Wis. Adm. Code. See instructions on page 4. If this form is not signed, or is found to be incomplete, it will be returned.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Signature of Authorized Representative	Telephone Number (include area code)		
Type or Print Name	Company Name		
Position Title	Mailing Address		
Date Signed	Municipality	State: WI	ZIP Code

How to Use this Form:

The first level of storm water monitoring consists of a comprehensive annual facility site compliance inspection (AFSCI) to determine if your facility is operating in compliance with your Storm Water Pollution Prevention Plan (SWPPP). You should use the results of this inspection to determine the extent to which your SWPPP needs to be updated to prevent pollution from new source areas, as well as to correct any inadequacies that the plan may have in handling existing source areas. This first level of monitoring is addressed in Section IV of this Annual Report on page 2.

The second level of storm water monitoring consists of quarterly visual observations of storm water leaving the site during runoff events caused by snow-melt or rainfall. This is a practical, low cost tool for identifying obvious contamination of storm water discharges, and can also help identify which practices are ineffective. The goal of quarterly inspections is to obtain results from a set of four inspections that are distributed as evenly as possible throughout the year and which depict runoff quality during each of the four seasons. This second level of monitoring is addressed in Section V of this Annual Report on page 3.

Section IV: Annual Facility Site Compliance Inspection

The Annual Facility Site Compliance Inspection shall be adequate to verify that: your Storm Water Pollution Prevention Plan (SWPPP) remains current; potential pollution sources at your facility are identified; the facility site map and drainage map remain accurate; and that the Best Management Practices prescribed in your SWPPP are being implemented, properly operated, and adequately maintained.

Name of Person Conducting Inspection	Inspection Date
Employer	Telephone Number

Your inspection should start with a review of your written SWPPP kept at your facility. The SWPPP should be amended if, through these inspections, you find that the provisions in your SWPPP are ineffective in controlling contaminated storm water from being discharged from your facility.

1.	Has your SWPPP been updated to include current Non-Storm Water Discharge Evaluation results?	○ Yes	○ No ○ N/A
2.	Has your SWPPP been amended for any new construction that would affect the site map or drainage conditions at the facility?	○ Yes	○ No ○ N/A
3.	Has your SWPPP been amended for any changes in facility operations that could be identified as new source areas for contamination of storm water?	○ Yes	○ No ○ N/A
4.	Are there any materials at the facility that are handled, stored, or disposed in a manner to allow exposure to storm water that are not currently addressed in your SWPPP?	○ Yes	○ No ○ N/A
5.	Are there any maintenance or material handling activities conducted outdoors that have not been addressed in your SWPPP?	○ Yes	○ No ○ N/A
6.	Are outside areas kept in a neat and orderly condition?	○ Yes	○ No ○ N/A
7.	Are regular housekeeping inspections made?	○ Yes	○ No ○ N/A
8.	Do you see spots, pools, puddles, or other traces of oils, grease, or other chemicals on the ground?	○ Yes	○ No ○ N/A
9.	Are particulates on the ground from industrial operations or processes being controlled?	○ Yes	○ No ○ N/A
10.	Do you see leaking equipment, pipes or containers?	○ Yes	○ No ○ N/A
11.	Do drips, spills, or leaks occur when materials are being transferred from one source to another?	○ Yes	○ No ○ N/A
12.	Are drips or leaks from equipment or machinery being controlled?	○ Yes	○ No ○ N/A
13.	Are cleanup procedures used for spilled solids?	○ Yes	○ No ○ N/A
14.	Are absorbent materials (floor dry, kitty litter, etc.) regularly used in certain areas to absorb spills?	○ Yes	○ No ○ N/A
15.	Can you find discoloration, residue, or corrosion on the roof or around vents or pipes that ventilate or drain work areas?	○ Yes	○ No ○ N/A
16.	Are Best Management Practices implemented to reduce or eliminate contamination of storm water from source areas at the facility?	○ Yes	○ No ○ N/A
17.	Are Best Management Practices adequately maintained?	○ Yes	○ No ○ N/A
18.	Are there significant changes to your SWPPP needed to correct plan inadequacies to effectively control a discharge of contaminated storm water from your facility?	○ Yes	○ No ○ N/A

Comments:

Section V: Quarterly Visual Inspection Reports

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1, Tier 2, and Nonmetallic Mining Industrial Storm Water General Permits. These inspections should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall or soon thereafter as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Make any necessary changes to your Storm Water Pollution Prevention Plan as needed. If you were unable to evaluate an outfall during a specific quarter, this should be indicated along with a reason as to why this could not be done.

	Date of Inspection			
Outfall Number	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Briefly summarize what you found when conducting your Quarterly Visual Inspections. (Include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or any other indications of storm water pollution and the probable sources of any observed storm water contamination.)

Instructions

Section I: Facility/Site Information

Provide the name of the facility as it appears on the permit application or permit cover letter and location address. If known, provide the Facility Identification (FID) and/or FIN Number assigned by the WDNR.

Section II: Facility/Site Contact Person

Provide the local contact person information for the facility. The mailing address should be given for the facility contact person if it is different from the facility site location address information.

Section III: Certification & Signature

State Statutes provide for severe penalties for submitting false information on this AFSCI form. State regulations require this form be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of Vice President, or a duly authorized representative having overall responsibility for the operation covered by this permit.
2. For a unit of government, a principal executive officer, a ranking elected official, or other duly authorized representative.
3. For a partnership, by a general partner; for a sole proprietorship, by the proprietor.
4. For a limited liability company, by member or manager.

Section IV: Annual Facility Site Compliance Inspection

Provide the name of the person conducting the inspection, inspection date, name of employer, and telephone number. Check the appropriate box for each of the listed questions and provide explanations in the comment box as needed.

Section V: Quarterly Visual Inspection Reports

Provide the outfall number in the table and the dates of each quarterly visual inspection. Summarize the findings of your visual inspections below the table. Attach additional sheets if needed.

Mailing Address

Unless otherwise directed, mail this completed form to the Wisconsin Department of Natural Resources (WDNR) office associated with the county of the facility site location as follows:

NORTHERN REGION (NOR)			
Ashland	Forest	Price	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Iron	Rusk	
Bayfield	Langlade	Sawyer	
Burnett	Lincoln	Taylor	
Douglas	Oneida	Vilas	
Florence	Polk	Washburn	

NORTHEAST REGION (NER)			
Brown	Manitowoc	Shawano	WDNR Northeast Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5100
Calumet	Marinette	Waupaca	
Door	Marquette	Waushara	
Fond du Lac	Menominee	Winnebago	
Green Lake	Oconto		
Kewaunee	Outagamie		

WEST CENTRAL REGION (WCR)			
Adams	Jackson	Pierce	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Buffalo	Juneau	Portage	
Chippewa	La Crosse	St. Croix	
Clark	Marathon	Trempealeau	
Crawford	Monroe	Vernon	
Dunn	Pepin	Wood	
Eau Claire			

SOUTH CENTRAL REGION (SCR)			
Columbia	Green	Richland	WDNR South Central Regional Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3266
Dane	Iowa	Rock	
Dodge	Jefferson	Sauk	
Grant	LaFayette		

SOUTHEAST REGION (SER)			
Kenosha	Racine	Washington	WDNR Waukesha Service Center 141 N.W. Barstow Street, Room 180 Waukesha, WI 53188 (262) 574-2100
Milwaukee	Sheboygan	Waukesha	
Ozaukee	Walworth		

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

Training Document

Type of Training: _____

Date: _____ Time: _____

Trainer: _____

Location: _____

Print name	Signature
_____	_____
_____	_____
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Page 2

Type of training: ____ Date: _________________________

Print name Signature

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Hazardous Substance Spills Reporting Requirements

PUB-RR-558 July 2014

Chapter 292.11 – Wisconsin Spill Law

The spill law, Chapter 292.11, Wis. Stats., requires that **a person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance shall notify the department *immediately* of any discharge not exempted by the statute.** The Department has a 24-hour toll free number for reporting spills: 1-800-943-0003.

In order to determine whether you have a hazardous substance spill that requires immediate notification, you must ask yourself the following three questions: 1) Is the substance spilled a hazardous substance; 2) Has it been released to the environment; and 3) Are there statutory or rule exemptions that apply to this situation. The following text should help you answer those questions, and provides you with insights into unusual spills that did require notification.

Hazardous Substance Definition

Chapter 292.01(5), Wis. Stats., defines a **hazardous substance** as "any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illnesses or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department."

This definition suggests that a hazardous substance can be anything, depending on the nature of the release. The question you really need to ask yourself is how much was released and into what environment. The rule of thumb used by many is if you have to think about whether it needs to be reported, it probably does. Remember, reporting spills never gets you into trouble, only failure to report does. Whether the spilled hazardous substance is heating oil or gasoline, or something unusual like corn, butter and/or manure that flows towards a stream, pickle juice spilled on the ground, or even mercury spilled in a classroom, DNR staff will tell you if your specific incident does not meet the criteria of a reportable spill at the time that you report it. To help clarify what spills are reportable, statutory exemptions as well as "de-minimis" exemptions have been established and are explained on the back page of this document.

A hazardous substance that is released into a secondary containment structure, completely contained and can be recovered with no discharge to the environment, is not "discharged" as that term is used in s. 292.11, Wis. Stats. **Only discharges to the environment require notification to the DNR.**





The 24-hour Toll Free Hotline for Reporting Spills is:
1-800-943-0003

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

Are these hazardous substance spills?

Knee High by the Fourth of July!

We don't think of corn as hazardous – fields of corn dominate the landscape in the summer. Sweet corn stands at the farmers' market and ground corn for cattle or hogs are the images that come to mind. However, a stream filled with dried shell corn from a derailed train is quite a different picture. As organic materials decompose in water, they increase the biological oxygen demand, or BOD, of the water. Their degradation reduces the amount of oxygen available to the organisms living in that water body, including fish. If the BOD gets too high, the water will not contain sufficient oxygen for organisms to survive – in this case, the corn created an anaerobic environment. The substance can be corn, milk, manure, or any other organic material. The quantity and size of the spill, the biological oxygen demand of the spilled material, and the size of the water body will determine whether the environment is at risk. The company associated with this spill did not report it to the department, and was subject to enforcement action.

If there's corn, there must be butter…

In May of 1991, a fire broke out in a refrigerated warehouse that stored 50 million pounds of food products, including butter, lard and cheese. This warehouse was in close proximity to a creek that flowed into Lake Monona, a large urban lake. The heat from the fire caused the food products to melt, which in turn, contributed to the intensity and duration of the fire. It took 8 days for the fire department to put out the fire. The warehouse buildings were destroyed, and the water from the fire suppression activities mixed with the melted food products and flowed toward the creek and nearby storm sewers – all leading to the lake. The fire department realized quickly that this was a reportable spill, and a potential environmental disaster and reported the release to the DNR. The department acted to prevent the mixture from reaching the waterbodies, and the total environmental cleanup costs to the warehouse company were over $1 million.

What's that smell?

Driving through the beautiful Wisconsin countryside with the windows open – fresh air filling your car – until you pass an area that has recently been spread with animal manure. Yes, you explain to your children, waste from animals can be used to fertilize the land, making it a recyclable product benefiting the environment. Until, however, that manure is applied too heavily or washed into a stream where the organic material removes the oxygen from the stream resulting in a major fish kill stretching for miles downstream. Again, manure is not often thought of as a hazardous substance – it's a natural by-product of animal husbandry – but it needs to be properly managed or hazardous conditions may result. For more information on agricultural spills, see DNR publication # RR-687 "Agricultural Spills and How to Handle Them".

In a pickle!

This truck driver was in quite a pickle after his truck carrying pickle juice was in a major collision. Pickle juice leaked from the truck bed, along with diesel fuel from the truck itself. This caused soil contamination due to the hazardous characteristics of the diesel fuel along with the high pH of the pickle juice. The trucking company hired a clean up company to excavate the contaminated soil and properly dispose of it. If left in place, this contamination could have migrated to the groundwater, causing impacts to nearby private drinking water wells.

"F" in Science Class…

Recently, a high school science teacher was using elemental mercury in his science class while talking about elements and compounds. Despite warnings about the hazards of mercury, it was simply too tempting for one student, who stole the small bottle containing approximately 4 ounces of mercury after class.

The student and friends began playing with the mercury, spreading it to various classrooms, stairwells, steps and sidewalks. Later in the morning, the student went bowling at a nearby bowling alley. On the bus to the bowling alley, the container of mercury was passed around, spilling on more students and the bus. At the bowling alley, students continued to play with the mercury, putting it in the finger holes of bowling balls and rolling them down the lanes. During lunch, the student took the mercury to a friend's house, transferring it to zip lock bags to be sold for $1 per bag. Before classes ended that day, the student was called out of her classroom, the mercury was confiscated and police, fire departments, and the DNR were notified.

After sampling, the high school, several students, one home, a school bus, the bowling alley, and a sidewalk tested positive for mercury contamination. A contractor was called into assist with the mercury cleanup. In order to gain control of the scene and begin to control the spread of the mercury students were locked in the building and put into separate rooms, depending on whether they were contaminated or not. Students that were exposed to the mercury were required to go to the school locker rooms, remove their clothes, shower, and dress in new clothes. Several students were taken to a local hospital for additional mercury testing. Total costs for the entire cleanup were more than $250,000.

When in doubt, call the number!

If you're not sure whether you have a spill that needs to be reported, call the 24-hour toll free hotline, **1-800-943-0003**, and you will be provided with guidance on reporting. In many situations, spill report forms are not completed if the incident is not considered a hazardous substance spill to the environment. You will need to provide information such as

- √ your name, address, location of the discharge;
- √ physical state, quantity, chemical characteristics of the discharged substance;
- √ cause of the discharge;
- √ destination of the discharged substance;
- √ actions taken to stop the release/minimize the impact to the environment
- √ actual or potential impacts to human health or the environment

***DNR Regional Spill Coordinators*:**
Northeast: **Beth Erdman (920) 303-5410**
***Northern*: John Sager (715) 392-7822**
***Southeast*: Scott Ferguson (414) 263-8685**
***South Central*: Mike Schmoller (608) 275-3303**
***West Central*: Tom Kendzierski (715) 839-1604**

See the back page for further explanation of reporting exemptions.

Remember, reporting a spill is always in your best interest – it can minimize potential legal consequences, protect you from future false accusations, and establish a record on your follow-up activities cleaning up the spill. Not reporting spills is where problems start. If you have general questions about spill reporting, call your regional DNR office and ask for the spill coordinator. They can assist you in your spill-related questions.

Wisconsin Spill Reporting Exemptions

Statutory Exemptions

The following exemptions to spill reporting are included in s. 292.11, Wis. Stats.:

- discharges within the limits authorized by a valid permit or program approved under Chs. 281, 285, or 289 - 299 (e.g. WPDES discharge permit);
- applications of a registered pesticide according to label instructions, or application of a fertilizer at or below normal and beneficial agronomic rates

De Minimis Exemptions:

Besides the statutory exemptions identified above, Ch. NR 706, Wis. Adm. Code establishes exemptions for small quantity spills of agricultural and petroleum related compounds, as well as substances that have a federal reportable quantity established. These quantities are termed "de minimis" in that below these levels, under the following conditions, state notification of a discharge is not required. While reporting requirements may be exempted, **cleanup requirements remain**.

De Minimis Exemptions *do not apply* if the spill:

√ ***has not evaporated or been cleaned up*** in accordance with NR 700 - 726;
√ ***adversely impacts or threatens to adversely impact*** the air, lands, waters of the state as a single discharge, or when accumulated with past discharges;
√ ***causes or threatens to cause*** chronic/acute human health impacts; or
√ ***presents or threatens to present*** a fire or explosion or other safety hazard (*including evacuations*).

**If you have a discharge that meets one of the following de-minimis exemptions,
but has not been cleaned up,
adversely impacts or *threatens* to adversely impact the environment,
causes or *threatens* to cause human health impacts, or
presents or *threatens* to present a fire or explosion hazard (including all evacuations),
you still need to report your spill!**

De Minimis Exemptions are as follows:

Discharges of Petroleum compounds if you spill:

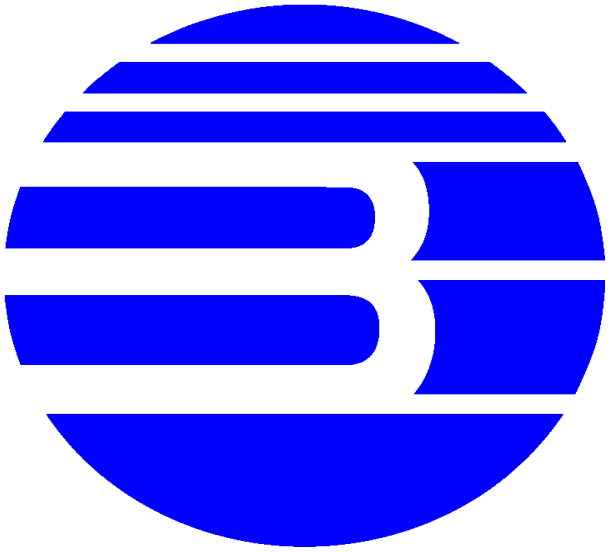
- gasoline or another petroleum product is completely contained on an impervious surface.
- less than one gallon of gasoline on a pervious surface or runs off an impervious surface.
- less than five gallons of other petroleum products on a pervious surface or runs off an impervious surface.

Discharges of Agrichemical compounds if:

- the amount is less than 250 pounds of a dry fertilizer.
- the amount is less than 25 gallons of a liquid fertilizer.
- the amount discharged when diluted as indicated on the pesticide label would cover less than one acre of land if applied according to label instructions for pesticides registered for use in Wisconsin.

Federal reportable quantities:

- if the amount discharged is less than the federal reportable quantity.



CITY OF BELOIT
Operations Facility

STANDARD OPERATING PROCEDURE (SOP)
&
SPILL CONTROL PREVENTION PLAN (SCPP)

Revised February 2014

Index

Standard Operating Procedure (SOP)

FACILITY INFORMATION-PLEASE PRINT

Facility Name: City of Beloit DPW Operations
Mailing Address: 2351 Springbrook Court
Beloit, WI 53511

Physical address if different: Same
Owner Name: City of Beloit
Owner Address: 100 State St., Beloit, WI 53511

Primary Contact Name: Chris Walsh-Director of Operations
Work Phone Number: 608-364-2918
Mobile Phone Number: 608-751-6916

Secondary Contact Name: Jodine Saunders- Solid Waste
Work Phone Number: 608-364-2929 Extension 7009
Mobile Phone Number: 608- 751-4249

Email address: **walshc@ci.beloit.wi.us or lutzd@ci.beloit.wi.us**

Date of Initial Operation: 1998

SITE ASSESSMENT

Location:

Describe where facility is located: DPW- N 42˚ 30.653, W 089˚00.142

This site is located between Springbrook creek and the railroad tracks approximately 1 mile west of the interstate 90. Road access is Springbrook Court off of Willowbrook Rd.

General Information:

The Department of Public Works consists of Solid Waste, Streets, Tree and Fleet Services. The hours of operation are Monday thru Friday 7:00 a.m. - 4:00 p.m. Winter operations could potentially be 24 hours a day, seven days a week. The Recycling Center is located at the Department of Public Works Operations; the hours of operation are Saturdays 9:00 a.m.-12:00 p.m.

City of Beloit-Department of Public Works
SOP

Type of Spill	Amount	PPE	Circumstance	SOP
Non-Flammable (Small) Motor Oil 15W40 GEO Melt 55 Salt Brine Brine/Geo Brine/Geo/CaCl2 Waste oil	<10 gallons	Goggles, gloves, boots	No health threat, containable no leak to sewers/waterways	1. Initiate notification procedures. Use proper PPE 2. Eliminate sources of ignition 3. Place oil dry or boom to prevent leak to sewer or waterway 4. Site security 5. Stop leak if can be done safely 6. Ensure product is well mixed into absorbent 7. Place used absorbent into a plastic bag 8. Place plastic bag into garbage
Emergency (Large) Motor Oil 15W40 GEO Melt 55 Salt Brine Brine/Geo Brine/Geo/CaCl2 Waste oil	>10 gallons	Goggles, gloves, boots	No health threat, non-containable Material to drain or state waters	1. Implement notification procedure contact Fire department, Supervisor, Waste Water Department through 911 2. Eliminate sources of ignition 3. Site security 4. Place absorbent or booms around drain/waterways. 5. Fire department decides action plan for major spill. Absorbent or vacuum. 6. Fire department will evaluate plan until incident is terminated

City of Beloit-Department of Public Works
SOP

Type of Spill	Amount	PPE	Circumstance	SOP
Flammable (Small) Diesel Fuel Unleaded gasoline	<5 gallons	Goggles, gloves, boots	No health threat, containable	1. Initiate notification procedures. Use proper PPE 2. Eliminate sources of ignition 3. Place oil dry or boom to prevent leak to sewer or waterway 4. Site security 5. Stop leak if can be done safely 6. Ensure product is well mixed into absorbent 7. Place used absorbent into a plastic bag 8. Materials picked up by Operations during cleanup, will be properly marked, and will require a chain of custody form. This material will then be dropped off or picked up by the WPCF disposal. All proper disposal methods will be followed.
Emergency (Large) Diesel Fuel Unleaded gasoline	>5 gallons	Goggles, gloves, respirator, ventilation, boots, no spark tools	Possible health threat or fire material to drain/waters of state	1. Implement notification procedure contact Fire department, Supervisor, WRD 2. Eliminate sources of ignition 3. Site security 4. Place absorbent or booms around drains waterways. 5. Decide action plan for major spill. Absorbent or vacuum. 6. Evaluate plan until incident is terminated.
	>15 gallons			1. Call Fire department, Supervisor, WRD 2. Implement notification procedure

SCPP REQUIREMENTS

A Spill Control Prevention Plan (SCPP) is required by certain Industrial Users under City ordinance 29.17 which will protect the Public Owned Treatment Works (POTW) and the environment from discharge of potentially hazardous materials and site runoff. The plan at a minimum must include description and location of stored chemicals, above and/or below ground storage tanks, inspection and maintenance of storage areas, handling and transfer of chemicals, loading and unloading, control of site runoff, types of containment and/or spill control.

NOTE: IN THE EVENT OF A SPILL OF 55 GALLONS OR MORE OR IF ANY MATERIAL REACHES THE WATERS OF THE STATE YOU MUST NOTIFY IMMEDIATELY:

1) WATER RESOURCES AT 608-364-2888 OR 608-751-4002 AFTER HOURS
2) FIRE DEPARTMENT 911 IF HAZARDOUS MATERIAL OR LARGE SPILL
3) COMPLETE SPILLED MATERIAL INOFRMATION MANIFEST (SEE ATTACHMENT F)

Inspection, Tests and Records 40 CFR 112.7(e)

According to the new regulations for overfill prevention, all facilities utilizing aboveground storage tanks are required to be equipped with at least one of the following:

- **An audible or visual high liquid level alarm.**
- **A tank liquid level gauge that is visible to the delivery person (unless a second person in direct communication to the delivery person monitors the gauge).**
- **An automatic high liquid level shutoff device.**

In addition, EPA guidance specifies that double-walled tanks have redundant overfill protection, as described above, when the facility operator is relying solely on the double-walled construction of the tank to provide secondary containment.
Records must be kept on site and readily available for inspection for 3 years.

SCPP-February 2014
City of Beloit-Department of Public Works

OUTSIDE CONTACTS

Beloit Fire Department	911 or 608-364-2900
Beloit Water Resources	608-364-2888
Wisconsin Spill Hotline	800-424-8802
Trans Environmental	815-639-0900
Sigma Environmental	414-643-4210

SPILL RESPONSE PROCEDURES

In the event of a spill, follow these procedures:

- Notify a supervisor or another employee.
- Use PPE, stop the source if spill if it can be done safely.
- Contain the spill and prevent contact with incompatible material or drains.
- Notify the proper local agencies. If hazardous contact the Fire Department.
- Clean-up the spill using appropriate PPE and equipment. Call for outside assistance if necessary.
- Spill clean-up material should be properly contained, labeled and disposed of.

FACILITY DESCRIPTION

Acres of land: 12.5

Facilities and Equipment:
Place an X beside all that apply.

__X__ maintenance buildings, how many? __1__
__X__ store
__X__ catch basin, how many? __8__
_____ Laundry facilities
__X__ parts washer
_____ oil/water separator, how many? ____
__X__ commercial fuel pump
__X__ non-commercial fuel pump
__X__ warehouse
__X__ outside storage
__X__ other structures and equipment. Please list: In-ground and above ground hydraulic lift

Services:
Place an X beside all that apply.
__X__ general maintenance
__X__ winterization
__X__ pressure washing
__X__ cleaning and waxing
__X__ engine repair/tuning
__X__ air conditioning repair/service
__X__ oil change
__X__ blasting
__X__ painting
__X__ pesticide application/storage
__X__ fertilizer application/storage
_____ blister repair
_____ refrigeration
__X__ warehouse
_____ plumbing
__X__ parts cleaning
__X__ sanding

Material	Location	Fixed/ Non Fixed	Gallons per container	Total Gallons	Container Construction	Containment	Shut off
Diesel Fuel	South side of property	fixed	10,000	10,000	Above ground steel	Double walled	yes
Unleaded gas	South side of property	fixed	10,000	10,000	Above ground steel	Double walled	yes
(2) Motor oil	Lube Room	fixed	550 ea.	1,100	Above ground steel	Containment room	yes
(2) Waste oil	Lube Room	fixed	550 ea.	1,100	Above ground steel	Containment room	yes
(2) Geo Melt	North side of property east of salt shed	fixed	5000 ea.	10,000	Above ground poly	Wall containment	Level monitors no over flow protection
(2) Salt brine	North side of property east of salt shed	fixed	5000 ea.	10,000	Above ground poly	Wall containment	Level monitors no over flow protection
(2) CaCl	North side of property east of salt shed	fixed	5000 ea.	10,000	Above ground poly	Wall containment	Level monitors no over flow protection
(3) 80/10/10	North side of property east of salt shed	fixed	5000 ea.	15,000	Above ground poly	Wall containment	Level monitors no over flow protection
Transmission Fluid	Lube Room	Non fixed	350	350	55 gallon steel drum	Containment room	no
(2) Methanol	Lube room	Non fixed	55 ea.	110	55 gallon steel drum	Containment room	no
(2) Antifreeze	Lube room	Non fixed	55 ea.	110	55 gallon steel drum	Containment room	no
Kerosene #1	Lube room	Non fixed	55 ea.	55	55 gallon steel drum	Containment room	no
Hydraulic Oil	Lube room	Non fixed	55 ea.	55	55 gallon steel drum	Containment room	no
(3) Hydraulic Oil	store room	Non fixed	55 ea.	165	55 gallon steel drum	Pallet containment	no
(2) Transmission fluid	store room	Non fixed	55 ea.	110	55 gallon steel drum	Pallet containment	no
Antifreeze	Store room	Non fixed	55 ea.	55	55 gallon steel drum	Pallet containment	no
(2) Soap	Wash bay	Non fixed	55 ea.	55	55 gallon poly drum		no
(10) Paint			55 ea.	550	55 gallon poly drum		No

The combined quantity of the materials listed above: 68,760 gallons

MSDS is on site for all chemicals located north of the Fleet Garage on the wall. Tier 2 and the Hazard Assessment Survey are completed annually for all large quantities.

SPILL HISTORY

An X is placed on the appropriate line and preceded accordingly.

_____ There has never been a significant spill at the above named facility.

__X__ There have been one spill at the Operations facility. See Attachment B.

Significant spills will be reported on Spilled Material Information Manifest Forms (Attachment F)

POTENTIAL SPILL VOLUMES AND RATES-TANKS

Documentation of flow rates.

Potential Event	Volume Released	Spill Rate
Complete failure of a full tank*	10,000 gallons	instantaneous
Partial failure of a full tank*	1 to 10,000 gallons	gradual to instantaneous
Tank overflow**	1 to 3,000 gallons	up to 75gals per minute
Leaking during unloading***	up to 7,200 gallons	up to 50gals per minute
Pipe failure****	up to 7,200 gallons	up to 50 gallons per minute
Leaking pipe or valve****	several ounces to gallon	up to 60 gallons per minute
Fueling operations****	several ounces to gallons	up to 8.6 gals per min.
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank.
** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).
*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (*e.g.,* if it was being taken out of service).
**** Calculate based on the specifications of your equipment.

INVENTORY CONTROL AND TANK TESTING (mark all that apply)

__ Vapor monitoring UST for leaks
X Tank tightness every 5 years
__ Automatic line leak detectors
X Secondary containment barrier
__ Corrosion control (steel tanks)
X Daily inventory readings
__ Manual tank gauging record tanks up to 550 gallons
X Automatic tank gauging system
X Statistical Inventory Reconciliation
__ Other _____

METCO is Operation contracted AB Agent, they preform monthly compliance inspection UST inspections and annual testing (AST, hose continuity on unleaded and line testing).

SPILL PREVENTION AND CONTROL

Spill Prevention:

Both fuel tanks are double wall design for containment purposes. The fueling system has an emergency shut-off switch located on the south west corner of the facility. A spill response kit is located at the east end of the fuel tanks. The air compressor is shut off nightly to prevent any catastrophes etc. Located on the southwest wall by the storeroom and the vehicle maintenance shop is the material safety data sheets. On the southeast wall by the storeroom is the safety lockout center.

Standby, On-Site, Material and Equipment

Equipment and materials maintained at the facility to carry out preventive and responsive spill measures.

Spill Response Equipment

Equipment / Material	Minimum Quantity On Site At All Times During Project
Shop Cloths	1 pallet
Oil Sorbent Pads	
Oil Booms	
Oil dry and Tealsorb	(40) 40 # bags
Straw Bales	
Silt Fencing	
Other	Spill response kit at fuel island

Description of where a spill would go:
The 10,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank. All other bulk products i.e. oil, antifreeze ECT. are stored in the Fleet lube room which is a containment room capable of containing all products that are stored there. A spill from an engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents.

Describe actions that would be taken in the event of a spill:
DPW Operations staff would clean up smaller spills immediately using absorbent materials listed. In cases of spills larger in volume than several ounces or quarts the fire department would be notified. In the event of 55 gallons or more the Operations Facility follow the SCPP requirements of this document.

FACILITY INSPECTIONS

A. Named are the facilities and the frequency with which they are inspected.

DPW Operations fuel pumps are inspected daily. The system is monitored by Auto Stic Jr. monitoring system. The monitoring system has daily printouts of volumes, leaks if any, and whether the system is reading any error messages. These printouts are read and monitored by staff.

B. Included is a description of annual comprehensive inspections.

Fuel pumps are inspected annually by the City of Beloit Fire Inspector for the Wisconsin Department of Commerce

C. Quarterly inspections of the facility are conducted by the following supervisory staff four times a year:
Dan Lutz- Fleet Supervisor
Bruce Slagoski- Streets Supervisor
Jodine Saunders- Solid Waste Supervisor

RECORD KEEPING

Described are the records keeping procedures.
All records are kept on file in the Fleet Maintenance Office

MANAGEMENT APPROVAL

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

_____	_____
Signature	Title
_____	_____
Printed name	Date

INSPECTIONS, TESTS AND RECORDS
Inspections of the storage areas are conducted periodically following the written inspection program these files are located in Operations front office . Inspection logs are maintained at the facility for 3 years.

TRAINING
Employees are instructed in the operation and maintenance of equipment to prevent the discharge of material. Training on the SCPP is also provided to personnel on an annual basis. The training program includes but may not be limited to:

- SCPP regulations and plan
- Location of storage containers and equipment
- Methods to prevent spills and releases
- Spill response and cleanup
- Emergency response procedures
- Notification and reporting procedures
- Seasonal Training
- Quarterly Walk Through
- Safety Team Meeting
- Bloodborne Pathogens

Person Accountable for Discharge Prevention
The Director is responsible for discharge prevention.

Discharge Prevention Briefings
Training updates are provided annually and whenever significant changes are made to the handling procedures to assure adequate understanding of the SCPP.

SECURITY 40 CFR 112.7(g)
The fuel pump cannot be activated without the use of a Security key and also the use of security codes. The key itself is kept in a separate locked room with a surveillance camera.
The Loading/unloading connections is securely capped and housed in a locked securement box when not in service or when on standby service for an extended time.
Fixed lighting at fuel oil storage areas is adequate for security purposes, but is probably not adequate to allow cleanup of spills or leaks after dark. However, portable lighting is available and receipt of fuels occurs during working hours only, when there is sufficient natural light to initiate containment and cleanup actions for a spill during transfer. Hazardous materials use and storage occurs inside the building. This building has ample lighting to allow inspection, containment and clean-up to take place at any time of day.
The entire facility is adequately covered by security cameras that are capable of operating in low light and infrared conditions.
All above ground valves and pipelines shall be regularly inspected. The inspections include an assessment of the general conditions of the flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking valves and metal surfaces. Inspection documentation will remain on file for 3 years.

ATTACHMENTS

Site map:
A site map is included in Attachment C (pg. 17) of this plan.

- Drawn is an arrow indicating north
- Labeled is any storm drains on the property
- Labeled is any floor drains in the building
- Labeled is chemical storage areas

Other attachments:
All other information to be attached as Attachment A, B, C, etc.

Attachment A: Facility Diagram of Storm Drains
Attachment B: Incident Record of Spills
Attachment C: Facility Drawing
Attachment D : Facility Diagram of Storm Drains and Flow

ATTACHMENT B

RECORD KEEPING OF INCIDENTAL SPILLS

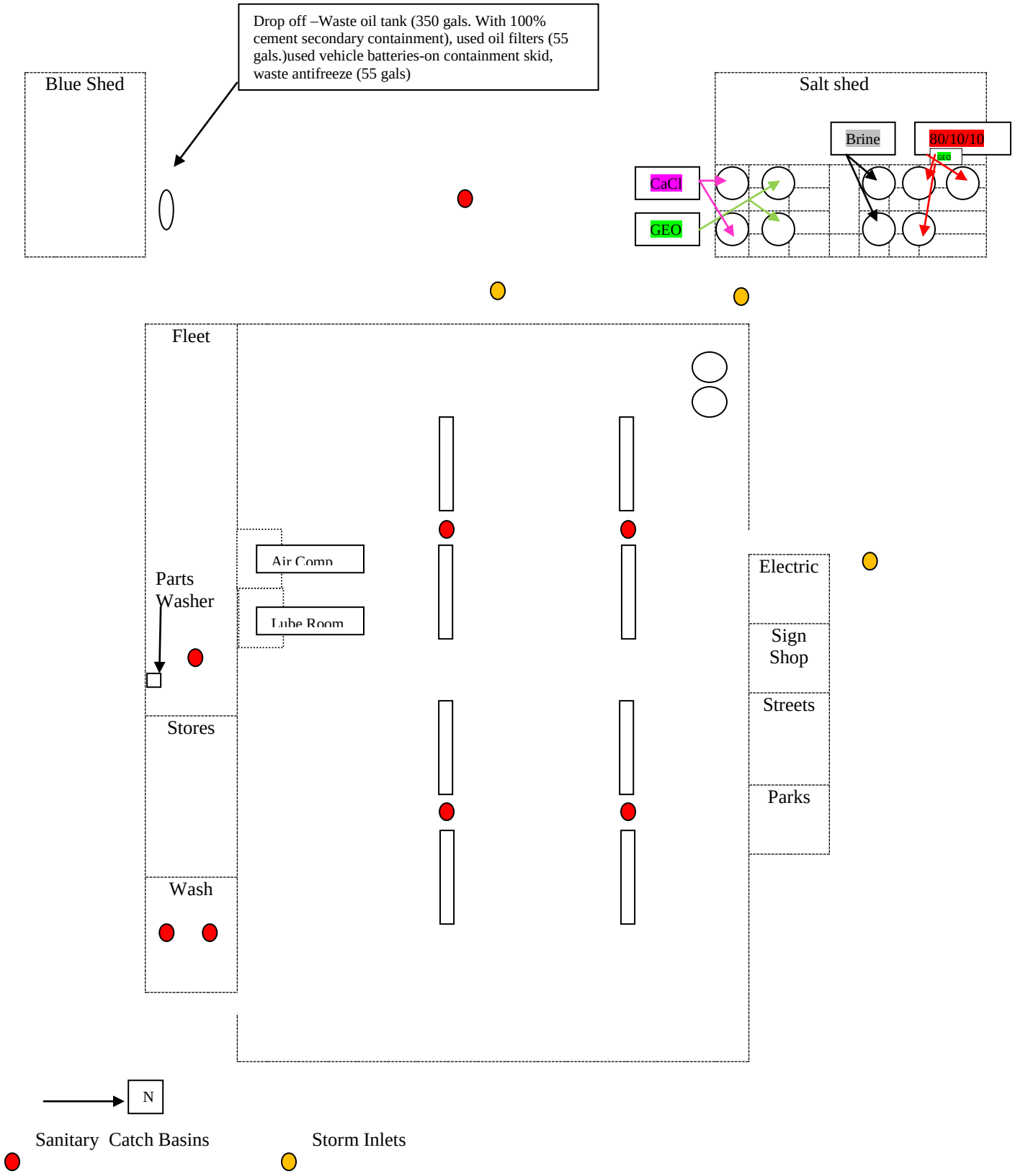
Record Keeper: Dan Lutz. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up
1	*Chemical Spill- GeoMelt*	*July 30, 2008*	○ *The product was wet down* ○ *Cheryl Simplot concluded that the ph was low enough* ○ *The product was removed by the Vactor*

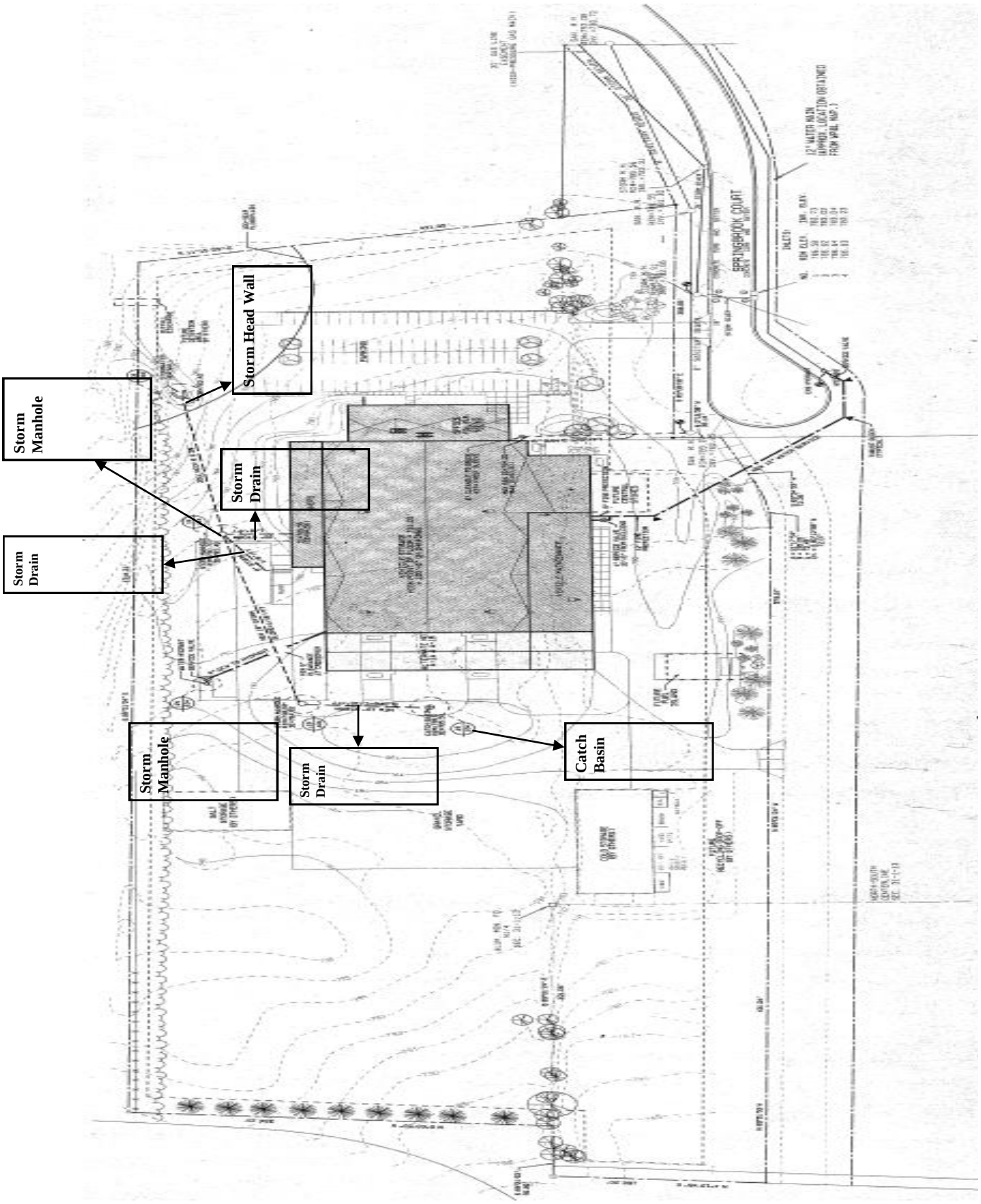
Potential Event	Volume Released	Spill Rate
Potential Event	Volume Released	Spill Rate
Complete failure of a full tank* Towards the Pond	10,000 gallons	instantaneous
Partial failure of a full tank* Towards the Pond	1 to 10,000 gallons	gradual to instantaneous
Pipe failure****	up to 10 gallons	up to 10 gals per min.
Leaking pipe or valve****	several ounces to gallons	up to 8 gals per min.
Fueling operations****	several ounces to gallons	up to 8 gals per min.
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank.
** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).
*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (*e.g.,* if it was being taken out of service).
**** Calculate based on the specifications of your equipment

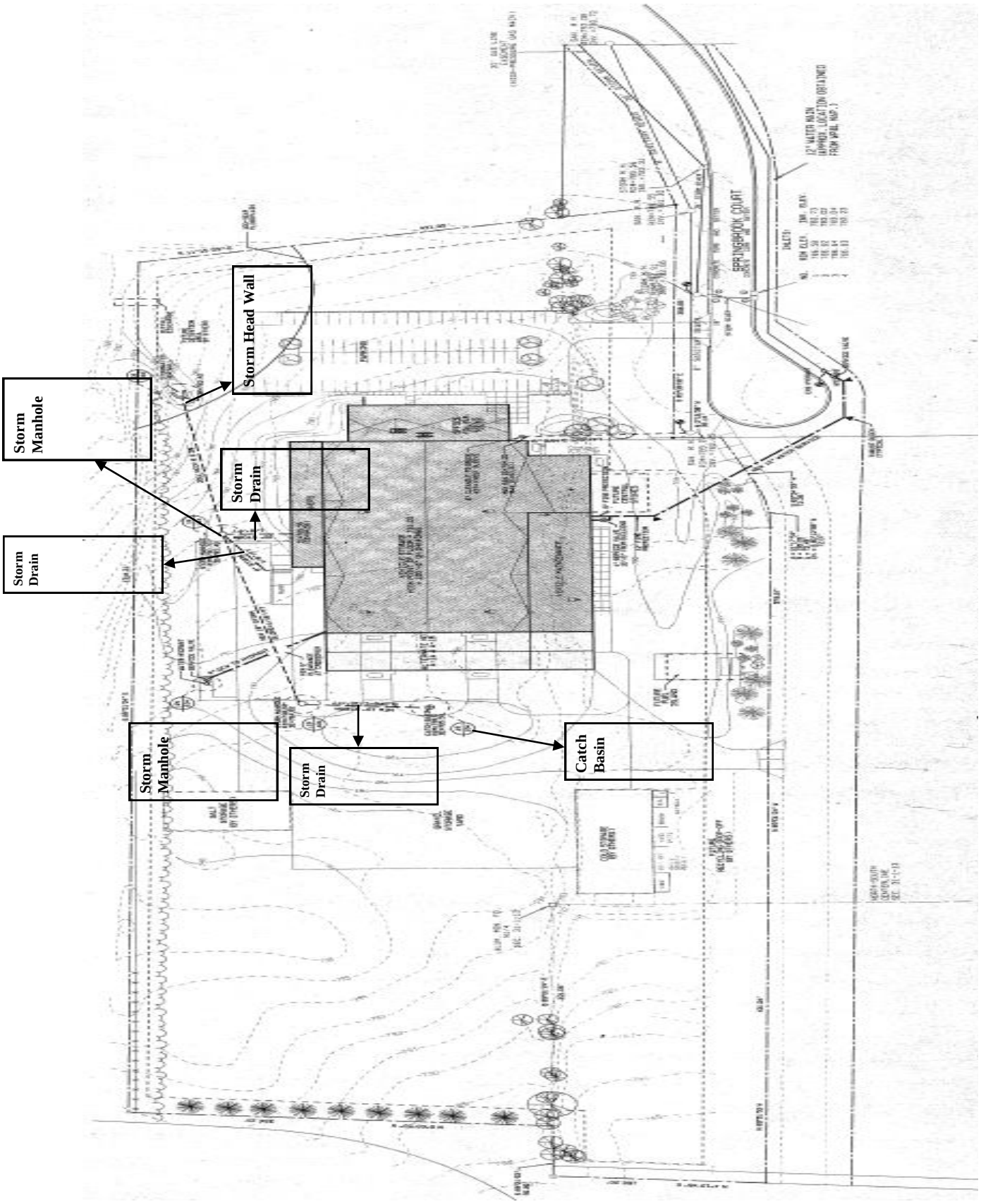
ATTACHMENT C –Facility Drawing
DPW Operations Facility



Attachment D
City of Beloit-Department of Public Works
Facility Diagram of Storm Drains



Attachment D
City of Beloit-Department of Public Works
Facility Diagram of Storm Drains



Stormwater Pollution Prevention Plan

City of Beloit
Utilities and Engineering Building
2400 Springbrook Court
Beloit, WI 53511

Prepared by:

City of Beloit
2400 Springbrook Court
Beloit, WI 53511

January 2016

STORMWATER POLLUTION PREVENTION PLAN

CITY OF BELOIT
UTILITIES AND ENGINEERING BUILDING
2400 Springbrook Court
Beloit, WI 53511

Facility Contact:
Harry Mathos
Director of Water Resources
(608) 364-5721
mathosh@beloitwi.gov
2400 Springbrook Court
Beloit, WI 53511

Prepared for:

City of Beloit
100 State Street
Beloit, WI 53511

January 2016

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1. INTRODUCTION

1.1 Site Description

The City of Beloit Utilities and Engineering Building is located at 2400 Springbrook Court, Beloit, WI 53511. The Utilities and Engineering Building is located on the west side of Interstate 39/90, west of the intersection of Willowbrook Road and Springbrook Court. The only site entrance is via Springbrook Court. The entire developed site encompasses approximately 9.58 acres. A location map is found in Figure 1. The Utilities and Engineering Building is the main center of operations for the Water Resources and Engineering Divisions of the Department of Public Works. The site has various vehicle, equipment, and material storage for these Divisions. The Police Department also uses part of the garage for impound storage.

1.2 Regulatory Background

The United States Environmental Protection Agency (USEPA) developed the stormwater regulatory program through the authority of the Clean Water Act amendments of 1987 to reduce discharges of contaminated stormwater associated with industrial facilities. The National Pollutant Discharge Elimination System (NPDES) program is the means by which the USEPA regulates discharges of potentially contaminated wastewater and stormwater into Waters of the United States through the issuance of permits applicable to specific sources.

The Federal Clean Water Act of 1972 and rules adopted by the USEPA require permits for stormwater discharges where precipitation or stormwater runoff comes into contact with contaminants through industrial activity, at construction sites, or from municipal areas. The philosophy for implementing the permit requirements emphasizes pollution prevention, which provides substantial environmental benefit with minimum regulatory burden.

In Wisconsin, the Department of Natural Resources (WDNR) is the permitting authority for the stormwater NPDES program. The primary goal of the stormwater program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff. State stormwater regulations are in Chapter NR 216 of the Wisconsin Administrative Code. All code references cited in this Stormwater Pollution Prevention Plan (SWPPP) refer to the current NR 216 Code, dated July 2004, effective August 1, 2004.

The City of Beloit received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of

pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

Under current regulations the Utilities and Engineering Building is not required to obtain an Industrial Stormwater Permit and therefore a SWPPP is not required. This document is intended to fulfill the requirements, for the Utilities and Engineering Building, of the City's NR 216 permit requirements pertaining to the development of a Stormwater Pollution Prevention Program for municipal sources of pollution. This document is formatted as a SWPPP, and described as such. If, in the future, WDNR requires the Utilities and Engineering Building to obtain an Industrial Stormwater Permit, this document can be converted into the SWPPP required by that permit with minimal revisions.

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

This SWPPP identifies potential sources of stormwater contamination, response and preventive measures utilized to reduce the risk of stormwater contamination, and ongoing management practices designed to prevent stormwater pollution at the facility. The SWPPP focuses on two major objectives:

1. The identification of site conditions and activities that are potential sources of stormwater pollution.
2. The identification of practices that minimize and control pollutants in stormwater runoff. The scope of this plan includes:

    - Identification of a local stormwater contact person,
    - Descriptions and maps showing applicable site features,
    - An inventory of equipment used or stored at the facility,
    - A description of materials exposed to stormwater that may cause pollution,
    - A list of significant spills and leaks over the last 3 years,
    - A list of potential pollutant sources,
    - A description of current and proposed Best Management Practices (BMPs),
    - Implementation schedule for BMPs,
    - Employee training requirements,
    - A description of site compliance and monitoring, and
    - Recordkeeping and internal reporting requirements.

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the Utilities and Engineering Building, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Department of Public Works Utility Building at all times. This facility is located at 2400 Springbrook Court, Beloit, WI 53511. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

This SWPPP will be updated and amended whenever there is a change in design, construction, operation, or maintenance of the Utilities and Engineering Building that may impact the potential for pollutants to be discharged through stormwater. This SWPPP also should be revised in accordance with the findings and recommendations on the Annual Site Inspection Checklist. In addition, if this SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP should be amended to correct the identified deficiencies.

1.7 Other Plans Incorporated by Reference

Certain other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the Utilities and Engineering Building does not currently have any other environmental management plans.

2. STORMWATER POLLUTION PREVENTION TEAM

The stormwater pollution prevention team consists of a team coordinator and team members who are assigned various responsibilities for implementing the SWPPP. Implementation of this SWPPP includes:

- Ongoing assessment of potential sources of contamination and associated BMPs,
- Response to spill events, if any,
- Employee training, and
- The annual plan evaluation.

The current team roster is provided in Table 1.

The following individuals make up the stormwater pollution prevention team for the City of Beloit. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility.

TABLE 1 STORMWATER POLLUTION PREVENTION TEAM		
Responsibility	Name	Phone Number
Team Coordinator	Bill Frisbee	608-364-6699
Facility Manager	Harry Mathos	608-364-5721
Facility Maintenance	Wayne Steurer	608-364-7808
Emergency Contact	Bill Frisbee	608-364-6699
Team Member	Katy Kuecker	608-364-6724

2.1 Team Coordinator

The team coordinator serves as a point of contact for facility personnel and for those outside the facility (such as regulatory officials) who may wish to discuss aspects of the SWPPP or to obtain other information. The coordinator oversees the re-evaluation and modification of this document annually and following a major spill event. These modifications may include:

- Relocation or alteration of material storage or handling areas,
- Best management practice revisions,
- Altering drainage patterns,
- Addition of structural control measures, or
- Documentation of significant leaks or spill events.

The coordinator must be familiar with all phases of facility operation to evaluate potential sources of pollution during implementation and periodic reevaluation of this document.

2.2 Facility Manager

The facility manager has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies, and
- Employee training.

2.3 Team Members

Members of the team have the responsibility for:

- Conducting inspections,
- Implementing and maintaining BMPs,
- Conducting annual employee training and new employee training, and
- Responding to spill events, if any.

Pollution prevention team members will meet with the coordinator annually and following spill events to re-evaluate and modify the SWPPP as needed. If individual team members must be replaced, equally qualified personnel will be assigned by the team coordinator to assume the previous members' responsibilities. If this cannot be accomplished immediately, the current team members will be assigned to those responsibilities during the interim.

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

The site evaluation includes an assessment of potential pollutant sources to determine areas, activities, and materials that may contribute pollutants to stormwater runoff. The evaluation determines the necessity for BMPs and helps guide the selection of the most appropriate BMPs to prevent or control pollutants from these areas, activities, and materials.

The Engineering Division for the City of Beloit conducted an initial site evaluation on November 10, 2015. The Utilities and Engineering Building contains office area, a large garage area with an indoor washout bay, an indoor storage area, an outdoor storage area, and employee parking lot. The activities conducted at this area are listed below in Table 2. A map displaying the locations of buildings and areas is shown in Figure 2.

TABLE 2
UTILITIES AND ENGINEERING BUILDING FACILITY AREA

	Area Name	Description	Area (sq. ft)	Floor Drains*
1	Utilities Building	Storage for various municipal vehicles and equipment. Police Impound area. Office Space.	34,550	Yes
2	Outdoor storage	Storage for various municipal materials.	50,800	No

*Unless noted, floor drains {where present) are connected to the sanitary sewer system.

3.2 Stormwater Drainage and Outfalls

The Utilities and Engineering Building is approximately 9.58 acres. Basin A is 2.87 acres which drains offsite to a Storm Sewer with the outfall at Springbrook Floodplain located in the northwest quadrant of Springbrook Court and Willowbrook Road. Basin B is 6.71 acres that drains to a detention pond located in the southeast area of the parcel.

TABLE 3
STORMWATER DRAINAGE BASINS

Basin ID.	Area (acres)	Percent Impervious	Off-Site Conveyance Type
A	2.87	66%	Storm Sewer
B	6.71	33%	Overland Flow

3.3 Areas of Potential Stormwater Contamination

Based on conversations with City staff and a site inspection of the facility, there are no potential sources of stormwater contamination.

3.4 Materials Inventory

Materials that are managed at this facility with potential to contribute to stormwater pollution are itemized in Table 5. These materials are identified by the material description, use, location, approximate quantity of material stored, containment methods, and likelihood of exposure to stormwater.

TABLE 5
MATERIALS INVENTORY

MATERIAL DESCRIPTION	MATERIAL USE	LOCATION	APPROXIMATE QUANTITY	CONTAINMENT METHODS	LIKELIHOOD OF EXPOSURE TO STORMWATER
HD Greese	Lubricant	1	5 Gal	Bucket	Low – Stored inside
Unleaded Gas	Fuel	1	30 Gal	Small Gas Cans	Moderate – during fueling
Mortar Mix	Repair	1	35 Gal	Trash Can	Low – Stored inside
Concrete Mix	Repair	1	2,000 lbs	Bags on Pallet	Low – Stored inside
Sheet Rock	Repair	1	5 Gal	Bucket	Low – Stored inside
Concrete Seal	Repair	1	5 Gal	Bucket	Low – Stored inside
Round Up	Herbicide	1	5 Gal	Bucket	Low – Stored inside
Detergent	Vehicle Wash	1	55 Gal	Drum	Low – Stored inside
400 Wax	Vehicle Wash	1	55 Gal	Drum	Low – Stored inside
Paint	Repair	1	20 Gal	Metal Cans	Low – Stored inside

3.5 Vehicle/Equipment Inventory

Vehicles and equipment stored and serviced at this facility with potential to contribute to stormwater pollution are itemized in Table 6. Each type of equipment is quantified and given a location where it is typically stored on the property. There are no vehicles or Equipment stored at this facility

TABLE 6
VEHICLE INVENTORY

VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES	VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES
Pick-up Truck	14	Mini Van	1
SUV	1	Fork Lift	1
Zamboni	1	Vactor 2100	2
Sewer Televising Truck	1	Polaris ATV	1
Pressure Washer	1	Stump Grinder	1
Portable Generator	2	Police Impounded Vehicles	Varies

3.6 Historical Leaks and Spills

No reportable leaks or spills have occurred at the facility within the last three years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

There are no non-stormwater runoff discharges at this facility.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

This section describes Best Management Practices (BMPs) for general facility operations and for each of the potential areas of stormwater contamination. The primary objective of the BMPs is to prevent stormwater pollutants from coming into contact with source materials. Wherever possible, sources will be removed or covered to eliminate stormwater contamination. If source controls are inadequate, treatment practices may be recommended.

This section includes measures and controls taken to promote good housekeeping, run-on/runoff management, and preventive maintenance. Spill prevention techniques, inspections, employee training, and record keeping are addressed in separate sections of this SWPPP.

4.2 Measures and Controls

Activities and materials present at the Utilities and Engineering Building that may cause potential impacts to stormwater discharges are listed in Section 3.3 and summarized on Table 4.

Source control is the most effective way to reduce pollutants in stormwater. Measures such as removing unnecessary materials, storing materials inside, and establishing a delivery schedule that minimizes on-site storage have been implemented wherever possible. A summary of existing and proposed control measures follows.

4.2.1 Existing Management Practices

Existing Stormwater Management Practices that will be continued include:

E1. City-owned vehicles on the site are stored inside, reducing the risk that leaks will be exposed to rainfall.
E2. All materials are stored inside with floor drains that are connected to the sanitary sewer.
E3. The amounts of hazardous liquids and materials kept on-hand are kept to a minimum. Products are ordered on an “as needed” basis.
E4. Vehicles and equipment are kept in good working order to minimize leaks.
E5. Floor drains are connected to the sanitary sewer as opposed to the storm sewers.

4.2.2 Proposed Best Management Practices

Implementation of the following BMPs is recommended to prevent stormwater contamination:

P1. Continue to maintain existing management practices.
P2. Containers will be inspected routinely, maintained, and replaced if leaking.

P3. Floor Drains will be cleaned out twice a year.
P4. Regular housekeeping inspections will be conducted and the site will be inspected regularly for any changes in drainage patterns.
P5. Training: Implement an employee training program (Refer to Section 5.7).

4.3 Best Management Practices Implementation

The existing BMPs will continue to be followed and maintained. If future changes in operational activities at the site require the implementation of additional BMPs, this Plan will be modified accordingly and the BMPs will be implements in a timely manner.

4.4 Prohibited Activities

The following are activities that are currently prohibited at the site:

- Cleaning up spills using techniques such as flushing with water is prohibited. Instead, spills should be cleaned up by using absorbent material or sweeping.
- Access to this area is restricted to use by City employees for City needs.

4.5 Residual Pollutants Expected to Remain in Stormwater

Based on current operations at the subject site and the anticipated implementation of the BMPs, low concentrations of residual pollutants that are expected to remain in stormwater include:

- Possible chemicals from
- TSS from outdoor material storage

Implementation of this SWPPP and the BMPs is believed to be adequate to minimize the residual pollutants in the facility's stormwater runoff.

5. INSPECTIONS AND RECORD KEEPING

Quarterly inspections should be conducted to document that the provisions of this SWPPP are being followed and to identify areas needing improvement, if any. Deficiencies revealed during inspection procedures that require further action, such as purchasing or replacing equipment, should be communicated to the SWPPP team

coordinator. Blank forms are located in Appendix A and completed forms are placed in Appendix B. Inspection records should be retained for a period of at least 5 years.

5.1 Quarterly Visual Stormwater Inspections

The storm sewer outfalls at the site should be inspected at least once every three months at the beginning of a rainfall event. The stormwater flow paths over the impervious surfaces shall also be inspected during quarterly visual stormwater inspections.

Each inspection must be conducted within the first 30 minutes after runoff begins discharging to an outfall or leaving the property or as soon thereafter as practical, but not exceeding 60 minutes. The inspections should be documented and include observations of color, odor, clarity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution.

5.2 Annual Site Inspection

A comprehensive annual site compliance inspection of the facility and property should be performed. These inspections will be used to verify that the site drainage conditions and potential pollutant sources identified in the SWPPP remain accurate and that the BMPs prescribed in the SWPPP are being implemented. The findings from the annual inspection should be documented. An annual inspection checklist is included in Appendix A. Based on the findings from these inspections; this document may need to be revised.

5.3 Semi-Annual Dry Weather Inspection

Semi-annual visual observations, during dry weather, should be completed at the three outfalls and along the stormwater flow paths of each basin. Observations should be made at times when non-stormwater discharges from the facility are considered most likely to occur (i.e., periods of dry weather during normal working hours). Indications of stains, sludges, color, odor, or other indications of a non-stormwater discharge should be recorded on the Non-Stormwater Discharges form in Appendix A.

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to the City of Beloit Facility Contact (Harry Mathos 608-364-7008), the WDNR (1-800-943-0003), and the Beloit Fire Department (608-757-2244). A record should be kept of all spills and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions
- Duration of the incident
- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

A spill documentation form is included in Appendix A and can be used to record the pertinent data that must be documented whenever a spill occurs. A brief WDNR fact sheet providing definition for a reportable spill is included in Appendix C.

5.5 Annual Stormwater Sampling and Testing

The City of Beloit is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

The City of Beloit must amend this SWPPP whenever there is a change in pollution prevention team personnel, design, construction, or operation that may impact the potential for pollutants to come into contact with stormwater; or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.7 Employee Training Requirements

To effectively implement this document, employees must be adequately trained. The goal of training programs is to teach personnel the components and goals of the Pollution Prevention Plan. Properly trained personnel can recognize situations that could contaminate stormwater and can respond safely and effectively to an accident. The employee-training program should cover topics such as:

- Spill prevention and response
- Good housekeeping
- Material management practices

All employees should be trained at least annually. Training frequency should be determined based upon the complexity of stored materials, stormwater management practices, staff turnover, and changes in job assignments at the facility. Training effectiveness should be evaluated to ensure information has been effectively communicated. An employee training record is included in Appendix A.

5.8 Preventative Maintenance

Any regularly scheduled maintenance required of elements of the stormwater management system should be performed as is recommended by operation and maintenance plans for those stormwater management aspects.

5.9 Implementation Schedule

The aspects of this SWPPP will be implemented using the following schedule.

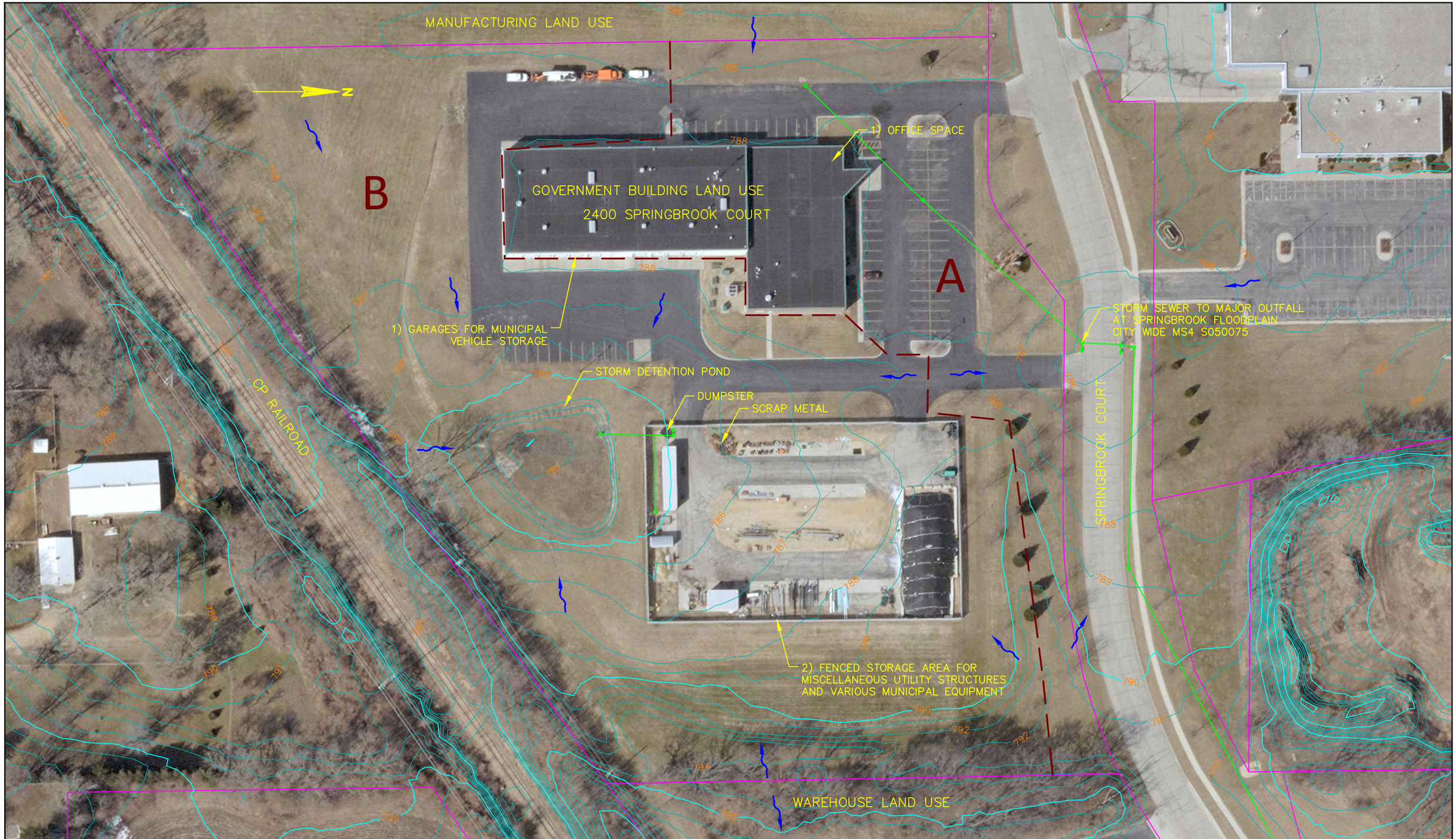
1. Completion of SWPPP: March, 2016
2. Implementation of Site Inspections: Fall, 2016
3. Implementation of Proposed Best Management Practices
   P1. Continue existing practices - Ongoing
   P2. Inspect Containers – Ongoing
   P3. Clean Floor Drains - Ongoing
   P4. General Site Housekeeping – Ongoing
   P5. Training - Winter, Ongoing

BELOIT

Engineering Division

LOCATION MAP
DPW UTILITIES BUILDING
2400 SPRINGBROOK COURT
BELOIT, WI 53511

FIGURE 1



DPW UTILITIES BUILDING 9.58 ACRES

DRAINAGE BASIN A: 2.87 ACRES DRAINS TO STORM SEWER
DRAINAGE BASIN B: 6.71 ACRES DRAINS TO DETENTION POND

BELOIT
Engineering Division

PLOT SCALE : 1 IN:80 FT

Designed By:	Date: 09/15/2015
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
2400 SPRINGBROOK COURT

FIGURE 2 | E

State of Wisconsin
Department of Natural Resources

Quarterly Visual Inspection - Field Sheet

Form 3400-176A (R 3/01)

This form is for your own use and should be kept as part of your Storm Water Pollution Prevention Plan. It **does not** have to be submitted to the Department unless requested. If false information from quarterly visual inspections is reported to the Department, you could be subject to penalties up to $10,000 pursuant to s. 283.91(4), Wis. Stats.

Use one form per outfall.

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1 and Tier 2 Industrial Storm Water General Permits. This inspection should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem.

Make any necessary changes to your **Storm Water Pollution Prevention Plan** as needed.

Facility Name			
Street Address	City	State	ZIP Code
Name of Person Conducting Inspection		Inspection Date	
Employer		Telephone Number	
Outfall Number (make reference to site map)	Description of Outfall (e.g., ditch, concrete pipe, grassed swale, etc.)		
Time of Rainfall Event	Time of Visual Inspection	**Optional:** Amount of Rainfall at the Time of Observation (nearest tenth of an inch)	

Describe your observations. An easy way to conduct this inspection is to use a glass jar to collect a sample of the storm water being discharged from the facility and visually inspect the water. Include any observations of color, odor, turbidity, floating solids, foam, oil sheen or any other visual indicators of storm water pollution and the probable sources of any observed storm water contamination.

Color:	☐ Clear	☐ Red	☐ Yellow	☐ Brown	☐ Other:
Odor:	☐ None	☐ Musty	☐ Sewage	☐ Rotten Egg	☐ Other:
Clarity:	☐ Clear	☐ Cloudy	☐ Opaque	☐ Suspended Solids	☐ Other:
Floatables:	☐ None	☐ Foam	☐ Garbage	☐ Oily Film	☐ Other:
Deposits / Stains:	☐ None	☐ Oily	☐ Sludge	☐ Sediments	☐ Other:

Comments:

This outfall could not be evaluated during this quarter due to the following reason:

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Facility Site Compliance Inspection Report (AFSCI)

For Storm Water Discharges Associated With Industrial Activity Under Wisconsin Pollutant Discharge Elimination System (WPDES) Permit

Form 3400-176 (R 5/14)

Notice: This form is authorized by s. NR 216.29(2), Wis. Adm. Code. Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the Department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for Department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for Department inspection. Failure to comply with these regulations may result in fines up to $25,000 per day pursuant to s. 283.91, Wis. Stats.

Personally identifiable information on this form may be used for other water quality program purposes.

Please type or clearly print your answers to all questions.

Section I: Facility/Site Information

Facility/Site Name (As Appears on Permit Authorization)	County	
Location Address/Description (if different from mailing address below)	State: WI	ZIP Code
○ City ○ Township ○ Village of	Facility Identification Number (FID) and/or FIN Number if known: FID	FIN

Section II: Facility/Site Contact Person

Local Contact Person	Mailing Address (if different than site location address)	
Title	Municipality (if different than above)	
Telephone (include area code)	State: WI	ZIP Code (if different from above)
E-mail address or Website (if applicable)		Fax (include area code)

Section III: Certification & Signature

(Person attesting to the accuracy and completeness of Annual Facility Site Compliance Inspection Report.)

This form must be signed by an official representative of the permitted facility in accordance with s. NR 216.22(7), Wis. Adm. Code. See instructions on page 4. If this form is not signed, or is found to be incomplete, it will be returned.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Signature of Authorized Representative	Telephone Number (include area code)		
Type or Print Name	Company Name		
Position Title	Mailing Address		
Date Signed	Municipality	State: WI	ZIP Code

How to Use this Form:

The first level of storm water monitoring consists of a comprehensive annual facility site compliance inspection (AFSCI) to determine if your facility is operating in compliance with your Storm Water Pollution Prevention Plan (SWPPP). You should use the results of this inspection to determine the extent to which your SWPPP needs to be updated to prevent pollution from new source areas, as well as to correct any inadequacies that the plan may have in handling existing source areas. This first level of monitoring is addressed in Section IV of this Annual Report on page 2.

The second level of storm water monitoring consists of quarterly visual observations of storm water leaving the site during runoff events caused by snow-melt or rainfall. This is a practical, low cost tool for identifying obvious contamination of storm water discharges, and can also help identify which practices are ineffective. The goal of quarterly inspections is to obtain results from a set of four inspections that are distributed as evenly as possible throughout the year and which depict runoff quality during each of the four seasons. This second level of monitoring is addressed in Section V of this Annual Report on page 3.

Section IV: Annual Facility Site Compliance Inspection

The Annual Facility Site Compliance Inspection shall be adequate to verify that: your Storm Water Pollution Prevention Plan (SWPPP) remains current; potential pollution sources at your facility are identified; the facility site map and drainage map remain accurate; and that the Best Management Practices prescribed in your SWPPP are being implemented, properly operated, and adequately maintained.

Name of Person Conducting Inspection	Inspection Date
Employer	Telephone Number

Your inspection should start with a review of your written SWPPP kept at your facility. The SWPPP should be amended if, through these inspections, you find that the provisions in your SWPPP are ineffective in controlling contaminated storm water from being discharged from your facility.

1.	Has your SWPPP been updated to include current Non-Storm Water Discharge Evaluation results?	○ Yes	○ No ○ N/A
2.	Has your SWPPP been amended for any new construction that would affect the site map or drainage conditions at the facility?	○ Yes	○ No ○ N/A
3.	Has your SWPPP been amended for any changes in facility operations that could be identified as new source areas for contamination of storm water?	○ Yes	○ No ○ N/A
4.	Are there any materials at the facility that are handled, stored, or disposed in a manner to allow exposure to storm water that are not currently addressed in your SWPPP?	○ Yes	○ No ○ N/A
5.	Are there any maintenance or material handling activities conducted outdoors that have not been addressed in your SWPPP?	○ Yes	○ No ○ N/A
6.	Are outside areas kept in a neat and orderly condition?	○ Yes	○ No ○ N/A
7.	Are regular housekeeping inspections made?	○ Yes	○ No ○ N/A
8.	Do you see spots, pools, puddles, or other traces of oils, grease, or other chemicals on the ground?	○ Yes	○ No ○ N/A
9.	Are particulates on the ground from industrial operations or processes being controlled?	○ Yes	○ No ○ N/A
10.	Do you see leaking equipment, pipes or containers?	○ Yes	○ No ○ N/A
11.	Do drips, spills, or leaks occur when materials are being transferred from one source to another?	○ Yes	○ No ○ N/A
12.	Are drips or leaks from equipment or machinery being controlled?	○ Yes	○ No ○ N/A
13.	Are cleanup procedures used for spilled solids?	○ Yes	○ No ○ N/A
14.	Are absorbent materials (floor dry, kitty litter, etc.) regularly used in certain areas to absorb spills?	○ Yes	○ No ○ N/A
15.	Can you find discoloration, residue, or corrosion on the roof or around vents or pipes that ventilate or drain work areas?	○ Yes	○ No ○ N/A
16.	Are Best Management Practices implemented to reduce or eliminate contamination of storm water from source areas at the facility?	○ Yes	○ No ○ N/A
17.	Are Best Management Practices adequately maintained?	○ Yes	○ No ○ N/A
18.	Are there significant changes to your SWPPP needed to correct plan inadequacies to effectively control a discharge of contaminated storm water from your facility?	○ Yes	○ No ○ N/A

Comments:

Section V: Quarterly Visual Inspection Reports

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1, Tier 2, and Nonmetallic Mining Industrial Storm Water General Permits. These inspections should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall or soon thereafter as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Make any necessary changes to your Storm Water Pollution Prevention Plan as needed. If you were unable to evaluate an outfall during a specific quarter, this should be indicated along with a reason as to why this could not be done.

	Date of Inspection			
Outfall Number	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Briefly summarize what you found when conducting your Quarterly Visual Inspections. (Include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or any other indications of storm water pollution and the probable sources of any observed storm water contamination.)

Instructions

Section I: Facility/Site Information

Provide the name of the facility as it appears on the permit application or permit cover letter and location address. If known, provide the Facility Identification (FID) and/or FIN Number assigned by the WDNR.

Section II: Facility/Site Contact Person

Provide the local contact person information for the facility. The mailing address should be given for the facility contact person if it is different from the facility site location address information.

Section III: Certification & Signature

State Statutes provide for severe penalties for submitting false information on this AFSCI form. State regulations require this form be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of Vice President, or a duly authorized representative having overall responsibility for the operation covered by this permit.
2. For a unit of government, a principal executive officer, a ranking elected official, or other duly authorized representative.
3. For a partnership, by a general partner; for a sole proprietorship, by the proprietor.
4. For a limited liability company, by member or manager.

Section IV: Annual Facility Site Compliance Inspection

Provide the name of the person conducting the inspection, inspection date, name of employer, and telephone number. Check the appropriate box for each of the listed questions and provide explanations in the comment box as needed.

Section V: Quarterly Visual Inspection Reports

Provide the outfall number in the table and the dates of each quarterly visual inspection. Summarize the findings of your visual inspections below the table. Attach additional sheets if needed.

Mailing Address

Unless otherwise directed, mail this completed form to the Wisconsin Department of Natural Resources (WDNR) office associated with the county of the facility site location as follows:

NORTHERN REGION (NOR)			
Ashland	Forest	Price	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Iron	Rusk	
Bayfield	Langlade	Sawyer	
Burnett	Lincoln	Taylor	
Douglas	Oneida	Vilas	
Florence	Polk	Washburn	

NORTHEAST REGION (NER)			
Brown	Manitowoc	Shawano	WDNR Northeast Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5100
Calumet	Marinette	Waupaca	
Door	Marquette	Waushara	
Fond du Lac	Menominee	Winnebago	
Green Lake	Oconto		
Kewaunee	Outagamie		

WEST CENTRAL REGION (WCR)			
Adams	Jackson	Pierce	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Buffalo	Juneau	Portage	
Chippewa	La Crosse	St. Croix	
Clark	Marathon	Trempealeau	
Crawford	Monroe	Vernon	
Dunn	Pepin	Wood	
Eau Claire			

SOUTH CENTRAL REGION (SCR)			
Columbia	Green	Richland	WDNR South Central Regional Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3266
Dane	Iowa	Rock	
Dodge	Jefferson	Sauk	
Grant	LaFayette		

SOUTHEAST REGION (SER)			
Kenosha	Racine	Washington	WDNR Waukesha Service Center 141 N.W. Barstow Street, Room 180 Waukesha, WI 53188 (262) 574-2100
Milwaukee	Sheboygan	Waukesha	
Ozaukee	Walworth		

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

Training Document

Type of Training: _____

Date: _____ Time: _____

Trainer: _____

Location: _____

Print name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

Page 2

Type of training: ____ Date: ______________________

Print name	Signature

Hazardous Substance Spills Reporting Requirements

PUB-RR-558 July 2014

Chapter 292.11 – Wisconsin Spill Law

The spill law, Chapter 292.11, Wis. Stats., requires that **a person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance shall notify the department *immediately* of any discharge not exempted by the statute.** The Department has a 24-hour toll free number for reporting spills: 1-800-943-0003.

In order to determine whether you have a hazardous substance spill that requires immediate notification, you must ask yourself the following three questions: 1) Is the substance spilled a hazardous substance; 2) Has it been released to the environment; and 3) Are there statutory or rule exemptions that apply to this situation. The following text should help you answer those questions, and provides you with insights into unusual spills that did require notification.

Hazardous Substance Definition

Chapter 292.01(5), Wis. Stats., defines a **hazardous substance** as "any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illnesses or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department."

This definition suggests that a hazardous substance can be anything, depending on the nature of the release. The question you really need to ask yourself is how much was released and into what environment. The rule of thumb used by many is if you have to think about whether it needs to be reported, it probably does. Remember, reporting spills never gets you into trouble, only failure to report does. Whether the spilled hazardous substance is heating oil or gasoline, or something unusual like corn, butter and/or manure that flows towards a stream, pickle juice spilled on the ground, or even mercury spilled in a classroom, DNR staff will tell you if your specific incident does not meet the criteria of a reportable spill at the time that you report it. To help clarify what spills are reportable, statutory exemptions as well as "de-minimis" exemptions have been established and are explained on the back page of this document.

A hazardous substance that is released into a secondary containment structure, completely contained and can be recovered with no discharge to the environment, is not "discharged" as that term is used in s. 292.11, Wis. Stats. **Only discharges to the environment require notification to the DNR.**





The 24-hour Toll Free Hotline for Reporting Spills is:
1-800-943-0003

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

Are these hazardous substance spills?

Knee High by the Fourth of July!

We don't think of corn as hazardous – fields of corn dominate the landscape in the summer. Sweet corn stands at the farmers' market and ground corn for cattle or hogs are the images that come to mind. However, a stream filled with dried shell corn from a derailed train is quite a different picture. As organic materials decompose in water, they increase the biological oxygen demand, or BOD, of the water. Their degradation reduces the amount of oxygen available to the organisms living in that water body, including fish. If the BOD gets too high, the water will not contain sufficient oxygen for organisms to survive – in this case, the corn created an anaerobic environment. The substance can be corn, milk, manure, or any other organic material. The quantity and size of the spill, the biological oxygen demand of the spilled material, and the size of the water body will determine whether the environment is at risk. The company associated with this spill did not report it to the department, and was subject to enforcement action.

If there's corn, there must be butter…

In May of 1991, a fire broke out in a refrigerated warehouse that stored 50 million pounds of food products, including butter, lard and cheese. This warehouse was in close proximity to a creek that flowed into Lake Monona, a large urban lake. The heat from the fire caused the food products to melt, which in turn, contributed to the intensity and duration of the fire. It took 8 days for the fire department to put out the fire. The warehouse buildings were destroyed, and the water from the fire suppression activities mixed with the melted food products and flowed toward the creek and nearby storm sewers – all leading to the lake. The fire department realized quickly that this was a reportable spill, and a potential environmental disaster and reported the release to the DNR. The department acted to prevent the mixture from reaching the waterbodies, and the total environmental cleanup costs to the warehouse company were over $1 million.

What's that smell?

Driving through the beautiful Wisconsin countryside with the windows open – fresh air filling your car – until you pass an area that has recently been spread with animal manure. Yes, you explain to your children, waste from animals can be used to fertilize the land, making it a recyclable product benefiting the environment. Until, however, that manure is applied too heavily or washed into a stream where the organic material removes the oxygen from the stream resulting in a major fish kill stretching for miles downstream. Again, manure is not often thought of as a hazardous substance – it's a natural by-product of animal husbandry – but it needs to be properly managed or hazardous conditions may result. For more information on agricultural spills, see DNR publication # RR-687 "Agricultural Spills and How to Handle Them".

In a pickle!

This truck driver was in quite a pickle after his truck carrying pickle juice was in a major collision. Pickle juice leaked from the truck bed, along with diesel fuel from the truck itself. This caused soil contamination due to the hazardous characteristics of the diesel fuel along with the high pH of the pickle juice. The trucking company hired a clean up company to excavate the contaminated soil and properly dispose of it. If left in place, this contamination could have migrated to the groundwater, causing impacts to nearby private drinking water wells.

"F" in Science Class…

Recently, a high school science teacher was using elemental mercury in his science class while talking about elements and compounds. Despite warnings about the hazards of mercury, it was simply too tempting for one student, who stole the small bottle containing approximately 4 ounces of mercury after class.

The student and friends began playing with the mercury, spreading it to various classrooms, stairwells, steps and sidewalks. Later in the morning, the student went bowling at a nearby bowling alley. On the bus to the bowling alley, the container of mercury was passed around, spilling on more students and the bus. At the bowling alley, students continued to play with the mercury, putting it in the finger holes of bowling balls and rolling them down the lanes. During lunch, the student took the mercury to a friend's house, transferring it to zip lock bags to be sold for $1 per bag. Before classes ended that day, the student was called out of her classroom, the mercury was confiscated and police, fire departments, and the DNR were notified.

After sampling, the high school, several students, one home, a school bus, the bowling alley, and a sidewalk tested positive for mercury contamination. A contractor was called into assist with the mercury cleanup. In order to gain control of the scene and begin to control the spread of the mercury students were locked in the building and put into separate rooms, depending on whether they were contaminated or not. Students that were exposed to the mercury were required to go to the school locker rooms, remove their clothes, shower, and dress in new clothes. Several students were taken to a local hospital for additional mercury testing. Total costs for the entire cleanup were more than $250,000.

When in doubt, call the number!

If you're not sure whether you have a spill that needs to be reported, call the 24-hour toll free hotline, **1-800-943-0003**, and you will be provided with guidance on reporting. In many situations, spill report forms are not completed if the incident is not considered a hazardous substance spill to the environment. You will need to provide information such as

- √ your name, address, location of the discharge;
- √ physical state, quantity, chemical characteristics of the discharged substance;
- √ cause of the discharge;
- √ destination of the discharged substance;
- √ actions taken to stop the release/minimize the impact to the environment
- √ actual or potential impacts to human health or the environment

***DNR Regional Spill Coordinators*:**
Northeast: **Beth Erdman (920) 303-5410**
***Northern*: John Sager (715) 392-7822**
***Southeast*: Scott Ferguson (414) 263-8685**
***South Central*: Mike Schmoller (608) 275-3303**
***West Central*: Tom Kendzierski (715) 839-1604**

See the back page for further explanation of reporting exemptions.

Remember, reporting a spill is always in your best interest – it can minimize potential legal consequences, protect you from future false accusations, and establish a record on your follow-up activities cleaning up the spill. Not reporting spills is where problems start. If you have general questions about spill reporting, call your regional DNR office and ask for the spill coordinator. They can assist you in your spill-related questions.

Wisconsin Spill Reporting Exemptions

Statutory Exemptions

The following exemptions to spill reporting are included in s. 292.11, Wis. Stats.:

- discharges within the limits authorized by a valid permit or program approved under Chs. 281, 285, or 289 - 299 (e.g. WPDES discharge permit);
- applications of a registered pesticide according to label instructions, or application of a fertilizer at or below normal and beneficial agronomic rates

De Minimis Exemptions:

Besides the statutory exemptions identified above, Ch. NR 706, Wis. Adm. Code establishes exemptions for small quantity spills of agricultural and petroleum related compounds, as well as substances that have a federal reportable quantity established. These quantities are termed "de minimis" in that below these levels, under the following conditions, state notification of a discharge is not required. While reporting requirements may be exempted, **cleanup requirements remain**.

De Minimis Exemptions *do not apply* if the spill:

√ ***has not evaporated or been cleaned up*** in accordance with NR 700 - 726;
√ ***adversely impacts or threatens to adversely impact*** the air, lands, waters of the state as a single discharge, or when accumulated with past discharges;
√ ***causes or threatens to cause*** chronic/acute human health impacts; or
√ ***presents or threatens to present*** a fire or explosion or other safety hazard (*including evacuations*).

**If you have a discharge that meets one of the following de-minimis exemptions,
but has not been cleaned up,
adversely impacts or *threatens* to adversely impact the environment,
causes or *threatens* to cause human health impacts, or
presents or *threatens* to present a fire or explosion hazard (including all evacuations),
you still need to report your spill!**

De Minimis Exemptions are as follows:

Discharges of Petroleum compounds if you spill:

- gasoline or another petroleum product is completely contained on an impervious surface.
- less than one gallon of gasoline on a pervious surface or runs off an impervious surface.
- less than five gallons of other petroleum products on a pervious surface or runs off an impervious surface.

Discharges of Agrichemical compounds if:

- the amount is less than 250 pounds of a dry fertilizer.
- the amount is less than 25 gallons of a liquid fertilizer.
- the amount discharged when diluted as indicated on the pesticide label would cover less than one acre of land if applied according to label instructions for pesticides registered for use in Wisconsin.

Federal reportable quantities:

- if the amount discharged is less than the federal reportable quantity.

Stormwater Pollution Prevention Plan

City of Beloit
Colley Road Lift Station
2290 Colley Road
Beloit, WI 53511

Prepared by:

City of Beloit
2400 Springbrook Court
Beloit, WI 53511

January 2016

STORMWATER POLLUTION PREVENTION PLAN

CITY OF BELOIT
COLLEY ROAD LIFT STATION
2290 Colley Road
Beloit, WI 53511

Facility Contact:
Harry Mathos
Director of Water Resources
(608) 364-5721
mathosh@beloitwi.gov
2400 Springbrook Court
Beloit, WI 53511

Prepared for:

City of Beloit
100 State Street
Beloit, WI 53511

January 2016

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1. INTRODUCTION

1.1 Site Description

The City of Beloit Colley Road Lift Station is located at 2290 Colley Road, Beloit, WI 53511. The Colley Road Lift Station is located on the south side of Colley Road, west of the intersection of Willowbrook Road and Colley Road. The only site entrance is via Colley Road. The entire developed site encompasses approximately 10.72 acres. A location map is found in Figure 1. The Colley Road Lift Station is a sanitary sewer lift station for the public works department for the City of Beloit. There is a fenced area for a substation for the electrical utility. The site is also used for various materials storage for the department of public works for the City of Beloit.

1.2 Regulatory Background

The United States Environmental Protection Agency (USEPA) developed the stormwater regulatory program through the authority of the Clean Water Act amendments of 1987 to reduce discharges of contaminated stormwater associated with industrial facilities. The National Pollutant Discharge Elimination System (NPDES) program is the means by which the USEPA regulates discharges of potentially contaminated wastewater and stormwater into Waters of the United States through the issuance of permits applicable to specific sources.

The Federal Clean Water Act of 1972 and rules adopted by the USEPA require permits for stormwater discharges where precipitation or stormwater runoff comes into contact with contaminants through industrial activity, at construction sites, or from municipal areas. The philosophy for implementing the permit requirements emphasizes pollution prevention, which provides substantial environmental benefit with minimum regulatory burden.

In Wisconsin, the Department of Natural Resources (WDNR) is the permitting authority for the stormwater NPDES program. The primary goal of the stormwater program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff. State stormwater regulations are in Chapter NR 216 of the Wisconsin Administrative Code. All code references cited in this Stormwater Pollution Prevention Plan (SWPPP) refer to the current NR 216 Code, dated July 2004, effective August 1, 2004.

The City of Beloit received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with

fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

Under current regulations the Colley Road Lift Station is not required to obtain an Industrial Stormwater Permit and therefore a SWPPP is not required. This document is intended to fulfill the requirements, for the Colley Road Lift Station, of the City's NR 216 permit requirements pertaining to the development of a Stormwater Pollution Prevention Program for municipal sources of pollution. This document is formatted as a SWPPP, and described as such. If, in the future, WDNR requires the Colley Road Lift Station to obtain an Industrial Stormwater Permit, this document can be converted into the SWPPP required by that permit with minimal revisions.

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

This SWPPP identifies potential sources of stormwater contamination, response and preventive measures utilized to reduce the risk of stormwater contamination, and ongoing management practices designed to prevent stormwater pollution at the facility. The SWPPP focuses on two major objectives:

1. The identification of site conditions and activities that are potential sources of stormwater pollution.
2. The identification of practices that minimize and control pollutants in stormwater runoff. The scope of this plan includes:

    - Identification of a local stormwater contact person,
    - Descriptions and maps showing applicable site features,
    - An inventory of equipment used or stored at the facility,
    - A description of materials exposed to stormwater that may cause pollution,
    - A list of significant spills and leaks over the last 3 years,
    - A list of potential pollutant sources,
    - A description of current and proposed Best Management Practices (BMPs),
    - Implementation schedule for BMPs,
    - Employee training requirements,
    - A description of site compliance and monitoring, and
    - Recordkeeping and internal reporting requirements.

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the Colley Road Lift Station, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Colley Road Lift Station Building at all times. A second copy of this plan will be on file at the Beloit Engineering Division office at 2400 Springbrook Court, Beloit, WI 53511. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

This SWPPP will be updated and amended whenever there is a change in design, construction, operation, or maintenance of the Colley Road Lift Station that may impact the potential for pollutants to be discharged through stormwater. This SWPPP also should be revised in accordance with the findings and recommendations on the Annual Site Inspection Checklist. In addition, if this SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP should be amended to correct the identified deficiencies.

1.7 Other Plans Incorporated by Reference

Certain other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the Colley Road Lift Station does not currently have any other environmental management plans.

2. STORMWATER POLLUTION PREVENTION TEAM

The stormwater pollution prevention team consists of a team coordinator and team members who are assigned various responsibilities for implementing the SWPPP. Implementation of this SWPPP includes:

- Ongoing assessment of potential sources of contamination and associated BMPs,
- Response to spill events, if any,
- Employee training, and
- The annual plan evaluation.

The current team roster is provided in Table 1.

The following individuals make up the stormwater pollution prevention team for the City of Beloit. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility.

TABLE 1 STORMWATER POLLUTION PREVENTION TEAM		
Responsibility	Name	Phone Number
Team Coordinator	Bill Frisbee	608-364-6699
Facility Manager	Harry Mathos	608-364-5721
Facility Maintenance	Rodney Knoble	608-364-5720
Emergency Contact	Bill Frisbee	608-364-6699
Team Member	Katy Kuecker	608-364-6724

2.1 Team Coordinator

The team coordinator serves as a point of contact for facility personnel and for those outside the facility (such as regulatory officials) who may wish to discuss aspects of the SWPPP or to obtain other information. The coordinator oversees the re-evaluation and modification of this document annually and following a major spill event. These modifications may include:

- Relocation or alteration of material storage or handling areas,
- Best management practice revisions,
- Altering drainage patterns,
- Addition of structural control measures, or
- Documentation of significant leaks or spill events.

The coordinator must be familiar with all phases of facility operation to evaluate potential sources of pollution during implementation and periodic reevaluation of this document.

2.2 Facility Manager

The facility manager has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies, and
- Employee training.

2.3 Team Members

Members of the team have the responsibility for:

- Conducting inspections,
- Implementing and maintaining BMPs,
- Conducting annual employee training and new employee training, and
- Responding to spill events, if any.

Pollution prevention team members will meet with the coordinator annually and following spill events to re-evaluate and modify the SWPPP as needed. If individual team members must be replaced, equally qualified personnel will be assigned by the team coordinator to assume the previous members' responsibilities. If this cannot be accomplished immediately, the current team members will be assigned to those responsibilities during the interim.

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

The site evaluation includes an assessment of potential pollutant sources to determine areas, activities, and materials that may contribute pollutants to stormwater runoff. The evaluation determines the necessity for BMPs and helps guide the selection of the most appropriate BMPs to prevent or control pollutants from these areas, activities, and materials.

The Engineering Division for the City of Beloit conducted an initial site evaluation on November 10, 2015. The Colley Road Lift Station contains an outdoor storage area. The activities conducted at this area are listed below in Table 2. A map displaying the locations of buildings and areas is shown in Figure 2.

TABLE 2
COLLEY ROAD LIFT STATION FACILITY AREA DESCRIPTIONS

	Area Name	Description	Area (sq. ft)	Floor Drains*
1	Lift Station	Sanitary Sewer Lift Station	2,400	Yes
2	Substation	Electrical Utility Substation	13,000	N/A
3	Vactor Dewatering Pad	Dewatering pad used to dewater solids from the Vactor	1,500	Yes
4	Work Shed	Building used for pump rebuilding and hand tool storage	450	Yes
5	Outdoor Storage #1	Outdoor storage for various non-motorized equipment	1,900	N/A
6	Outdoor Storage #2	Outdoor storage for various material stockpiles	96,700	N/A

*Unless noted, floor drains {where present) are connected to the sanitary sewer system.

3.2 Stormwater Drainage and Outfalls

The Colley Road Lift Station is approximately 10.72 acres. The site is very flat and all surface stormwater drains to the northwest area of the parcel. There are no storm sewer inlets on this parcel. There is only one drainage basin for this lot.

TABLE 3
STORMWATER DRAINAGE BASINS

Basin ID.	Area (acres)	Percent Impervious	Off-Site Conveyance Type
A	10.72	30%	Overland flow

3.3 Areas of Potential Stormwater Contamination

Based on conversations with City staff and a site inspection of the facility, no areas pose a potential threat to contaminate stormwater.

3.4 Materials Inventory

Materials that are managed at this facility with potential to contribute to stormwater pollution are itemized in Table 5. These materials are identified by the material description, use, location, approximate quantity of material stored, containment methods, and likelihood of exposure to stormwater.

TABLE 5
MATERIALS INVENTORY

MATERIAL DESCRIPTION	MATERIAL USE	LOCATION	APPROXIMATE QUANTITY	CONTAINMENT METHODS	LIKELIHOOD OF EXPOSURE TO STORMWATER
Propane	Building Heating	1	1,900 Liters	Tank	Low – no stormwater flows off-site
Organic Material	Compost Storage	6	3000 Tons	None	Low – no stormwater flows off-site
Top Soil	Topsoil stock pile	6	1500 Tons	None	Low – no stormwater flows off-site
Processed Street Sweepings	Low Hazzard Fill	6	1750 Tons	None	Low – no stormwater flows off-site

3.5 Vehicle/Equipment Inventory

Vehicles and equipment stored and serviced at this facility with potential to contribute to stormwater pollution are itemized in Table 6. Each type of equipment is quantified and given a location where it is typically stored on the property. There are no vehicles or Equipment stored at this facility

3.6 Historical Leaks and Spills

No reportable leaks or spills have occurred at the facility within the last three years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

There are no non-stormwater runoff discharges at this facility.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

This section describes Best Management Practices (BMPs) for general facility operations and for each of the potential areas of stormwater contamination. The primary objective of the BMPs is to prevent stormwater pollutants from coming into contact with source materials. Wherever possible, sources will be removed or covered to eliminate stormwater contamination. If source controls are inadequate, treatment practices may be recommended.

This section includes measures and controls taken to promote good housekeeping, run-on/runoff management, and preventive maintenance. Spill prevention techniques, inspections, employee training, and record keeping are addressed in separate sections of this SWPPP.

4.2 Measures and Controls

Activities and materials present at the Colley Road Lift Station that may cause potential impacts to stormwater discharges are listed in Section 3.3 and summarized on Table 4.

Source control is the most effective way to reduce pollutants in stormwater. Measures such as removing unnecessary materials, storing materials inside, and establishing a delivery schedule that minimizes on-site storage have been implemented wherever possible. A summary of existing and proposed control measures follows.

4.2.1 Existing Management Practices

Existing Stormwater Management Practices that will be continued include:

E1. A concrete block barrier is constructed around the wash out area.
E2. The parcel is graded so that no stormwater flows off the site

4.2.2 Proposed Best Management Practices

Implementation of the following BMPs is recommended to prevent stormwater contamination:

P1. Continue to maintain existing management practices.
P2. Inspect the site regularly for any changes in the drainage patterns.
P3. Regular housekeeping inspections will be conducted.
P4. Training: Implement an employee training program (Refer to Section 5.7).

4.3 Best Management Practices Implementation

The existing BMPs will continue to be followed and maintained. If future changes in operational activities at the site require the implementation of additional BMPs, this Plan will be modified accordingly and the BMPs will be implements in a timely manner.

4.4 Prohibited Activities

The following are activities that are currently prohibited at the site:

- Cleaning up spills using techniques such as flushing with water is prohibited. Instead, spills should be cleaned up by using absorbent material or sweeping.
- Access to this area is restricted to use by City employees for City needs.

4.5 Residual Pollutants Expected to Remain in Stormwater

Based on current operations at the subject site and the current drainage, we believe that no stormwater runoff will enter the ground water.

5. INSPECTIONS AND RECORD KEEPING

Quarterly inspections should be conducted to document that the provisions of this SWPPP are being followed and to identify areas needing improvement, if any. Deficiencies revealed during inspection procedures that require further action, such as purchasing or replacing equipment, should be communicated to the SWPPP team coordinator. Blank forms are located in Appendix A and completed forms are placed in Appendix B. Inspection records should be retained for a period of at least 5 years.

5.1 Quarterly Visual Stormwater Inspections

The storm sewer outfalls at the site should be inspected at least once every three months at the beginning of a rainfall event. The stormwater flow paths over the impervious surfaces shall also be inspected during quarterly visual stormwater inspections.

Each inspection must be conducted within the first 30 minutes after runoff begins discharging to an outfall or leaving the property or as soon thereafter as practical, but not exceeding 60 minutes. The inspections should be documented and include observations of color, odor, clarity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution.

5.2 Annual Site Inspection

A comprehensive annual site compliance inspection of the facility and property should be performed. These inspections will be used to verify that the site drainage conditions and potential pollutant sources identified in the SWPPP remain accurate and that the BMPs prescribed in the SWPPP are being implemented. The findings from the annual inspection should be documented. An annual inspection checklist is included in Appendix A. Based on the findings from these inspections, this document may need to be revised.

5.3 Semi-Annual Dry Weather Inspection

Semi-annual visual observations, during dry weather, should be completed at the three outfalls and along the stormwater flow paths of each basin. Observations should be made at times when non-stormwater discharges from the facility are considered most likely to occur (i.e., periods of dry weather during normal working hours). Indications of stains, sludges, color, odor, or other indications of a non-stormwater discharge should be recorded on the Non-Stormwater Discharges form in Appendix A.

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to the City of Beloit Facility Contact (Harry Mathos 608-364-7008), the WDNR (1-800-943-

0003), and the Beloit Fire Department (608-757-2244). A record should be kept of all spills and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions
- Duration of the incident
- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

A spill documentation form is included in Appendix A and can be used to record the pertinent data that must be documented whenever a spill occurs. A brief WDNR fact sheet providing definition for a reportable spill is included in Appendix C.

5.5 Annual Stormwater Sampling and Testing

The City of Beloit is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

The City of Beloit must amend this SWPPP whenever there is a change in pollution prevention team personnel, design, construction, or operation that may impact the potential for pollutants to come into contact with stormwater; or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.7 Employee Training Requirements

To effectively implement this document, employees must be adequately trained. The goal of training programs is to teach personnel the components and goals of the Pollution Prevention Plan. Properly trained personnel can recognize situations that could contaminate stormwater and can respond safely and effectively to an accident. The employee-training program should cover topics such as:

- Spill prevention and response
- Good housekeeping

- Material management practices

All employees should be trained at least annually. Training frequency should be determined based upon the complexity of stored materials, stormwater management practices, staff turnover, and changes in job assignments at the facility. Training effectiveness should be evaluated to ensure information has been effectively communicated. An employee training record is included in Appendix A.

5.8 Preventative Maintenance

Any regularly scheduled maintenance required of elements of the stormwater management system should be performed as is recommended by operation and maintenance plans for those stormwater management aspects.

5.9 Implementation Schedule

The aspects of this SWPPP will be implemented using the following schedule.

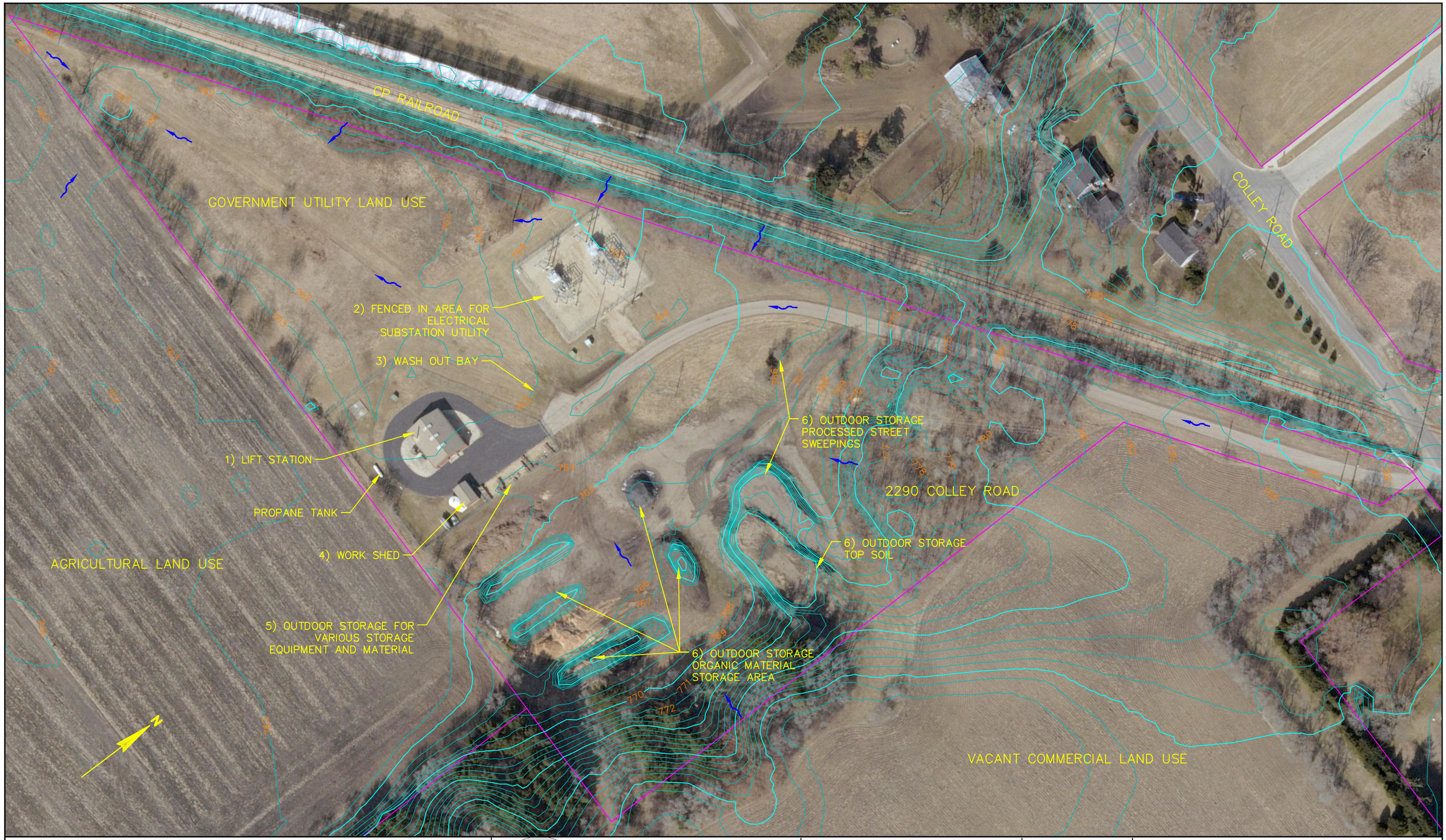
1. Completion of SWPPP: March, 2016
2. Implementation of Site Inspections: Fall, 2016
3. Implementation of Proposed Best Management Practices
   P1. Continue existing practices - Ongoing
   P2. Overall Drainage - 2017
   P3. General Site Housekeeping – Ongoing
   P4. Training - Winter, Ongoing

BELOIT

Engineering Division

LOCATION MAP
COLLEY ROAD LIFT STATION
2290 COLLEY ROAD
BELOIT, WI 53511

FIGURE 1



COLLEY STREET LIFT STATION 10.72 ACRES

NO STORMWATER FLOWS OFF SITE.
NO STORM SEWER INLETS ON THE PARCEL..

BELOIT
Engineering Division

PLOT SCALE : 1 IN:100 FT

Designed By:	Date: 09/15/2015
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
2290 COLLEY ROAD

FIGURE 2 | E

State of Wisconsin
Department of Natural Resources

Quarterly Visual Inspection - Field Sheet

Form 3400-176A (R 3/01)

This form is for your own use and should be kept as part of your Storm Water Pollution Prevention Plan. It **does not** have to be submitted to the Department unless requested. If false information from quarterly visual inspections is reported to the Department, you could be subject to penalties up to $10,000 pursuant to s. 283.91(4), Wis. Stats.

Use one form per outfall.

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1 and Tier 2 Industrial Storm Water General Permits. This inspection should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem.

Make any necessary changes to your **Storm Water Pollution Prevention Plan** as needed.

Facility Name			
Street Address	City	State	ZIP Code
Name of Person Conducting Inspection		Inspection Date	
Employer		Telephone Number	
Outfall Number (make reference to site map)	Description of Outfall (e.g., ditch, concrete pipe, grassed swale, etc.)		
Time of Rainfall Event	Time of Visual Inspection	**Optional:** Amount of Rainfall at the Time of Observation (nearest tenth of an inch)	

Describe your observations. An easy way to conduct this inspection is to use a glass jar to collect a sample of the storm water being discharged from the facility and visually inspect the water. Include any observations of color, odor, turbidity, floating solids, foam, oil sheen or any other visual indicators of storm water pollution and the probable sources of any observed storm water contamination.

Color:	☐ Clear	☐ Red	☐ Yellow	☐ Brown	☐ Other:
Odor:	☐ None	☐ Musty	☐ Sewage	☐ Rotten Egg	☐ Other:
Clarity:	☐ Clear	☐ Cloudy	☐ Opaque	☐ Suspended Solids	☐ Other:
Floatables:	☐ None	☐ Foam	☐ Garbage	☐ Oily Film	☐ Other:
Deposits / Stains:	☐ None	☐ Oily	☐ Sludge	☐ Sediments	☐ Other:

Comments:

This outfall could not be evaluated during this quarter due to the following reason:

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Facility Site Compliance Inspection Report (AFSCI)

For Storm Water Discharges Associated With Industrial Activity Under Wisconsin Pollutant Discharge Elimination System (WPDES) Permit

Form 3400-176 (R 5/14)

Notice: This form is authorized by s. NR 216.29(2), Wis. Adm. Code. Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the Department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for Department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for Department inspection. Failure to comply with these regulations may result in fines up to $25,000 per day pursuant to s. 283.91, Wis. Stats.

Personally identifiable information on this form may be used for other water quality program purposes.

Please type or clearly print your answers to all questions.

Section I: Facility/Site Information

Facility/Site Name (As Appears on Permit Authorization)	County	
Location Address/Description (if different from mailing address below)	State: WI	ZIP Code
○ City ○ Township ○ Village of	Facility Identification Number (FID) and/or FIN Number if known: FID	FIN

Section II: Facility/Site Contact Person

Local Contact Person	Mailing Address (if different than site location address)	
Title	Municipality (if different than above)	
Telephone (include area code)	State: WI	ZIP Code (if different from above)
E-mail address or Website (if applicable)		Fax (include area code)

Section III: Certification & Signature

(Person attesting to the accuracy and completeness of Annual Facility Site Compliance Inspection Report.)

This form must be signed by an official representative of the permitted facility in accordance with s. NR 216.22(7), Wis. Adm. Code. See instructions on page 4. If this form is not signed, or is found to be incomplete, it will be returned.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Signature of Authorized Representative	Telephone Number (include area code)		
Type or Print Name	Company Name		
Position Title	Mailing Address		
Date Signed	Municipality	State: WI	ZIP Code

How to Use this Form:

The first level of storm water monitoring consists of a comprehensive annual facility site compliance inspection (AFSCI) to determine if your facility is operating in compliance with your Storm Water Pollution Prevention Plan (SWPPP). You should use the results of this inspection to determine the extent to which your SWPPP needs to be updated to prevent pollution from new source areas, as well as to correct any inadequacies that the plan may have in handling existing source areas. This first level of monitoring is addressed in Section IV of this Annual Report on page 2.

The second level of storm water monitoring consists of quarterly visual observations of storm water leaving the site during runoff events caused by snow-melt or rainfall. This is a practical, low cost tool for identifying obvious contamination of storm water discharges, and can also help identify which practices are ineffective. The goal of quarterly inspections is to obtain results from a set of four inspections that are distributed as evenly as possible throughout the year and which depict runoff quality during each of the four seasons. This second level of monitoring is addressed in Section V of this Annual Report on page 3.

Section IV: Annual Facility Site Compliance Inspection

The Annual Facility Site Compliance Inspection shall be adequate to verify that: your Storm Water Pollution Prevention Plan (SWPPP) remains current; potential pollution sources at your facility are identified; the facility site map and drainage map remain accurate; and that the Best Management Practices prescribed in your SWPPP are being implemented, properly operated, and adequately maintained.

Name of Person Conducting Inspection	Inspection Date
Employer	Telephone Number

Your inspection should start with a review of your written SWPPP kept at your facility. The SWPPP should be amended if, through these inspections, you find that the provisions in your SWPPP are ineffective in controlling contaminated storm water from being discharged from your facility.

1.	Has your SWPPP been updated to include current Non-Storm Water Discharge Evaluation results?	○ Yes	○ No ○ N/A
2.	Has your SWPPP been amended for any new construction that would affect the site map or drainage conditions at the facility?	○ Yes	○ No ○ N/A
3.	Has your SWPPP been amended for any changes in facility operations that could be identified as new source areas for contamination of storm water?	○ Yes	○ No ○ N/A
4.	Are there any materials at the facility that are handled, stored, or disposed in a manner to allow exposure to storm water that are not currently addressed in your SWPPP?	○ Yes	○ No ○ N/A
5.	Are there any maintenance or material handling activities conducted outdoors that have not been addressed in your SWPPP?	○ Yes	○ No ○ N/A
6.	Are outside areas kept in a neat and orderly condition?	○ Yes	○ No ○ N/A
7.	Are regular housekeeping inspections made?	○ Yes	○ No ○ N/A
8.	Do you see spots, pools, puddles, or other traces of oils, grease, or other chemicals on the ground?	○ Yes	○ No ○ N/A
9.	Are particulates on the ground from industrial operations or processes being controlled?	○ Yes	○ No ○ N/A
10.	Do you see leaking equipment, pipes or containers?	○ Yes	○ No ○ N/A
11.	Do drips, spills, or leaks occur when materials are being transferred from one source to another?	○ Yes	○ No ○ N/A
12.	Are drips or leaks from equipment or machinery being controlled?	○ Yes	○ No ○ N/A
13.	Are cleanup procedures used for spilled solids?	○ Yes	○ No ○ N/A
14.	Are absorbent materials (floor dry, kitty litter, etc.) regularly used in certain areas to absorb spills?	○ Yes	○ No ○ N/A
15.	Can you find discoloration, residue, or corrosion on the roof or around vents or pipes that ventilate or drain work areas?	○ Yes	○ No ○ N/A
16.	Are Best Management Practices implemented to reduce or eliminate contamination of storm water from source areas at the facility?	○ Yes	○ No ○ N/A
17.	Are Best Management Practices adequately maintained?	○ Yes	○ No ○ N/A
18.	Are there significant changes to your SWPPP needed to correct plan inadequacies to effectively control a discharge of contaminated storm water from your facility?	○ Yes	○ No ○ N/A

Comments:

Section V: Quarterly Visual Inspection Reports

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1, Tier 2, and Nonmetallic Mining Industrial Storm Water General Permits. These inspections should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall or soon thereafter as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Make any necessary changes to your Storm Water Pollution Prevention Plan as needed. If you were unable to evaluate an outfall during a specific quarter, this should be indicated along with a reason as to why this could not be done.

	Date of Inspection			
Outfall Number	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Briefly summarize what you found when conducting your Quarterly Visual Inspections. (Include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or any other indications of storm water pollution and the probable sources of any observed storm water contamination.)

Instructions

Section I: Facility/Site Information

Provide the name of the facility as it appears on the permit application or permit cover letter and location address. If known, provide the Facility Identification (FID) and/or FIN Number assigned by the WDNR.

Section II: Facility/Site Contact Person

Provide the local contact person information for the facility. The mailing address should be given for the facility contact person if it is different from the facility site location address information.

Section III: Certification & Signature

State Statutes provide for severe penalties for submitting false information on this AFSCI form. State regulations require this form be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of Vice President, or a duly authorized representative having overall responsibility for the operation covered by this permit.
2. For a unit of government, a principal executive officer, a ranking elected official, or other duly authorized representative.
3. For a partnership, by a general partner; for a sole proprietorship, by the proprietor.
4. For a limited liability company, by member or manager.

Section IV: Annual Facility Site Compliance Inspection

Provide the name of the person conducting the inspection, inspection date, name of employer, and telephone number. Check the appropriate box for each of the listed questions and provide explanations in the comment box as needed.

Section V: Quarterly Visual Inspection Reports

Provide the outfall number in the table and the dates of each quarterly visual inspection. Summarize the findings of your visual inspections below the table. Attach additional sheets if needed.

Mailing Address

Unless otherwise directed, mail this completed form to the Wisconsin Department of Natural Resources (WDNR) office associated with the county of the facility site location as follows:

NORTHERN REGION (NOR)			
Ashland	Forest	Price	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Iron	Rusk	
Bayfield	Langlade	Sawyer	
Burnett	Lincoln	Taylor	
Douglas	Oneida	Vilas	
Florence	Polk	Washburn	

NORTHEAST REGION (NER)			
Brown	Manitowoc	Shawano	WDNR Northeast Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5100
Calumet	Marinette	Waupaca	
Door	Marquette	Waushara	
Fond du Lac	Menominee	Winnebago	
Green Lake	Oconto		
Kewaunee	Outagamie		

WEST CENTRAL REGION (WCR)			
Adams	Jackson	Pierce	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Buffalo	Juneau	Portage	
Chippewa	La Crosse	St. Croix	
Clark	Marathon	Trempealeau	
Crawford	Monroe	Vernon	
Dunn	Pepin	Wood	
Eau Claire			

SOUTH CENTRAL REGION (SCR)			
Columbia	Green	Richland	WDNR South Central Regional Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3266
Dane	Iowa	Rock	
Dodge	Jefferson	Sauk	
Grant	LaFayette		

SOUTHEAST REGION (SER)			
Kenosha	Racine	Washington	WDNR Waukesha Service Center 141 N.W. Barstow Street, Room 180 Waukesha, WI 53188 (262) 574-2100
Milwaukee	Sheboygan	Waukesha	
Ozaukee	Walworth		

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

Training Document

Type of Training: _____

Date: _____ Time: _____

Trainer: _____

Location: _____

Print name	Signature
_____	_____
_____	_____
_____	_____
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____________________________________ ____________________________________

Page 2

Type of training: ____ Date: _______________________

Print name | Signature

Print name	Signature

Hazardous Substance Spills Reporting Requirements

PUB-RR-558 July 2014

Chapter 292.11 – Wisconsin Spill Law

The spill law, Chapter 292.11, Wis. Stats., requires that **a person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance shall notify the department *immediately* of any discharge not exempted by the statute.** The Department has a 24-hour toll free number for reporting spills: 1-800-943-0003.

In order to determine whether you have a hazardous substance spill that requires immediate notification, you must ask yourself the following three questions: 1) Is the substance spilled a hazardous substance; 2) Has it been released to the environment; and 3) Are there statutory or rule exemptions that apply to this situation. The following text should help you answer those questions, and provides you with insights into unusual spills that did require notification.

Hazardous Substance Definition

Chapter 292.01(5), Wis. Stats., defines a **hazardous substance** as "any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illnesses or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department."

This definition suggests that a hazardous substance can be anything, depending on the nature of the release. The question you really need to ask yourself is how much was released and into what environment. The rule of thumb used by many is if you have to think about whether it needs to be reported, it probably does. Remember, reporting spills never gets you into trouble, only failure to report does. Whether the spilled hazardous substance is heating oil or gasoline, or something unusual like corn, butter and/or manure that flows towards a stream, pickle juice spilled on the ground, or even mercury spilled in a classroom, DNR staff will tell you if your specific incident does not meet the criteria of a reportable spill at the time that you report it. To help clarify what spills are reportable, statutory exemptions as well as "de-minimis" exemptions have been established and are explained on the back page of this document.

A hazardous substance that is released into a secondary containment structure, completely contained and can be recovered with no discharge to the environment, is not "discharged" as that term is used in s. 292.11, Wis. Stats. **Only discharges to the environment require notification to the DNR.**





The 24-hour Toll Free Hotline for Reporting Spills is:
1-800-943-0003

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

Are these hazardous substance spills?

Knee High by the Fourth of July!

We don't think of corn as hazardous – fields of corn dominate the landscape in the summer. Sweet corn stands at the farmers' market and ground corn for cattle or hogs are the images that come to mind. However, a stream filled with dried shell corn from a derailed train is quite a different picture. As organic materials decompose in water, they increase the biological oxygen demand, or BOD, of the water. Their degradation reduces the amount of oxygen available to the organisms living in that water body, including fish. If the BOD gets too high, the water will not contain sufficient oxygen for organisms to survive – in this case, the corn created an anaerobic environment. The substance can be corn, milk, manure, or any other organic material. The quantity and size of the spill, the biological oxygen demand of the spilled material, and the size of the water body will determine whether the environment is at risk. The company associated with this spill did not report it to the department, and was subject to enforcement action.

If there's corn, there must be butter…

In May of 1991, a fire broke out in a refrigerated warehouse that stored 50 million pounds of food products, including butter, lard and cheese. This warehouse was in close proximity to a creek that flowed into Lake Monona, a large urban lake. The heat from the fire caused the food products to melt, which in turn, contributed to the intensity and duration of the fire. It took 8 days for the fire department to put out the fire. The warehouse buildings were destroyed, and the water from the fire suppression activities mixed with the melted food products and flowed toward the creek and nearby storm sewers – all leading to the lake. The fire department realized quickly that this was a reportable spill, and a potential environmental disaster and reported the release to the DNR. The department acted to prevent the mixture from reaching the waterbodies, and the total environmental cleanup costs to the warehouse company were over $1 million.

What's that smell?

Driving through the beautiful Wisconsin countryside with the windows open – fresh air filling your car – until you pass an area that has recently been spread with animal manure. Yes, you explain to your children, waste from animals can be used to fertilize the land, making it a recyclable product benefiting the environment. Until, however, that manure is applied too heavily or washed into a stream where the organic material removes the oxygen from the stream resulting in a major fish kill stretching for miles downstream. Again, manure is not often thought of as a hazardous substance – it's a natural by-product of animal husbandry – but it needs to be properly managed or hazardous conditions may result. For more information on agricultural spills, see DNR publication # RR-687 "Agricultural Spills and How to Handle Them".

In a pickle!

This truck driver was in quite a pickle after his truck carrying pickle juice was in a major collision. Pickle juice leaked from the truck bed, along with diesel fuel from the truck itself. This caused soil contamination due to the hazardous characteristics of the diesel fuel along with the high pH of the pickle juice. The trucking company hired a clean up company to excavate the contaminated soil and properly dispose of it. If left in place, this contamination could have migrated to the groundwater, causing impacts to nearby private drinking water wells.

"F" in Science Class…

Recently, a high school science teacher was using elemental mercury in his science class while talking about elements and compounds. Despite warnings about the hazards of mercury, it was simply too tempting for one student, who stole the small bottle containing approximately 4 ounces of mercury after class.

The student and friends began playing with the mercury, spreading it to various classrooms, stairwells, steps and sidewalks. Later in the morning, the student went bowling at a nearby bowling alley. On the bus to the bowling alley, the container of mercury was passed around, spilling on more students and the bus. At the bowling alley, students continued to play with the mercury, putting it in the finger holes of bowling balls and rolling them down the lanes. During lunch, the student took the mercury to a friend's house, transferring it to zip lock bags to be sold for $1 per bag. Before classes ended that day, the student was called out of her classroom, the mercury was confiscated and police, fire departments, and the DNR were notified.

After sampling, the high school, several students, one home, a school bus, the bowling alley, and a sidewalk tested positive for mercury contamination. A contractor was called into assist with the mercury cleanup. In order to gain control of the scene and begin to control the spread of the mercury students were locked in the building and put into separate rooms, depending on whether they were contaminated or not. Students that were exposed to the mercury were required to go to the school locker rooms, remove their clothes, shower, and dress in new clothes. Several students were taken to a local hospital for additional mercury testing. Total costs for the entire cleanup were more than $250,000.

When in doubt, call the number!

If you're not sure whether you have a spill that needs to be reported, call the 24-hour toll free hotline, **1-800-943-0003**, and you will be provided with guidance on reporting. In many situations, spill report forms are not completed if the incident is not considered a hazardous substance spill to the environment. You will need to provide information such as

- √ your name, address, location of the discharge;
- √ physical state, quantity, chemical characteristics of the discharged substance;
- √ cause of the discharge;
- √ destination of the discharged substance;
- √ actions taken to stop the release/minimize the impact to the environment
- √ actual or potential impacts to human health or the environment

***DNR Regional Spill Coordinators*:**
Northeast: **Beth Erdman (920) 303-5410**
***Northern*: John Sager (715) 392-7822**
***Southeast*: Scott Ferguson (414) 263-8685**
***South Central*: Mike Schmoller (608) 275-3303**
***West Central*: Tom Kendzierski (715) 839-1604**

See the back page for further explanation of reporting exemptions.

Remember, reporting a spill is always in your best interest – it can minimize potential legal consequences, protect you from future false accusations, and establish a record on your follow-up activities cleaning up the spill. Not reporting spills is where problems start. If you have general questions about spill reporting, call your regional DNR office and ask for the spill coordinator. They can assist you in your spill-related questions.

Wisconsin Spill Reporting Exemptions

Statutory Exemptions

The following exemptions to spill reporting are included in s. 292.11, Wis. Stats.:

- discharges within the limits authorized by a valid permit or program approved under Chs. 281, 285, or 289 - 299 (e.g. WPDES discharge permit);
- applications of a registered pesticide according to label instructions, or application of a fertilizer at or below normal and beneficial agronomic rates

De Minimis Exemptions:

Besides the statutory exemptions identified above, Ch. NR 706, Wis. Adm. Code establishes exemptions for small quantity spills of agricultural and petroleum related compounds, as well as substances that have a federal reportable quantity established. These quantities are termed "de minimis" in that below these levels, under the following conditions, state notification of a discharge is not required. While reporting requirements may be exempted, **cleanup requirements remain**.

De Minimis Exemptions *do not apply* if the spill:

√ ***has not evaporated or been cleaned up*** in accordance with NR 700 - 726;
√ ***adversely impacts or threatens to adversely impact*** the air, lands, waters of the state as a single discharge, or when accumulated with past discharges;
√ ***causes or threatens to cause*** chronic/acute human health impacts; or
√ ***presents or threatens to present*** a fire or explosion or other safety hazard (*including evacuations*).

**If you have a discharge that meets one of the following de-minimis exemptions,
but has not been cleaned up,
adversely impacts or *threatens* to adversely impact the environment,
causes or *threatens* to cause human health impacts, or
presents or *threatens* to present a fire or explosion hazard (including all evacuations),
you still need to report your spill!**

De Minimis Exemptions are as follows:

Discharges of Petroleum compounds if you spill:

- gasoline or another petroleum product is completely contained on an impervious surface.
- less than one gallon of gasoline on a pervious surface or runs off an impervious surface.
- less than five gallons of other petroleum products on a pervious surface or runs off an impervious surface.

Discharges of Agrichemical compounds if:

- the amount is less than 250 pounds of a dry fertilizer.
- the amount is less than 25 gallons of a liquid fertilizer.
- the amount discharged when diluted as indicated on the pesticide label would cover less than one acre of land if applied according to label instructions for pesticides registered for use in Wisconsin.

Federal reportable quantities:

- if the amount discharged is less than the federal reportable quantity.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

FEB 18 2014

February 14, 2014

FID: 154011220
Rock County
SW/CORR

Mr. William A. Frisbee, P.E.
City of Beloit Department of Public Works
2400 Springbrook Court
Beloit, WI 53511

Subject: Low hazard waste grant of exemption approval for the beneficial reuse of screened street sweepings; City of Beloit

Dear Mr. Frisbee:

The Department has completed our review of your low hazard waste grant of exemption application request form, dated October 2, 2013, and received by the Department on October 10, 2013, for the above referenced project. The information submitted for this low hazard waste grant of exemption provided sufficient justification for granting of this exemption under ss. 289.43 (8), Stats., and NR 500.08(5), Wis. Adm. Code.

The beneficial reuse of street sweepings as confined geotechnical fill is a relatively new solid waste management technique in Wisconsin. This approval is for a 5-year period. A condition of this approval requires a written request from the city to extend the approval. We reserve the right to modify this grant of exemption should conditions warrant.

The City proposes to process street sweepings that are mostly aggregate and will not include sweepings when sweepings will be nearly or entirely organic debris such as leaves, needles, and branches. The organic debris will be directed to a temporary storage yard on City property. Storm sewer debris will be processed similarly to street sweepings. Processing will be conducted on City facilities and will include trommel screening with a ½ inch screen to remove physical contaminants such as paper, plastic, glass, and metal. The unacceptable material will be landfilled. Screened material is expected to be almost entirely inorganic aggregate which will be stockpiled at City facilities.

Potential uses of the screened material are proposed to be subgrade fill for roads, parking lots, or building construction that will be covered by asphalt or concrete paving or slabs, utility trench backfill, utility pipe bedding, general fill for old quarries, and general fill for public works projects. The City proposed certain limits on some the uses. Three feet of separation is required between drinking water pipes and screened material used as fill. Use as general fill will be limited to City-owned properties such as curb and tree stump backfill, berms, tee boxes on golf courses, and filling low areas, and in all instances with a 4 inch topsoil cover. Any other uses will require Department approval prior to implementation.

Monitoring and reporting follow Department recommendations and are approved, as proposed:

The City will stockpile screened street sweepings and storm sewer debris separately.

Initial sampling of each material in will be performed by making a composite sample of 10 individual samples.

Lab analyses for PAH compounds listed in Table 1B of NR 538, pH, conductivity, alkalinity, hardness, chloride, sulfate, BOD, COD, iron, manganese, TKN, phosphorus, and the elements K, Al, St, Ar, Ba, Be, B, Cd, Cr (total), Hg, Mo, Ni, Se, Ag, Th, and Zn.

Annually, the City will make a composite sample from the street sweepings stockpile and analyze it for the same constituents as the initial sample.

The City will report annually on tonnage of street sweepings and storm sewer debris collected, processed material generated, waste send to landfill, material used, and sample results.

This exemption does not relieve you of the obligation to comply with all other Department of Natural Resources requirements or other applicable state, county, and local regulations.

The attached grant of exemption constitutes your Department issued approval to the beneficial reuse of street sweepings as confined geotechnical fill. It is our opinion that the proposed management activity can be performed in an environmentally acceptable manner if the items in your exemption request and the conditions of this grant of exemption are followed. If you have any questions regarding this approval, please contact Robert Grefe at 608/266-2178.

Sincerely,

Dennis Mack, P.E.
Waste and Materials Management Program
South Central Region

cc: Bob Grefe – WA/5 – GEF2 Madison
Jack Connelly - WA/5 – GEF2 Madison

BEFORE THE STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

CONDITIONAL LOW HAZARD WASTE GRANT OF EXEMPTION APPROVAL
FOR THE BENEFICIAL REUSE OF SCREENED STREET SWEEPINGS

FINDINGS OF FACT

1. Municipalities in Wisconsin generate many tons of street sweepings each year from the removal of accumulated winter road abrasive materials. These sweepings are a solid waste under s. 289.01(33), Stats., and are typically disposed of at licensed solid waste landfills.

2. The City of Beloit Department of Public Works (DPW) collects street sweepings and storm sewer debris using its own equipment. The City has proposed to process street sweepings and storm sewer debris to separate yard waste and other undesirable materials to produce a processed aggregate that can be used in City construction projects. Use of the processed aggregate will displace consumption of natural aggregate, confine the processed aggregate where any associated contamination will not cause deleterious effects, and avoid costs associated with hauling and tipping fees as licensed solid waste landfills.

3. On October 2, 2013 the City of Beloit DPW submitted a low hazard waste exemption application request to process and use street sweepings and storm sewer debris.

4. Additional documents and information considered in review of the exemption request include:

   a. Pilot projects approved December 12, 2007 for the City of Menomonee, WI and May 13, 2008 for Marathon and Portage Counties, WI
   b. Waste and Materials Management Team Issue Brief: Low Hazard Waste Exemptions for the Reuse of Street Sweepings, for the February 5-6, 2013 meeting.
   c. NR 720, Wis. Adm. Code, standards for residual contaminant level concentrations for direct contact.
   d. NR 538, Wis. Adm. Code, beneficial us of industrial byproducts tables.

5. Additional facts relevant to the review of the exemption request include:

   a. Street sweepings are a solid waste under s. 289.01(33), Stats., but are not a municipal solid waste, an industrial waste, or a construction and demolition waste as defined in NR 500.03, Wis. Adm. Code.
   b. The DPW collects street sweeping and storm sewer debris using its own equipment and staff. The DPW estimates that its collection activities generate about 2,500 tons of street sweepings each year.
   c. The DPW proposes to screen street sweepings to eliminate trash by trommel screening and to stockpile screened material for public works projects. Processing and storage will take place on DPW property that is already disturbed and subject to stormwater controls.
   d. The street sweepings eligible for processing will not include street sweepings during periods when it is mostly yard waste.
   e. Accumulated sediment from storm water ponds is not included in the proposed processing of street sweepings and storm sewer debris.
   f. The DPW provided analyses of samples of street sweepings that indicate that are about 99% sand-sized aggregate with PAHs below the detection limit or between the levels of detection and quantification, low levels of metals, detectable levels of indicator and nutrient parameters, and no exceedances of TCLP limits.
   g. The contamination potential for the proposed disposal of screened street sweepings is low, when compare to standards in Table 2 of NR 538 for high volume industrial waste categories, and NR 720 for soil cleanup residual concentration values. The proposed disposal of street sweepings poses no greater threat than the current disposal of soils to groundwater, runoff, or air quality or potential to cause obnoxious problems with odors and dust

6. The Department has conducted a continuing review of the potential hazard to public health and the environment of solid waste facilities in general as well as this specific proposal. Based upon this review, the Department finds that regulation under s. 289, Stats., is not warranted in light of the low potential hazard to public health and the environment.

7. The conditions set forth in this grant of exemption are necessary to assure protection of the environment and to prevent contamination of surface water. If the conditions are complied with, the proposed exemption will not inhibit compliance with the applicable provisions of ch. 30, 31, 160, and 280 to 299, and ss. 1.11, 23.40, 59.692, 59.693, 60.627, 61.351, 61.354, 62.231, 62.234, and 87.30, Stats.

CONCLUSIONS OF LAW

1. Based on the foregoing, the Department has the authority under ss. 289.43(8), Stats., and NR 500.08(5), Wis. Adm. Code, to issue a grant of exemption if the exemption would not inhibit compliance with the applicable provisions of ch. 30, 31, 160, and 280 to 299 and ss. 1.11, 23.40, 59.692, 59.693, 60.627, 61.351, 61.354, 62.231, 62.234, and 87.30, Stats.

2. The Department has authority to approve a grant of exemption with conditions if the conditions are needed to ensure compliance with the applicable provisions of ch. 30, 31, 160, and 280 to 299, and ss. 1.11, 23.40, 59.692, 59.693, 60.627, 61.351, 61.354, 62.231, 62.234, and 87.30, Stats.

3. The conditions set forth below are needed to ensure compliance with the applicable provisions of ch. 30, 31, 160, and 280 to 299, and ss. 1.11, 23.40, 59.692, 59.693, 60.627, 61.351, 61.354, 62.231, 62.234, and 87.30, Stats.

4. In accordance with the foregoing, the Department has the authority under ss. 289.43(8), Stats. and NR 500.08(5) Wis. Adm. Code to issue the following conditional grant of exemption.

CONDITIONAL GRANT OF EXEMPTION

In accordance with the authority granted to the Department under section 289.43(8)(b)3, Stats., the Department hereby grants the City of Beloit Department of Public Works a low hazard waste exemption for the use of screened street sweepings for use as fill, subject to the proposed plan in the exemption request and the following conditions:

1. This exemption shall be effective for five years from the date of this approval. This approval may be extended beyond that date and conditions may be modified if justified by experience and feedback from operation of the processing facility prior to that date.

2. To reiterate the exemption request, the following are acceptable confined fill reuses:

    a. subgrade fill for roads, parking lots, or building construction that will be covered by asphalt or concrete paving or slabs,
    b. utility trench backfill,
    c. utility pipe bedding, with three feet of separation is required between drinking water pipes and screened material used as fill,
    d. general fill for old quarries, and
    e. general fill for public works projects, limited to City-owned properties such as curb and tree stump backfill, berms, tee boxes on golf courses, and filling low areas, and in all instances with a 4 inch topsoil cover. Any other uses will require Department approval prior to implementation.

3. The DPW may conduct other uses of screened street sweepings on a one-time basis with Department concurrence, to generate information to support a longer-term use under a modification to this grant of exemption.

4. Sampling and analyses of samples of street sweepings and storm sewer debris shall be conducted as proposed in the request for grant of exemption. The annual reporting proposed in the request for exemption shall be provided to the Department by June 1 of each year for the disposal of spring street sweepings.

5. The annual report shall include a brief description of DPW experience of the advantages and disadvantages of processing and use of street sweepings and storm sewer debris and changes and adaptations of equipment or methods used in processing and utilization.

This approval is based on the information available to the Department as of the date of approval. If additional information, project changes or other circumstances indicate a possible need to modify this approval, the Department may ask you to provide further information relating to this activity. Likewise, the Department accepts proposals to modify approvals, as provided for in state statutes and administrative codes.

NOTICE OF APPEAL RIGHTS

If you believe you have a right to challenge this decision made by the Department, you should know that Wisconsin statutes and administrative codes establish time periods and requirements for reviewing Department decisions.

To seek judicial review of the Department's decision, ss. 227.52 and 227.53, Stats., establish criteria for filing a petition for judicial review. You have 30 days after the decision is mailed or otherwise served by the Department to file your petition with the appropriate circuit court and serve the petition on the Department. The petition shall name the Department of Natural Resources as the respondent.

Dated: FEB 13 2014 KW

DEPARTMENT OF NATURAL RESOURCES
For the Secretary

Dennis Mack, P.E.
Waste and Materials Management Program
South Central Region

Robert P. Grefe, P.E.
Bureau of Waste and Materials Management

CITY OF BELOIT

LOW HAZARD EXEMPTION
REQUEST FOR STREET SWEEPINGS AND STORM SEWER DEBRIS

The City of Beloit requests that solids generated by screening of street sweepings and storm sewer debris be granted a low hazard exemption from the solid waste rules as allowed by s. 289.43(8). The material will be handled and used in accordance with the following conditions:

1. General Conditions

1.1. The City of Beloit will, to the best of its knowledge, not knowingly collect street sweepings contaminated by spills for use in this program. Any known contaminated street sweepings will be handled according to the City of Beloit Fire Department Hazardous Material General Order S-11.

1.2. Street sweepings collected at certain times of the year (i.e. autumn) which are nearly or entirely vegetative matter (e.g. fallen leaves, needles and branches) will be managed as yard debris and are NOT subject to the sampling and testing requirements of this exemption request.

2. Material Characterization

2.1. For the purpose of this exemption request, street sweepings include the materials collected during routine municipal street cleaning operations, whether collected by sweeping or vacuum mechanisms.

2.1.1. See attached characterization and gradation analysis completed on June 4, 2013.

2.2. For the purpose of this exemption request, materials collected from catch basins and storm sewer lines are included as generalized storm sewer debris. Sediments dredged from storm water detention/retention ponds or similar landform-type storm water structures are not considered storm sewer debris.

2.2.1. See attached characterization and gradation analysis completed on June 4, 2013.

3. Baseline Sampling Requirements

3.1. Material samples will be collected and analyzed to provide a preliminary evaluation of the material characteristics. One composite sample will be collected from each stockpile (processed street sweepings and unprocessed storm sewer debris). Each composite sample will consist of at least 10 individual samples representing the pile as a whole.

3.2. The chemical and leaching characteristics of the sweepings will be determined by testing for bulk or indicator parameters, metals and Polycyclic Aromatic Hydrocarbons (PAHs).

3.2.1. Bulk or indicator parameters: pH, Conductivity, Alkalinity, Hardness, Chloride, Sulfate, Biochemical Oxygen Demand (BOD), Chemical Oxygen Demand (COD), Iron, Manganese, Total Kjehdahl Nitrogen (TKN), Phosphorous, Potassium

3.2.2. Metals: Aluminum, Antimony, Arsenic, Barium, Beryllium, Boron, Cadmium, Chromium (total), Lead, Mercury, Molybdenum, Nickel, Selenium, Silver, Thallium, Zinc.

3.2.2.1. PAHs: Table 1B, Appendix I, NR 538 Wisconsin Administrative Code

4. Annual Sampling Requirements

4.1. The City of Beloit generates approximately 2,500 tons of street sweepings on an annual basis. The City of Beloit will collect one composite sample per year per 2,500 tons and analyze the sample for contaminants identified during the baseline material sample as specified in section 3.0.

5. Storage

5.1. After a low-hazard waste exemption for the beneficial reuse of street sweepings and storm sewer debris is granted by the Wisconsin Department of Natural Resources (WDNR), storage of the sweepings is exempt from requirements for solid waste storage facilities (NR 502.05) under s. NR 502.05 (3) (i) (facilities for the storage of industrial byproducts) provided that the facility complies with the performance standards specified in s. NR 502.04 (1) and the following conditions:

5.1.1. Storage locations will be reported to the WDNR

5.1.1.1. Unprocessed sweepings will be stored at 1459 Sixth Street or 2290 Colley Road on a short term basis (see attached maps).

5.1.1.2. Unprocessed storm sewer debris will be stored at 2290 Colley Road.

5.1.1.3. All processed Materials will be stored at 2290 Colley Road. The processed sweepings and storm sewer debris will be stored in separate piles.

5.1.2. All unprocessed materials will be stored in separate piles from the processed materials. Once the material is processed it will remain separate from the processed stockpile until it has been tested.

5.1.3. Storage procedures will incorporate best management practices and result in no public nuisance.

5.1.4. Storage will be temporary. Street sweepings and storm sewer debris will be used within 5 years of collection unless the WDNR grants a written extension.

5.1.5. Separated trash and litter will be taken to the landfill at regular intervals.

5.1.6. Any liquid from dewatering the storm sewer debris will be discharged into the sanitary sewer at the Colley Road dewatering site.

6. Processing

6.1. The street sweepings will be processed to separate unusable refuse from reusable product. Processing will include manual removal of refuse and mechanical screening (Trommel Screen) of the sweepings. The Trommel Screen will be equipped with a maximum screen size of ½". See attached Trommel Screen Standard Operating Procedures (SOP).

6.2. The processing will, at a minimum, meet the following requirements:

6.2.1. The equipment has been selected to remove as much paper, plastic, glass, and metal objects as possible from the unprocessed materials.

6.2.2. During the screening and sorting of the street sweepings and storm sewer debris, the trash will be placed in a waste storage container until disposed at a licensed waste disposal facility.

6.2.3. Screening and sorting of the street sweepings will only be conducted by trained operators familiar with this low hazard exemption and the standard operating procedures of the process.

6.2.4. Street sweepings and storm sewer debris will be processed separately.

7. Transportation

7.1. After a low-hazard waste exemption for the beneficial reuse of street sweepings is granted by the WDNR, transportation of the sweepings is exempt from requirements for solid waste collection and transportation under s. NR 502.06 (2) (k) (collection and transportation of industrial byproducts) provided that the city complies with the performance standards specified in s. NR 502.04 (1) and the following conditions:

7.1.1. All screened solids transported from the processing and storage area will be done in a manner that minimizes airborne distribution of dust.

7.1.2. All drivers and operators handling the solids will be advised of and equipped with proper personal protective equipment per the individual Hazard Assessment Form.

8. Beneficial Reuse Alternatives

8.1. Potential end uses of processed materials (street sweepings and storm sewer debris) include:

8.1.1. Road sub grade, parking lot sub grade, other road or building construction fill (must be used under, or incorporated into, asphalt or concrete paving, and the road or building must have a design that meets standards and specifications of the City of Beloit).

8.1.2. Utility trench backfill.

8.1.3. Pipe bedding (drinking water pipes must have 3' separation distance).

8.1.4. General fill (curb backfill, tree stump fill, building berms, building tee boxes at the golf course, filling in low areas) on properties owned by the City (minimum of 4" topsoil cover).

8.1.5. General fill in approved old quarries.

8.2. There is no volume limit on the use of these processed materials in any particular area.

8.3. The City will obtain separate approval from the WDNR to use processed materials for any purpose not included in this exemption request.

9. Beneficial Reuse Limitations

9.1. Only processed materials that have concentrations of the contaminants of concern at levels below the respective standards specified in s. NR 538.08 (1) Wis. Adm. Code, will be reused under this exemption request.

9.2. Beneficial reuse of processed materials is limited to municipal projects only, unless written approval is given from DNR prior to use.

10. Documentation

10.1. The City will keep a permanent record of each project that uses the street sweeping solids. The record will contain the project location, date and project description.

10.2. The City of Beloit will produce an annual report on the use of street sweepings and storm sewer debris. The report shall contain the following information:

10.2.1. Total number of tons of street sweepings and storm sewer debris generated.

10.2.2. Total number of tons of processed material generated.

10.2.3. Total number of tons of solid waste taken to a licensed landfill and name of the landfill.

10.2.4. Total number of tons reused.

10.2.5. Test results on all samples analyzed.

Stormwater Pollution Prevention Plan

City of Beloit
Krueger Golf Course Facilities
1611 Hackett Street
Beloit, WI 53511

Prepared by:

City of Beloit
2400 Springbrook Court
Beloit, WI 53511

January 2016

STORMWATER POLLUTION PREVENTION PLAN

CITY OF BELOIT
KRUEGER GOLF COURSE SHOP
1611 Hackett Street
Beloit, WI 53511

Facility Contact:
Mark Young
Golf Course Supervisor
(608) 364-2929
youngm@beloitwi.gov
2351 Springbrook Court
Beloit, WI 53511

Prepared for:

City of Beloit
100 State Street
Beloit, WI 53511

January 2016

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1. INTRODUCTION

1.1 Site Description

The City of Beloit Krueger Golf Course Facilities are located at 1611 Hackett Street, Beloit WI 53511, located on the west side of the Rock River. There are two site locations that store chemicals, materials, or vehicles that could potentially pollute stormwater. The first site is the Golf Course Maintenance Shop and the second site is the Golf Course Cart Shed. A location map of the two sites is found in Figure 1.

The Krueger Golf Course Shop is located west of the intersection of Ridgeland Ave and Sixth Street. The only site entrance is via Elm Street, north of Ridgeland Ave. The entire developed site encompasses approximately 2.5 acres. The Krueger Golf Course Shop is a maintenance facility for the field operations of the Krueger-Haskell Golf Course department for the City of Beloit Parks Department. The site is also used for equipment and vehicle storage for the golf course.

The Krueger Golf Course Cart Shed is located north of the intersection of Hackett Street and Whipple Street. The only site entrance is off Hackett Street. The entire developed site encompasses approximately 1.16 acres. The Krueger Golf Course Cart Shed is a storage area for golf carts and other equipment needed for the operation of the golf course.

1.2 Regulatory Background

The United States Environmental Protection Agency (USEPA) developed the stormwater regulatory program through the authority of the Clean Water Act amendments of 1987 to reduce discharges of contaminated stormwater associated with industrial facilities. The National Pollutant Discharge Elimination System (NPDES) program is the means by which the USEPA regulates discharges of potentially contaminated wastewater and stormwater into Waters of the United States through the issuance of permits applicable to specific sources.

The Federal Clean Water Act of 1972 and rules adopted by the USEPA require permits for stormwater discharges where precipitation or stormwater runoff comes into contact with contaminants through industrial activity, at construction sites, or from municipal areas. The philosophy for implementing the permit requirements emphasizes pollution prevention, which provides substantial environmental benefit with minimum regulatory burden.

In Wisconsin, the Department of Natural Resources (WDNR) is the permitting authority for the stormwater NPDES program. The primary goal of the stormwater program is to

improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff. State stormwater regulations are in Chapter NR 216 of the Wisconsin Administrative Code. All code references cited in this Stormwater Pollution Prevention Plan (SWPPP) refer to the current NR 216 Code, dated July 2004, effective August 1, 2004.

The City of Beloit received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

Under current regulations the Krueger Golf Course Facilities are not required to obtain an Industrial Stormwater Permit and therefore a SWPPP is not required. This document is intended to fulfill the requirements, for the Krueger Golf Course Facilities, of the City's NR 216 permit requirements pertaining to the development of a Stormwater Pollution Prevention Program for municipal sources of pollution. This document is formatted as a SWPPP, and described as such. If, in the future, WDNR requires the Krueger Golf Course Facilities to obtain an Industrial Stormwater Permit, this document can be converted into the SWPPP required by that permit with minimal revisions.

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

This SWPPP identifies potential sources of stormwater contamination, response and preventive measures utilized to reduce the risk of stormwater contamination, and ongoing management practices designed to prevent stormwater pollution at the facility. The SWPPP focuses on two major objectives:

1. The identification of site conditions and activities that are potential sources of stormwater pollution.
2. The identification of practices that minimize and control pollutants in stormwater runoff. The scope of this plan includes:

    - Identification of a local stormwater contact person,
    - Descriptions and maps showing applicable site features,
    - An inventory of equipment used or stored at the facility,
    - A description of materials exposed to stormwater that may cause pollution,
    - A list of significant spills and leaks over the last 3 years,
    - A list of potential pollutant sources,
    - A description of current and proposed Best Management Practices (BMPs),
    - Implementation schedule for BMPs,

- Employee training requirements,
- A description of site compliance and monitoring, and
- Recordkeeping and internal reporting requirements.

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the Krueger Golf Course Facilities, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Krueger Haskell Golf Course Maintenance Building at all times. This facility is located at 1611 Hackett Street, Beloit, WI 53511. A second copy of this plan will be on file at the Beloit Engineering Division office at 2400 Springbrook Court, Beloit, WI 53511. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

This SWPPP will be updated and amended whenever there is a change in design, construction, operation, or maintenance of the Krueger Golf Course Facilities that may impact the potential for pollutants to be discharged through stormwater. This SWPPP also should be revised in accordance with the findings and recommendations on the Annual Site Inspection Checklist. In addition, if this SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP should be amended to correct the identified deficiencies.

1.7 Other Plans Incorporated by Reference

Certain other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the Krueger Golf Course Facilities do not currently have any other environmental management plans.

2. STORMWATER POLLUTION PREVENTION TEAM

The stormwater pollution prevention team consists of a team coordinator and team members who are assigned various responsibilities for implementing the SWPPP. Implementation of this SWPPP includes:

- Ongoing assessment of potential sources of contamination and associated BMPs
- Response to spill events, if any
- Employee training, and
- The annual plan evaluation.

The current team roster is provided in Table 1.

The following individuals make up the stormwater pollution prevention team for the City of Beloit. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility.

TABLE 1
STORMWATER POLLUTION PREVENTION TEAM

Responsibility	Name	Phone Number
Team Coordinator	Bill Frisbee	608-364-6699
Facility Manager	Mark Young	608-364-2929
Emergency Contact	Bill Frisbee	608-364-6699
Team Member	Katy Kuecker	608-364-6724

2.1 Team Coordinator

The team coordinator serves as a point of contact for facility personnel and for those outside the facility (such as regulatory officials) who may wish to discuss aspects of the SWPPP or to obtain other information. The coordinator oversees the re-evaluation and modification of this document annually and following a major spill event. These modifications may include:

- Relocation or alteration of material storage or handling areas,
- Best management practice revisions,
- Altering drainage patterns,
- Addition of structural control measures, or
- Documentation of significant leaks or spill events.

The coordinator must be familiar with all phases of facility operation to evaluate potential sources of pollution during implementation and periodic reevaluation of this document.

2.2 Facility Manager

The facility manager has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies, and
- Employee training.

2.3 Team Members

Members of the team have the responsibility for:

- Conducting inspections,
- Implementing and maintaining BMPs,
- Conducting annual employee training and new employee training, and
- Responding to spill events, if any.

Pollution prevention team members will meet with the coordinator annually and following spill events to re-evaluate and modify the SWPPP as needed. If individual team members must be replaced, equally qualified personnel will be assigned by the team coordinator to assume the previous members' responsibilities. If this cannot be accomplished immediately, the current team members will be assigned to those responsibilities during the interim.

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

The site evaluation includes an assessment of potential pollutant sources to determine areas, activities, and materials that may contribute pollutants to stormwater runoff. The evaluation determines the necessity for BMPs and helps guide the selection of the most appropriate BMPs to prevent or control pollutants from these areas, activities, and materials.

The Engineering Division for the City of Beloit conducted an initial site evaluation on November 10, 2015. The Krueger Golf Course Shop contains a maintenance garage, an outdoor wash station, two outdoor storage areas, and employee parking. The activities conducted at this area are listed below in Table 2A. A map displaying the locations of buildings and areas is shown in Figure 2A.

The Krueger Golf Course Cart Shed contains a cart shed, an outdoor storage area, and a public parking lot. The activities conducted at this area are listed below in Table 2B. A map displaying the locations of buildings and areas is shown in Figure 2B.

TABLE 2A
KRUEGER GOLF COURSE SHOP AREA DESCRIPTIONS

	Area Name	Description	Area (sq. ft)	Floor Drains*
1	Golf Course Shop	Equipment storage and employee work area	3,500	Yes
2	Outdoor Storage	Outdoor storage for municipal vehicles and various equipment	2,800	No
3	Fueling Station	Outdoor fuel tanks for diesel and unleaded gasoline	90	No
4	Wash Station	Outdoor wash station	200	No
5	Greenhouse	Greenhouse to raise decorative plants for the golf course	700	No
6	Material Stockpiles	Outdoor storage of topsoil, sand and gravel	1,400	No

TABLE 2B
KRUEGER GOLF COURSE CART SHED AREA DESCRIPTIONS

	Area Name	Description	Area (sq. ft)	Floor Drains*
6	Golf Course Cart Shed	Equipment storage and employee work area	5,600	Yes
7	Mulch Storage	Outdoor mulch storage for public use	3,000	No

*Unless noted, floor drains {where present) are connected to the sanitary sewer system.

3.2 Stormwater Drainage and Outfalls

The Krueger Golf Course Shop is approximately 2.44 acres. Basin A is 1.60 acres that sheet flows into Lenigan Creek and ultimately the Rock River. Basin B is 0.84 acres that sheet flows into the residential area to the south of the facility. There is a vegetative buffer between the facility and the creek in which the runoff filters through before reaching the creek. There are no storm sewer inlets on this parcel. There are two drainage basins for this lot.

The Krueger Golf Course Cart Shed is approximately 1.16 acres. The entire parcel drains to the golf course pond by either overland flow or the storm sewer. The pond flows into a network of ponds that discharge to Lenigan Creek and eventually the Rock River.

TABLE 3
STORMWATER DRAINAGE BASINS

Basin ID.	Area (acres)	Percent Impervious	Off-Site Conveyance Type
A Shop	1.60	14%	Overland Flow
B Shop	0.84	96%	Overland Flow
A Shed	1.16	83%	Storm Sewer and Overland Flow

3.3 Areas of Potential Stormwater Contamination

Based on conversations with City staff and a site inspection of the facility, the most likely sources of stormwater pollution are listed in Table 4. The location of each area can be seen on Figure 2.

TABLE 4
AREAS OF POTENTIAL STORMWATER CONTAMINATION

	Area	Problem Description	Potential Pollutants	Outfall Locations
1	Shop Outdoor Storage Area	Equipment and materials stored outdoors are exposed to rain – any pollutants attached to materials may be carried by runoff	Various	Lenigan Creek
2	Fueling Station	Outdoor fuel pumps with no shelter; spills can be exposed to runoff and carried into storm sewer	Diesel fuel and gasoline	Overland Flow then eventually to Storm Sewer to Lenigan Creek
3	Shed Outdoor Storage Area	Organic materials are stored outside and exposed to rain – any pollutants attached to materials may be carried by runoff	Various	Lenigan Creek

3.4 Materials Inventory

Materials that are managed at this facility with potential to contribute to stormwater pollution are itemized in Table 5. These materials are identified by the material description, use, location, approximate quantity of material stored, containment methods, and likelihood of exposure to stormwater.

TABLE 5
MATERIALS INVENTORY

MATERIAL DESCRIPTION	MATERIAL USE	LOCATION	APPROXIMATE QUANTITY	CONTAINMENT METHODS	LIKELIHOOD OF EXPOSURE TO STORMWATER
L-18	Greens spray	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Vivax	Greens spray	1	20 Gallons	Stored inside maintenance shop	Minimal – Stored inside

Talon (liquid fertilizer)	Greens spray	1	10 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Holganix (microbials)	Greens spray	1	27.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
30-0-0 (fertilizer)	Greens spray	1	20 Gallons	Stored inside maintenance shop	Minimal – Stored inside
4-0-1 (fertilizer)	Greens spray	1	10 Gallons	Stored inside maintenance shop	Minimal – Stored inside
PGR growth regulator	Greens spray	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Interface (fungicide)	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Eclipse (fungicide)	Greens spray	1	15 Gallons	Stored inside maintenance shop	Minimal – Stored inside
E-Scape (fungicide)	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Echo (fungicide)	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Echo Dyad (fungicide)	Greens spray	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Aqualock	Greens spray	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Clearscape	Greens spray	1	1 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Quicksilver (fungicide)	Greens spray	1	2 qts	Stored inside maintenance shop	Minimal – Stored inside
CSI	Greens spray	1	1 lb	Stored inside maintenance shop	Minimal – Stored inside
Defoamer	Greens spray	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Chem Stik	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside

Optimizer	Greens spray	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
CSI	Greens spray	1	1 lb	Stored inside maintenance shop	Minimal – Stored inside
Defoamer	Greens spray	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Chem Stik	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Optimizer	Greens spray	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
12-3-12 (fertilizer)	Greens	7	400 lbs	Stored inside the small cart shed	Minimal – Stored inside
Regal Kade (herbicide)	Greens collars	1	30 lbs	Stored inside maintenance shop	Minimal – Stored inside
Humic DG	Greens	1	400 lbs	Stored inside maintenance shop	Minimal – Stored inside
25-0-5 (fertilizer)	Grass fertility	7	300 lbs	Stored inside the small cart shed	Minimal – Stored inside
24-4-12 (fertilizer)	Grass fertility	7	200 lbs	Stored inside the small cart shed	Minimal – Stored inside
18-0-18 (fertilizer)	Grass fertility	7	150 lbs	Stored inside the small cart shed	Minimal – Stored inside
25-0-3 (fertilizer)	Grass fertility	7	100 lbs	Stored inside the small cart shed	Minimal – Stored inside
15-0-0 fertilizer w/herbicide	Grass fertility	7	1000 lbs	Stored inside the small cart shed	Minimal – Stored inside
36-3-7 (fertilizer)	Grass fertility	7	200 lbs	Stored inside the small cart shed	Minimal – Stored inside
6-2-0 (fertilizer)	Grass fertility	7	150 lbs	Stored inside the small cart shed	Minimal – Stored inside
25-0-8 (fertilizer)	Grass fertility	7	300 lbs	Stored inside the small cart shed	Minimal – Stored inside

15-0-0 (fertilizer)	Grass fertility	7	50 lbs	Stored inside the small cart shed	Minimal – Stored inside
30-0-4 fertilizer w/herbicide	Grass fertility	7	1300 lbs	Stored inside the small cart shed	Minimal – Stored inside
18-0-8 (fertilizer)	Grass fertility	7	400 lbs	Stored inside the small cart shed	Minimal – Stored inside
15-0-8 fertilizer w/herbicide	Grass fertility	7	600 lbs	Stored inside the small cart shed	Minimal – Stored inside
26-0-11 fertilizer w/herbicide	Grass fertility	7	300 lbs	Stored inside the small cart shed	Minimal – Stored inside
Garlon	Stump Control	1	25 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Pathfinder II	Woody vegetation control	1	1.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Aquatic Roundup	Herbicide for aquatic use	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Fusilade	Herbicide for landscape use	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Moss Buster	Moss control on greens	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Proxy	Plant growth regulator	1	22.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Seclear	Algae control in ponds	1	6 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Oxyflor	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Menace	Insecticide for greens	1	1 qt	Stored inside maintenance shop	Minimal – Stored inside
Talstar One	Insecticide for greens	1	2 qts	Stored inside maintenance shop	Minimal – Stored inside
Ace wetting agent	Greens spray	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside

Clipper	Aquatic Herbicide	1	4 lbs	Stored inside maintenance shop	Minimal – Stored inside
Turf Enhancer	Growth Regulator	1	20 oz	Stored inside maintenance shop	Minimal – Stored inside
Banner Max	Fungicide	1	32 oz	Stored inside maintenance shop	Minimal – Stored inside
26GT	Fungicide	1	2.75 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Quinclorac	Herbicide	1	6 lbs	Stored inside maintenance shop	Minimal – Stored inside
Dispatch	Wetting Agent	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
H3O	Surfactant	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Hydratain	Surfactant	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Manganese 3-0-0	Fertilizer (greens)	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Xzemplar	Fungicide	1	2 lb	Stored inside maintenance shop	Minimal – Stored inside
Triton Flo	Fungicide	1	1 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Confront	Herbicide	1	15 oz	Stored inside maintenance shop	Minimal – Stored inside
Weed-B-Gone	Herbicide	1	3 qts	Stored inside maintenance shop	Minimal – Stored inside
Signature	Fungicide	1	5.5 lbs	Stored inside maintenance shop	Minimal – Stored inside
Turf Mark	Spray Indicator	1	10 oz	Stored inside maintenance shop	Minimal – Stored inside
Scythe	Herbicide	1	1 Gallons	Stored inside maintenance shop	Minimal – Stored inside

Sure Zone	Herbicide	1	2.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Enviro Hold	Mulch Spray	1	7.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Armor Tech 44 15-0-0	Fertilizer	1	2.75 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Matador	Wetting Agent	1	3 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Cutrine	Algaecide	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Chemstik	Sticker	1	8 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Roundup	Aquatic Herbicide	1	1 Gallon	Stored inside maintenance shop	Minimal – Stored inside
Gly Star Pro	Herbicide	1	6.5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Kade 65	Herbicide	1	11 lbs	Stored inside maintenance shop	Minimal – Stored inside
Diquat	Herbicide	1	2 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Embark	Growth Regulator	1	4 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Assorted Paint	Painting	1	16 x 1g = 16g	Stored inside maintenance shop	Minimal – Stored inside
Spray Paint	Painting	1	88 x 17oz =1,496oz	Stored inside maintenance shop	Minimal – Stored inside
EAL 224H Hydraulic Oil	Mowers	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Stihl chain oil	Chainsaws	1	5 Gallons	Stored inside maintenance shop	Minimal – Stored inside
Diesel Gas	Fuel	3	500 Gallons	Stored in Tank	Moderate – During Fueling

Unleaded Gas	Fuel	3	500 Gallons	Stored in Tank	Moderate – During Fueling
Sand	Golf Course Use	6	40 Tons	Stored outside contained with stone block barrier	Low – Fines mixed with the stone is exposed to stormwater
Topsoil	Golf Course Use	6	30 Tons	Stored outside contained with stone block barrier	Low – Fines mixed with the stone is exposed to stormwater
Gravel	Golf Course Use	6	10 Tons	Stored outside contained with stone block barrier	Low – Fines mixed with the stone is exposed to stormwater
Mulch	Public Use	8	20 Tons	Stored Outside	Low – Pollutants mixed with the mulch is exposed to stormwater

3.5 Vehicle/Equipment Inventory

Vehicles and equipment stored and serviced at this facility with potential to contribute to stormwater pollution are itemized in Table 6. Each type of equipment is quantified and given a location where it is typically stored on the property. There are no vehicles or Equipment stored at this facility

TABLE 6
VEHICLE INVENTORY

VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES	VEHICLE/EQUIPMENT TYPE	NUMBER OF PIECES
Aerator	2	Mower	6
Pickup Truck	2	Top Dresser	1
Tractor	1	Trap Rake	1
Turf Cart	4		

3.6 Historical Leaks and Spills

No reportable leaks or spills have occurred at the facility within the last three years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

There are no non-stormwater runoff discharges at this site.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

This section describes Best Management Practices (BMPs) for general facility operations and for each of the potential areas of stormwater contamination. The primary objective of the BMPs is to prevent stormwater pollutants from coming into contact with source materials. Wherever possible, sources will be removed or covered to eliminate stormwater contamination. If source controls are inadequate, treatment practices may be recommended.

This section includes measures and controls taken to promote good housekeeping, run-on/runoff management, and preventive maintenance. Spill prevention techniques, inspections, employee training, and record keeping are addressed in separate sections of this SWPPP.

4.2 Measures and Controls

Activities and materials present at the Krueger Golf Course Shop that may cause potential impacts to stormwater discharges are listed in Section 3.3 and summarized on Table 4.

Source control is the most effective way to reduce pollutants in stormwater. Measures such as removing unnecessary materials, storing materials inside, and establishing a delivery schedule that minimizes on-site storage have been implemented wherever possible. A summary of existing and proposed control measures follows.

4.2.1 Existing Management Practices

Existing Stormwater Management Practices that will be continued include:

E1. A concrete block barrier is constructed around the stone stockpiles.

E2. Whenever possible, City-owned vehicles on the site are stored inside, reducing the risk that leaks or contaminants will be exposed to rainfall. Vehicles stored outside are in good working order and have been cleaned.
E3. Fertilizers, herbicides, fungicides, insecticides, and green sprays are stored inside the Shop or the Shed. All floor drains in these building are connected to the storm sewer.
E4. The amount of hazardous liquids and materials kept on-hand are minimized. Products are ordered on an "as needed" basis.
E5. Vehicles and equipment are kept in good working order to minimize leaks.
E6. Floor drains in all buildings are connected to sanitary sewers as opposed to storm sewers.

4.2.2 Proposed Best Management Practices

Implementation of the following BMPs is recommended to prevent stormwater contamination:

P1. Continue to maintain existing management practices.
P2. General Site Housekeeping: Keep the outdoor storage areas in an orderly condition. Continually practice good housekeeping measures such as; removing un-used equipment, disposing of empty barrels, regularly emptying dumpsters, covering outdoor bulk storage areas, prompt clean-up of spills, and cleaning of equipment and materials prior to outdoor storage.
P3. Fueling Station: If the inspections conducted under Chapter 5 show oil sheen in the runoff from the fueling areas, measures will be taken to contain petroleum runoff through spill control procedures.
P4. Inspect the site regularly for any changes in the drainage patterns.
P5. Training: Implement an employee training program (Refer to Section 5.7).

4.3 Best Management Practices Implementation

The existing BMPs will continue to be followed and maintained. If future changes in operational activities at the site require the implementation of additional BMPs, this Plan will be modified accordingly and the BMPs will be implements in a timely manner.

4.4 Prohibited Activities

The following are activities that are currently prohibited at the site:

- Cleaning up spills using techniques such as flushing with water is prohibited. Instead, spills should be cleaned up by using absorbent material or sweeping.
- Access to this area is restricted to use by City employees for City needs.

4.5 Residual Pollutants Expected to Remain in Stormwater

Based on current operations at the subject site and the anticipated implementation of the BMPs, low concentrations of residual pollutants that are expected to remain in stormwater include:

- Possible chemicals from the
- TSS from outdoor material storage

Implementation of this SWPPP and the BMPs is believed to be adequate to minimize the residual pollutants in the facility's stormwater runoff.

5. INSPECTIONS AND RECORD KEEPING

Quarterly inspections should be conducted to document that the provisions of this SWPPP are being followed and to identify areas needing improvement, if any. Deficiencies revealed during inspection procedures that require further action, such as purchasing or replacing equipment, should be communicated to the SWPPP team coordinator. Blank forms are located in Appendix A and completed forms are placed in Appendix B. Inspection records should be retained for a period of at least 5 years.

5.1 Quarterly Visual Stormwater Inspections

The storm sewer outfalls at the site should be inspected at least once every three months at the beginning of a rainfall event. The stormwater flow paths over the impervious surfaces shall also be inspected during quarterly visual stormwater inspections.

Each inspection must be conducted within the first 30 minutes after runoff begins discharging to an outfall or leaving the property or as soon thereafter as practical, but not exceeding 60 minutes. The inspections should be documented and include observations of color, odor, clarity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution.

5.2 Annual Site Inspection

A comprehensive annual site compliance inspection of the facility and property should be performed. These inspections will be used to verify that the site drainage conditions and potential pollutant sources identified in the SWPPP remain accurate and that the BMPs prescribed in the SWPPP are being implemented. The findings from the annual inspection should be documented. An annual inspection checklist is included in Appendix A. Based on the findings from these inspections, this document may need to be revised.

5.3 Semi-Annual Dry Weather Inspection

Semi-annual visual observations, during dry weather, should be completed at the three outfalls and along the stormwater flow paths of each basin. Observations should be made at times when non-stormwater discharges from the facility are considered most likely to occur (i.e., periods of dry weather during normal working hours). Indications of stains, sludges, color, odor, or other indications of a non-stormwater discharge should be recorded on the Non-Stormwater Discharges form in Appendix A.

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to the City of Beloit Facility Contact (Mark Edwards 608-364-2929), the WDNR (1-800-943-0003), and the Beloit Fire Department (608-757-2244). A record should be kept of all spills and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions
- Duration of the incident

- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

A spill documentation form is included in Appendix A and can be used to record the pertinent data that must be documented whenever a spill occurs. A brief WDNR fact sheet providing definition for a reportable spill is included in Appendix C.

5.5 Annual Stormwater Sampling and Testing

The City of Beloit is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

The City of Beloit must amend this SWPPP whenever there is a change in pollution prevention team personnel, design, construction, or operation that may impact the potential for pollutants to come into contact with stormwater; or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.7 Employee Training Requirements

To effectively implement this document, employees must be adequately trained. The goal of training programs is to teach personnel the components and goals of the Pollution Prevention Plan. Properly trained personnel can recognize situations that could contaminate stormwater and can respond safely and effectively to an accident. The employee-training program should cover topics such as:

- Spill prevention and response
- Good housekeeping
- Material management practices

All employees should be trained at least annually. Training frequency should be determined based upon the complexity of stored materials, stormwater management practices, staff turnover, and changes in job assignments at the facility. Training effectiveness should be evaluated to ensure information has been effectively communicated. An employee training record is included in Appendix A.

5.8 Preventative Maintenance

Any regularly scheduled maintenance required of elements of the stormwater management system should be performed as is recommended by operation and maintenance plans for those stormwater management aspects.

5.9 Implementation Schedule

The aspects of this SWPPP will be implemented using the following schedule.

1. Completion of SWPPP: March, 2016
2. Implementation of Site Inspections: Fall, 2016
3. Implementation of Proposed Best Management Practices
   P1. Continue existing practices - Ongoing
   P2. Overall Drainage - 2017
   P3. General Site Housekeeping – Ongoing
   P4. Training - Winter, Ongoing

BELOIT

Engineering Division

LOCATION MAP
KRUEGER GOLF COURSE
1611 HACKETT STREET
BELOIT, WI 53511

FIGURE 1

N

1611 HACKETT STREET

HACKETT STREET

7) CART SHED

DUMPSTER

8) MULCH STORAGE

RECREATIONAL LAND USE

RESIDENTIAL LAND USE

STORM SEWER TO MINOR OUTFALL
AT KRUEGER GOLF COURSE POND
CITY WIDE MS4 S050075

FIRST DETENTION POND IN A CONNECTED SERIES OF PONDS THAT
OUTFALL INTO LENIGAN CREEK AND EVENTUALLY
THE ROCK RIVER.

792 791 790 789 788 785 784

KRUEGER GOLF COURSE CART SHED 1.16 ACRES

ALL AREAS DRAIN TO THE GOLF COURSE POND
BY STORM SEWER OR OVERLAND FLOW.

BELOIT
Engineering Division

PLOT SCALE : 1 IN: 50 FT

Designed By:	Date: 01/07/2016
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
1611 HACKETT STREET

FIGURE 2B | E

KRUEGER GOLF COURSE SHOP 2.5 ACRES

DRAINAGE BASIN A: 1.61 ACRES DRAIN TO LENIGAN CREEK
DRAINAGE BASIN B: 0.84 ACRES DRAIN OFFSITE

BELOIT
Engineering Division

PLOT SCALE : 1 IN: 50 FT

Designed By:	Date: 01/07/2016
Checked By:	Date:
Revised By:	Date:

PROJECT NAME:

STORM WATER POLLUTION PREVENTION PLAN
1611 HACKETT STREET

FIGURE 2A | E

State of Wisconsin
Department of Natural Resources

Quarterly Visual Inspection - Field Sheet

Form 3400-176A (R 3/01)

This form is for your own use and should be kept as part of your Storm Water Pollution Prevention Plan. It **does not** have to be submitted to the Department unless requested. If false information from quarterly visual inspections is reported to the Department, you could be subject to penalties up to $10,000 pursuant to s. 283.91(4), Wis. Stats.

Use one form per outfall.

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1 and Tier 2 Industrial Storm Water General Permits. This inspection should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem.

Make any necessary changes to your **Storm Water Pollution Prevention Plan** as needed.

Facility Name			
Street Address	City	State	ZIP Code
Name of Person Conducting Inspection		Inspection Date	
Employer		Telephone Number	
Outfall Number (make reference to site map)	Description of Outfall (e.g., ditch, concrete pipe, grassed swale, etc.)		
Time of Rainfall Event	Time of Visual Inspection	**Optional:** Amount of Rainfall at the Time of Observation (nearest tenth of an inch)	

Describe your observations. An easy way to conduct this inspection is to use a glass jar to collect a sample of the storm water being discharged from the facility and visually inspect the water. Include any observations of color, odor, turbidity, floating solids, foam, oil sheen or any other visual indicators of storm water pollution and the probable sources of any observed storm water contamination.

Color:	☐ Clear	☐ Red	☐ Yellow	☐ Brown	☐ Other:
Odor:	☐ None	☐ Musty	☐ Sewage	☐ Rotten Egg	☐ Other:
Clarity:	☐ Clear	☐ Cloudy	☐ Opaque	☐ Suspended Solids	☐ Other:
Floatables:	☐ None	☐ Foam	☐ Garbage	☐ Oily Film	☐ Other:
Deposits / Stains:	☐ None	☐ Oily	☐ Sludge	☐ Sediments	☐ Other:

Comments:

This outfall could not be evaluated during this quarter due to the following reason:

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Facility Site Compliance Inspection Report (AFSCI)

For Storm Water Discharges Associated With Industrial Activity Under Wisconsin Pollutant Discharge Elimination System (WPDES) Permit

Form 3400-176 (R 5/14)

Notice: This form is authorized by s. NR 216.29(2), Wis. Adm. Code. Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the Department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for Department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for Department inspection. Failure to comply with these regulations may result in fines up to $25,000 per day pursuant to s. 283.91, Wis. Stats.

Personally identifiable information on this form may be used for other water quality program purposes.

Please type or clearly print your answers to all questions.

Section I: Facility/Site Information

Facility/Site Name (As Appears on Permit Authorization)	County	
Location Address/Description (if different from mailing address below)	State: WI	ZIP Code
○ City ○ Township ○ Village of	Facility Identification Number (FID) and/or FIN Number if known: FID	FIN

Section II: Facility/Site Contact Person

Local Contact Person	Mailing Address (if different than site location address)	
Title	Municipality (if different than above)	
Telephone (include area code)	State: WI	ZIP Code (if different from above)
E-mail address or Website (if applicable)		Fax (include area code)

Section III: Certification & Signature

(Person attesting to the accuracy and completeness of Annual Facility Site Compliance Inspection Report.)

This form must be signed by an official representative of the permitted facility in accordance with s. NR 216.22(7), Wis. Adm. Code. See instructions on page 4. If this form is not signed, or is found to be incomplete, it will be returned.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Signature of Authorized Representative	Telephone Number (include area code)		
Type or Print Name	Company Name		
Position Title	Mailing Address		
Date Signed	Municipality	State: WI	ZIP Code

How to Use this Form:

The first level of storm water monitoring consists of a comprehensive annual facility site compliance inspection (AFSCI) to determine if your facility is operating in compliance with your Storm Water Pollution Prevention Plan (SWPPP). You should use the results of this inspection to determine the extent to which your SWPPP needs to be updated to prevent pollution from new source areas, as well as to correct any inadequacies that the plan may have in handling existing source areas. This first level of monitoring is addressed in Section IV of this Annual Report on page 2.

The second level of storm water monitoring consists of quarterly visual observations of storm water leaving the site during runoff events caused by snow-melt or rainfall. This is a practical, low cost tool for identifying obvious contamination of storm water discharges, and can also help identify which practices are ineffective. The goal of quarterly inspections is to obtain results from a set of four inspections that are distributed as evenly as possible throughout the year and which depict runoff quality during each of the four seasons. This second level of monitoring is addressed in Section V of this Annual Report on page 3.

Section IV: Annual Facility Site Compliance Inspection

The Annual Facility Site Compliance Inspection shall be adequate to verify that: your Storm Water Pollution Prevention Plan (SWPPP) remains current; potential pollution sources at your facility are identified; the facility site map and drainage map remain accurate; and that the Best Management Practices prescribed in your SWPPP are being implemented, properly operated, and adequately maintained.

Name of Person Conducting Inspection	Inspection Date
Employer	Telephone Number

Your inspection should start with a review of your written SWPPP kept at your facility. The SWPPP should be amended if, through these inspections, you find that the provisions in your SWPPP are ineffective in controlling contaminated storm water from being discharged from your facility.

1.	Has your SWPPP been updated to include current Non-Storm Water Discharge Evaluation results?	○ Yes	○ No ○ N/A
2.	Has your SWPPP been amended for any new construction that would affect the site map or drainage conditions at the facility?	○ Yes	○ No ○ N/A
3.	Has your SWPPP been amended for any changes in facility operations that could be identified as new source areas for contamination of storm water?	○ Yes	○ No ○ N/A
4.	Are there any materials at the facility that are handled, stored, or disposed in a manner to allow exposure to storm water that are not currently addressed in your SWPPP?	○ Yes	○ No ○ N/A
5.	Are there any maintenance or material handling activities conducted outdoors that have not been addressed in your SWPPP?	○ Yes	○ No ○ N/A
6.	Are outside areas kept in a neat and orderly condition?	○ Yes	○ No ○ N/A
7.	Are regular housekeeping inspections made?	○ Yes	○ No ○ N/A
8.	Do you see spots, pools, puddles, or other traces of oils, grease, or other chemicals on the ground?	○ Yes	○ No ○ N/A
9.	Are particulates on the ground from industrial operations or processes being controlled?	○ Yes	○ No ○ N/A
10.	Do you see leaking equipment, pipes or containers?	○ Yes	○ No ○ N/A
11.	Do drips, spills, or leaks occur when materials are being transferred from one source to another?	○ Yes	○ No ○ N/A
12.	Are drips or leaks from equipment or machinery being controlled?	○ Yes	○ No ○ N/A
13.	Are cleanup procedures used for spilled solids?	○ Yes	○ No ○ N/A
14.	Are absorbent materials (floor dry, kitty litter, etc.) regularly used in certain areas to absorb spills?	○ Yes	○ No ○ N/A
15.	Can you find discoloration, residue, or corrosion on the roof or around vents or pipes that ventilate or drain work areas?	○ Yes	○ No ○ N/A
16.	Are Best Management Practices implemented to reduce or eliminate contamination of storm water from source areas at the facility?	○ Yes	○ No ○ N/A
17.	Are Best Management Practices adequately maintained?	○ Yes	○ No ○ N/A
18.	Are there significant changes to your SWPPP needed to correct plan inadequacies to effectively control a discharge of contaminated storm water from your facility?	○ Yes	○ No ○ N/A

Comments:

Section V: Quarterly Visual Inspection Reports

Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Tier 1, Tier 2, and Nonmetallic Mining Industrial Storm Water General Permits. These inspections should be performed when sufficient runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall or soon thereafter as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Make any necessary changes to your Storm Water Pollution Prevention Plan as needed. If you were unable to evaluate an outfall during a specific quarter, this should be indicated along with a reason as to why this could not be done.

	Date of Inspection			
Outfall Number	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Briefly summarize what you found when conducting your Quarterly Visual Inspections. (Include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or any other indications of storm water pollution and the probable sources of any observed storm water contamination.)

Instructions

Section I: Facility/Site Information

Provide the name of the facility as it appears on the permit application or permit cover letter and location address. If known, provide the Facility Identification (FID) and/or FIN Number assigned by the WDNR.

Section II: Facility/Site Contact Person

Provide the local contact person information for the facility. The mailing address should be given for the facility contact person if it is different from the facility site location address information.

Section III: Certification & Signature

State Statutes provide for severe penalties for submitting false information on this AFSCI form. State regulations require this form be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of Vice President, or a duly authorized representative having overall responsibility for the operation covered by this permit.
2. For a unit of government, a principal executive officer, a ranking elected official, or other duly authorized representative.
3. For a partnership, by a general partner; for a sole proprietorship, by the proprietor.
4. For a limited liability company, by member or manager.

Section IV: Annual Facility Site Compliance Inspection

Provide the name of the person conducting the inspection, inspection date, name of employer, and telephone number. Check the appropriate box for each of the listed questions and provide explanations in the comment box as needed.

Section V: Quarterly Visual Inspection Reports

Provide the outfall number in the table and the dates of each quarterly visual inspection. Summarize the findings of your visual inspections below the table. Attach additional sheets if needed.

Mailing Address

Unless otherwise directed, mail this completed form to the Wisconsin Department of Natural Resources (WDNR) office associated with the county of the facility site location as follows:

NORTHERN REGION (NOR)			
Ashland	Forest	Price	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Iron	Rusk	
Bayfield	Langlade	Sawyer	
Burnett	Lincoln	Taylor	
Douglas	Oneida	Vilas	
Florence	Polk	Washburn	

NORTHEAST REGION (NER)			
Brown	Manitowoc	Shawano	WDNR Northeast Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5100
Calumet	Marinette	Waupaca	
Door	Marquette	Waushara	
Fond du Lac	Menominee	Winnebago	
Green Lake	Oconto		
Kewaunee	Outagamie		

WEST CENTRAL REGION (WCR)			
Adams	Jackson	Pierce	WDNR Baldwin Service Center 890 Spruce Street Baldwin, WI 54002 715-684-2914 ext. 109
Buffalo	Juneau	Portage	
Chippewa	La Crosse	St. Croix	
Clark	Marathon	Trempealeau	
Crawford	Monroe	Vernon	
Dunn	Pepin	Wood	
Eau Claire			

SOUTH CENTRAL REGION (SCR)			
Columbia	Green	Richland	WDNR South Central Regional Headquarters 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3266
Dane	Iowa	Rock	
Dodge	Jefferson	Sauk	
Grant	LaFayette		

SOUTHEAST REGION (SER)			
Kenosha	Racine	Washington	WDNR Waukesha Service Center 141 N.W. Barstow Street, Room 180 Waukesha, WI 53188 (262) 574-2100
Milwaukee	Sheboygan	Waukesha	
Ozaukee	Walworth		

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

Training Document

Type of Training: _____

Date: _____ Time: _____

Trainer: _____

Location: _____

Print name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
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_____________________________________ ____

Type of training: ____ Date: _______________________

Print name Signature

_____________________________________ ____

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Hazardous Substance Spills Reporting Requirements

PUB-RR-558 July 2014

Chapter 292.11 – Wisconsin Spill Law

The spill law, Chapter 292.11, Wis. Stats., requires that **a person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance shall notify the department *immediately* of any discharge not exempted by the statute.** The Department has a 24-hour toll free number for reporting spills: 1-800-943-0003.

In order to determine whether you have a hazardous substance spill that requires immediate notification, you must ask yourself the following three questions: 1) Is the substance spilled a hazardous substance; 2) Has it been released to the environment; and 3) Are there statutory or rule exemptions that apply to this situation. The following text should help you answer those questions, and provides you with insights into unusual spills that did require notification.

Hazardous Substance Definition

Chapter 292.01(5), Wis. Stats., defines a **hazardous substance** as "any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illnesses or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department."

This definition suggests that a hazardous substance can be anything, depending on the nature of the release. The question you really need to ask yourself is how much was released and into what environment. The rule of thumb used by many is if you have to think about whether it needs to be reported, it probably does. Remember, reporting spills never gets you into trouble, only failure to report does. Whether the spilled hazardous substance is heating oil or gasoline, or something unusual like corn, butter and/or manure that flows towards a stream, pickle juice spilled on the ground, or even mercury spilled in a classroom, DNR staff will tell you if your specific incident does not meet the criteria of a reportable spill at the time that you report it. To help clarify what spills are reportable, statutory exemptions as well as "de-minimis" exemptions have been established and are explained on the back page of this document.

A hazardous substance that is released into a secondary containment structure, completely contained and can be recovered with no discharge to the environment, is not "discharged" as that term is used in s. 292.11, Wis. Stats. **Only discharges to the environment require notification to the DNR.**





The 24-hour Toll Free Hotline for Reporting Spills is:
1-800-943-0003

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

Are these hazardous substance spills?

Knee High by the Fourth of July!

We don't think of corn as hazardous – fields of corn dominate the landscape in the summer. Sweet corn stands at the farmers' market and ground corn for cattle or hogs are the images that come to mind. However, a stream filled with dried shell corn from a derailed train is quite a different picture. As organic materials decompose in water, they increase the biological oxygen demand, or BOD, of the water. Their degradation reduces the amount of oxygen available to the organisms living in that water body, including fish. If the BOD gets too high, the water will not contain sufficient oxygen for organisms to survive – in this case, the corn created an anaerobic environment. The substance can be corn, milk, manure, or any other organic material. The quantity and size of the spill, the biological oxygen demand of the spilled material, and the size of the water body will determine whether the environment is at risk. The company associated with this spill did not report it to the department, and was subject to enforcement action.

If there's corn, there must be butter…

In May of 1991, a fire broke out in a refrigerated warehouse that stored 50 million pounds of food products, including butter, lard and cheese. This warehouse was in close proximity to a creek that flowed into Lake Monona, a large urban lake. The heat from the fire caused the food products to melt, which in turn, contributed to the intensity and duration of the fire. It took 8 days for the fire department to put out the fire. The warehouse buildings were destroyed, and the water from the fire suppression activities mixed with the melted food products and flowed toward the creek and nearby storm sewers – all leading to the lake. The fire department realized quickly that this was a reportable spill, and a potential environmental disaster and reported the release to the DNR. The department acted to prevent the mixture from reaching the waterbodies, and the total environmental cleanup costs to the warehouse company were over $1 million.

What's that smell?

Driving through the beautiful Wisconsin countryside with the windows open – fresh air filling your car – until you pass an area that has recently been spread with animal manure. Yes, you explain to your children, waste from animals can be used to fertilize the land, making it a recyclable product benefiting the environment. Until, however, that manure is applied too heavily or washed into a stream where the organic material removes the oxygen from the stream resulting in a major fish kill stretching for miles downstream. Again, manure is not often thought of as a hazardous substance – it's a natural by-product of animal husbandry – but it needs to be properly managed or hazardous conditions may result. For more information on agricultural spills, see DNR publication # RR-687 "Agricultural Spills and How to Handle Them".

In a pickle!

This truck driver was in quite a pickle after his truck carrying pickle juice was in a major collision. Pickle juice leaked from the truck bed, along with diesel fuel from the truck itself. This caused soil contamination due to the hazardous characteristics of the diesel fuel along with the high pH of the pickle juice. The trucking company hired a clean up company to excavate the contaminated soil and properly dispose of it. If left in place, this contamination could have migrated to the groundwater, causing impacts to nearby private drinking water wells.

"F" in Science Class…

Recently, a high school science teacher was using elemental mercury in his science class while talking about elements and compounds. Despite warnings about the hazards of mercury, it was simply too tempting for one student, who stole the small bottle containing approximately 4 ounces of mercury after class.

The student and friends began playing with the mercury, spreading it to various classrooms, stairwells, steps and sidewalks. Later in the morning, the student went bowling at a nearby bowling alley. On the bus to the bowling alley, the container of mercury was passed around, spilling on more students and the bus. At the bowling alley, students continued to play with the mercury, putting it in the finger holes of bowling balls and rolling them down the lanes. During lunch, the student took the mercury to a friend's house, transferring it to zip lock bags to be sold for $1 per bag. Before classes ended that day, the student was called out of her classroom, the mercury was confiscated and police, fire departments, and the DNR were notified.

After sampling, the high school, several students, one home, a school bus, the bowling alley, and a sidewalk tested positive for mercury contamination. A contractor was called into assist with the mercury cleanup. In order to gain control of the scene and begin to control the spread of the mercury students were locked in the building and put into separate rooms, depending on whether they were contaminated or not. Students that were exposed to the mercury were required to go to the school locker rooms, remove their clothes, shower, and dress in new clothes. Several students were taken to a local hospital for additional mercury testing. Total costs for the entire cleanup were more than $250,000.

When in doubt, call the number!

If you're not sure whether you have a spill that needs to be reported, call the 24-hour toll free hotline, **1-800-943-0003**, and you will be provided with guidance on reporting. In many situations, spill report forms are not completed if the incident is not considered a hazardous substance spill to the environment. You will need to provide information such as

- √ your name, address, location of the discharge;
- √ physical state, quantity, chemical characteristics of the discharged substance;
- √ cause of the discharge;
- √ destination of the discharged substance;
- √ actions taken to stop the release/minimize the impact to the environment
- √ actual or potential impacts to human health or the environment

***DNR Regional Spill Coordinators*:**
Northeast: **Beth Erdman (920) 303-5410**
***Northern*: John Sager (715) 392-7822**
***Southeast*: Scott Ferguson (414) 263-8685**
***South Central*: Mike Schmoller (608) 275-3303**
***West Central*: Tom Kendzierski (715) 839-1604**

See the back page for further explanation of reporting exemptions.

Remember, reporting a spill is always in your best interest – it can minimize potential legal consequences, protect you from future false accusations, and establish a record on your follow-up activities cleaning up the spill. Not reporting spills is where problems start. If you have general questions about spill reporting, call your regional DNR office and ask for the spill coordinator. They can assist you in your spill-related questions.

Wisconsin Spill Reporting Exemptions

Statutory Exemptions

The following exemptions to spill reporting are included in s. 292.11, Wis. Stats.:

- discharges within the limits authorized by a valid permit or program approved under Chs. 281, 285, or 289 - 299 (e.g. WPDES discharge permit);
- applications of a registered pesticide according to label instructions, or application of a fertilizer at or below normal and beneficial agronomic rates

De Minimis Exemptions:

Besides the statutory exemptions identified above, Ch. NR 706, Wis. Adm. Code establishes exemptions for small quantity spills of agricultural and petroleum related compounds, as well as substances that have a federal reportable quantity established. These quantities are termed "de minimis" in that below these levels, under the following conditions, state notification of a discharge is not required. While reporting requirements may be exempted, **cleanup requirements remain**.

De Minimis Exemptions *do not apply* if the spill:

√ ***has not evaporated or been cleaned up*** in accordance with NR 700 - 726;
√ ***adversely impacts or threatens to adversely impact*** the air, lands, waters of the state as a single discharge, or when accumulated with past discharges;
√ ***causes or threatens to cause*** chronic/acute human health impacts; or
√ ***presents or threatens to present*** a fire or explosion or other safety hazard (*including evacuations*).

**If you have a discharge that meets one of the following de-minimis exemptions,
but has not been cleaned up,
adversely impacts or *threatens* to adversely impact the environment,
causes or *threatens* to cause human health impacts, or
presents or *threatens* to present a fire or explosion hazard (including all evacuations),
you still need to report your spill!**

De Minimis Exemptions are as follows:

Discharges of Petroleum compounds if you spill:

- gasoline or another petroleum product is completely contained on an impervious surface.
- less than one gallon of gasoline on a pervious surface or runs off an impervious surface.
- less than five gallons of other petroleum products on a pervious surface or runs off an impervious surface.

Discharges of Agrichemical compounds if:

- the amount is less than 250 pounds of a dry fertilizer.
- the amount is less than 25 gallons of a liquid fertilizer.
- the amount discharged when diluted as indicated on the pesticide label would cover less than one acre of land if applied according to label instructions for pesticides registered for use in Wisconsin.

Federal reportable quantities:

- if the amount discharged is less than the federal reportable quantity.

Spill Control Prevention Plan (SCPP)

FACILITY INFORMATION-PLEASE PRINT

Facility Name: KRUEGER-HASKELL G.C.
Mailing Address: 2351 SPRINGBROOK CT.
BELOIT, WI 53511

Physical address if different: 1611 HACKETT ST.
BELOIT WI 53511

Owner Name: CITY OF BELOIT
Owner Address:

Primary Contact Name: MARK YOUNG
Work Phone Number: 608-364-2869
Home Phone Number: 815-282-1971
Mobile Phone Number: 608-757-2404

Secondary Contact Name: SPENCER WAITE
Work Phone Number:
Home Phone Number:
Mobile Phone Number: 608-751-5951

Email address: YOUNGM@CI.BELOIT.WI.US
Date of Initial Operation: 1927

SITE ASSESSMENT

Location:
Describe where facility is located. For example, "This site is located along Broad Creek about 2 miles north of its confluence with the Choptank River at Holland Point. Road access is from. . . .
THE SITE IS LOCATED ALONG LEDUIGAN CREEK ABOUT 1/3 OF A MILE WEST OF THE ROCK RIVER. ROAD ACCESS IS 6TH TO RIDGELAND. RIDGELAND TO ELM AND THAT IS WHERE THE SHOP IS.

SCPP REQUIREMENTS

A Spill Control Prevention Plan (SCPP) is required by certain Industrial Users under City ordinance 29.17 which will protect the POTW and the environment from discharge of potentially hazardous materials and site runoff. The plan at a minimum must include description and location of stored chemicals, above or below ground storage tanks, inspection and maintenance of storage areas, handling and transfer of chemicals, loading and unloading, control of site runoff, types of containment and/or spill control.

NOTE: IN THE EVENT OF A SPILL OF 55 GALLONS OR MORE OR IF ANY MATERIAL REACHES THE WATERS OF THE STATE YOU MUST NOTIFY IMMEDIATELY:

1) WATER RESOURCES AT 608-364-2888 OR 608-751-4002 AFTER HOURS
2) FIRE DEPARTMENT 911 IF HAZARDOUS MATERIAL OR LARGE SPILL
3) A WRITTEN REPORT MUST BE SUBMITTED TO WATER RESOURCES WITHIN 5 DAYS OF THE EVENT

Inspection, Tests and Records 40 CFR 112.7(e)

According to the new regulations for overfill prevention, all facilities utilizing aboveground storage tanks are required to be equipped with the at least one of the following:

- **An audible or visual high liquid level alarm**
- **A tank liquid level gauge that is visible to the delivery person (unless a second person in direct communication to the delivery person monitors the gauge)**
- **An automatic high liquid level shutoff device.**

In addition, EPA guidance specifies that double-walled tanks have redundant overfill protection, as described above, when the facility operator is relying solely on the double-walled construction of the tank to provide secondary containment.
Records must be kept on site and readily available for inspection for 3 years.

FACILITY DESCRIPTION

Acres of land:____

Facilities and Equipment:
Place an X beside all that apply.

X 1 maintenance buildings, how many? 1
____ store
____ catch basin, how many? ____
____ laundry facilities
____ parts washer
____ oil/water separator, how many? ____
X commercial fuel pump
X non-commercial fuel pump
____ warehouse
____ outside storage
X other structures and equipment. Please list: CART SHEDS (2)

Services:
Place an X beside all that apply.

X general maintenance
____ winterization
____ pressure washing
____ cleaning and waxing
____ engine repair/tuning
____ air conditioning repair/service
____ oil changes
____ blasting
____ painting
X pesticide application/storage
X fertilizer application/storage
____ blister repair
____ refrigeration
____ warehouse
____ plumbing
____ parts cleaning
____ sanding

Fixed Storage:

List capacity and contents of each storage container. For example, "One 6,000 gallon above/below ground tank containing diesel fuel."

Tank Type	**Above/Below**	**Gallons**	**Containment**	**Safety Shut off**
Diesel fuel	*Below*	*6,000*	*double wall*	*yes*
UNLEADED GAS	ABOVE	500	DOUBLE WALL	YES
DIESEL FUEL	ABOVE	500	DOUBLE WALL	YES

Non-Fixed Storage:
List capacity and contents of each storage container. For example, "One 55 gallon steel drum for recycled oil." Be sure to indicate what the container is used for. Be sure to include waste oil, heating oil, kerosene, paint thinner and other solvents stored in containers greater than 55 gallons.

Size of Container	**Container Material**	**Contents of Container**	**Total #**
55 gallon	*steel*	*used motor oil*	*3*
N/A	N/A	N/A	N/A

Total quantity of stored materials:
The combined quantity of the materials listed above: 0 gallons
MSDS on site for all chemicals? (Yes) No

SPILL HISTORY

Place an X on the appropriate line and proceed accordingly.

X There has never been a significant spill at the above named facility.

___ There have been one or more significant spills at the above named facility. Details of such spill(s) are described below.

For each spill that occurred, supply the following information:

- Type and amount of oil spilled
- Location, date and time of spill(s)
- Watercourse affected
- Description of physical damage
- Cost of damage
- Cost of clean-up
- Cause of spill
- Action taken to prevent recurrence

POTENTIAL SPILL VOLUMES AND RATES-TANKS

Fill in all applicable blanks. Be prepared to show the engineer documentation of flow rates. Your fuel vendor and the manufacturer of your storage and dispensing equipment should be able to provide this documentation.

Potential Event	Volume Released	Spill Rate
Complete failure of a full tank*	500 gallons	instantaneous
Partial failure of a full tank*	1 to 500 gallons	gradual to instantaneous
Tank overflow**	1 to 45 gallons	up to 45 gallons per minute
Leaking during unloading***	up to 250 gallons	up to 12 gallons per minute
Pipe failure****	up to 25 gallons	up to 12 gallons per minute
Leaking pipe or valve****	several ounces to gallons	up to 12 gallons per minute
Fueling operations****	several ounces to gallons	up to 12 gallons per minute
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank
** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).
*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (*e.g.*, if it was being taken out of service).
**** Calculate based on the specifications of your equipment.

INVENTORY CONTROL AND TANK TESTING (mark all that apply)

__ Vapor monitoring UST for leaks
__ Tank tightness every 5 years
X Automatic line leak detectors
X Secondary containment barrier
X Corrosion control (steel tanks)
X Daily inventory readings
X Manual tank gauging record tanks up to 550 gallons
__ Automatic tank gauging system
__ Statistical Inventory Reconciliation
__ Other _____

SPILL PREVENTION AND CONTROL

Spill Prevention:
Provide specific descriptions of containment facilities and practices. Include description of items such as double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures and spill response kits. Also, describe how and when employees are trained in proper handling procedures and spill prevention and response procedures. *Attach another sheet if needed.*

THE MAINTENANCE SHOP HAS AN ABOVE GROUND FUEL TANK WITH DOUBLE WALLS. IT ALSO HAS AN EMERGENCY SHUTOFF AND LEAK DETECTION. WHEN EMPLOYEES FUEL THE EQUIPMENT THEY PULL THE EQUIPMENT UP TO THE TANK. THEY THEN INSERT THE NOZZLE INTO THE TANK. THEY THEN TURN ON THE PUMP AND DISPENSE THE FUEL. THERE IS AN AUTOMATIC SHUT OFF ONCE THE TANK IS FULL. IN THE EVENT OF AN EMERGENCY THERE IS A SHUT OFF LOCATED NEAR THE TANK. ALL FERTILIZERS ARE STORED ON PALLETS AND COME IN PLASTIC BAGS. PESTICIDES ARE STORED IN A LOCKED ROOM AND CABINETS.

ALL EMPLOYEES ARE TRAINED AT THE BEGINNING OF THE SEASON ON HAZARDOUS SPILLS, MSDS SHEETS, AND SPILL PREVENTION AND CONTROL.

STANDBY, ON-SITE, MATERIAL AND EQUIPMENT

Identify the equipment and materials maintained at the project to carry out preventive and responsive spill measures.

Spill Response Equipment

Equipment / Material	Minimum Quantity On Site At All Times During Project
Shop Cloths	## 75
Oil Sorbent Pads	##
Oil Booms	##
"Kitty Litter"	## 25 lbs
Straw Bales	##
Silt Fencing	##
Other	##

Description of where a spill would go:
For each potential spill source, describe where petroleum would flow in the event of a spill. For example, "The 6,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank" and, "A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents." Incorporate site map by reference (see instructions under *Appendices*).

THE 1,000 GALLON FUEL TANK HAS A PRE-MANUFACTURED SECONDARY CONTAINMENT SYSTEM CAPABLE OF HOLDING FUEL IF SPILLED. IF IT LEAKS OUT OF THE TANK IT WOULD BE ABSORBED INTO THE GRAVEL AROUND THE TANK. A SPILL FROM AN ENGINE REPAIR WOULD BE CONTAINED INSIDE THE SHOP BUILDING AND QUICKLY CLEANED UP WITH OIL ABSORBENTS

Describe actions that would be taken in the event of a spill:
Identify what equipment would be deployed by whom and in what situation. Also, include phone numbers for response agencies, *e.g.,* Water Resources, fire department, spill response contractors, etc. A copy of your spill response plan may be attached as an appendix to this SCPP plan in lieu of completing this section.

WATER RESOURCES 608-364-2888
FIRE DEPARTMENT 911
DPW 608-364-2929

PROCEDURES for HANDLING an UNCONTAINED LIQUID CHEMICAL SPILL

- Send someone or call to inform the emergency coordinator that a chemical has been spilled.
- Call appropriate local agencies: fire department, police, local emergency planning committee.
- Consult the material safety data sheet and emergency response guidelines for the specific hazard(s), personal protective equipment, cleanup guidelines, and evacuation distances.
- Never physically contact an unknown material. Stay upwind when identifying a spilled substance.
- Inform the product manufacturer of the spill, and solicit advice in dealing with the accident and for cleanup suggestions. Keep the manufacturer on the line for easy access as the emergency unfolds.
- Control (stop) the spill at its source by shutting off leaking valves, etc. If the leaking substance is hazardous, only trained individuals should assume this task.
- Eliminate all ignition sources, including pilot lights and electrical lights.
- Evacuate all nonessential and unprotected employees to a predesignated site.
- Make certain that everyone who enters the spill area wears safety equipment as specified by the MSDS. If the chemical is unknown, emergency personnel must wear a respirator, chemical resistant gloves and boots, goggles, and a Tyvek suit. Under no circumstances are employees to assist in the area of the emergency if they have not received formal instruction (employee training) on how to wear a respirator properly and unless they have been trained in the appropriate HAZWOPER category.
- Do not allow smoking, eating, or drinking in the emergency area.

(continued)

PROCEDURES for HANDLING an UNCONTAINED LIQUID CHEMICAL SPILL

- Do not allow nonessential personnel to walk or drive through the affected area.
- Persons trained in the proper HAZWOPER category can work outside the spill area to prevent the spill from spreading, e.g., by making a dike to contain it.
- Utilize all available spill control materials to contain the spill. Large spills may require the mobilization of bulldozers and backhoes to build larger berms.
- Be prepared to assist fire departments and police with equipment, MSDSs, extra personnel, and technical support.
- Initiate cleanup of a small spill according to directions provided by state and federal agencies, in-house specialists, or product manufacturers. Chemicals and contaminated absorbent materials may be placed in secure drums. Mark each drum with the date and the name of the product involved.
- Use remediation consultants where large spills are involved.
- Store debris from each spill separately. Combining chemicals can trigger adverse chemical reactions. Some waste may be considered hazardous and require special disposal. Check MSDSs for incompatibilities.
- Decontaminate all equipment and place the generated waste in labeled containers. These containers should then also be considered hazardous, so mark them "HAZARDOUS WASTE" and label them with the date and contents.
- Replace all equipment and supplies used during cleanup.
- Remember the three C's:
  Control the source.
  Contain the flow.
  Clean up the spill site.

PROCEDURES for HANDLING a CONTAINED LIQUID CHEMICAL SPILL

- Cease all loading operations.
- Control the source, e.g., shut off valves. Only HAZWOPER-trained employees may take this offensive action within the spill area; outside the area, anyone may operate valves.
- Turn off pilot lights on equipment if spill is flammable.
- Disconnect pumps and electricity if an explosion hazard exists.
- Turn on electricity and reassemble sump pumps after ensuring that the explosion or fire is unlikely.
- Wash spill material into sumps.
- Place recovered materials and contaminated water into containers, and label each container with the date, time, and type of material stored.
- Analyze the stored materials for identification and concentration, or consider the contents to be 100 percent concentrate.
- before making an application of the stored materials to an appropriate site of application. Never apply at rates that exceed label recommendations.
- Use absorbent products properly and also understand that their use may create additional disposal problems.

  Whenever possible, use absorbent products that can be recycled or field applied, such as oil dry, ground corn cobs, peat moss, and fly ash. Pillows and fiber booms must be processed or hauled to a special landfill.
- Remember the three C's:

  Control the source.
  Contain the flow.
  Clean up the spill site.

PROCEDURES for HANDLING a CONTAINED DRY FERTILIZER SPILL

- Dry chemical releases from normal handling operations should be cleaned up immediately to prevent accumulation, especially prior to rain.

- Return recovered dry material to the appropriate bins, or add it to a load of the same material being applied that day.

- Any waters collected which came into contact with these materials should be handled as product rinse water, and applied to a labeled site.

PROCEDURES for HANDLING a FIRE or EXPLOSION

- Know the capabilities of the local fire department.
- Evacuate all employees and visitors to designated areas upwind of smoke.
- Only employees trained on the proper use of fire extinguishers shall attempt to contain a small fire.
- Evacuation maps show exact locations of fire extinguishers.
- Fires larger than a waste paper basket should be left to professional firefighters.
- Immediately report any fire to the on-site emergency coordinator. In the event you are unable to notify the emergency coordinator, it will be necessary for you to contact the local authorities by dialing 911 or local emergency number.
- Inform responders that limited supplies are on hand to assist emergency coordinators or professional firefighters in their efforts.
- Do not allow any person to walk or drive through the fire area. This may require the posting of guards around the perimeter of the fire area.
- Shut down all operations within the structure that is on fire. This should be done prior to everyone leaving.
- Turn off electricity and all other utilities associated with the building. Check the facility map for the location of the turn off connections. Turn off electrical power to LP gas tanks.
- Do not use water on chemical fires, except to protect human health. However, the final decision is left to the fire department or incident commander at the scene.
- Be prepared to assist firefighters, but do not enter or get close to a burning building.
- Notify fire department of the available water supply on-site.
- Be prepared to dike around burning buildings if water is used as the extinguishing medium.
- Do your best to keep any contaminated water out of nearby ditches, streams, or drains.
- Implement your emergency response plan, and spill notification to the environmental contractor.
- Do not enter the area until the incident commander gives permission.
- The only personnel allowed to clean up the debris from a contaminated area are those trained in the appropriate HAZWOPER category.

VEHICLE EMERGENCY

- Have MSDSs, pesticide labels, emergency phone numbers, and extra fuses in the vehicle.
- Stop immediately if a chemical leak is detected or if the vehicle is involved in an accident.
- Park the vehicle in a safe location.
- Turn off the ignition and set the parking brake.
- Turn on emergency flashers.
- Put out safety triangles.
- If the accident involves human injury, do the following:
  a. Make sure that the person is breathing.
  b. Do not move the person unless their position is life threatening, e.g., if the vehicle is on fire.
  c. Call 911, then your supervisor or the emergency coordinator.
  d. Be prepared to describe the location of the accident and to provide pertinent information.
  e. Keep everyone except emergency personnel out of spill area.
  f. Repair the leak, if possible, but only if you have been trained to do so.
  g. Fill out your company's Incident/Accident Report form; it will contain information that your insurance company and/or company safety committee may need.
- If the accident involves an environmental release, follow these guidelines:
  a. Wear safety equipment.
  b. Repair the leak, if possible, but only if you have been trained to do so.
  c. Use shovels and spill material to build berms to prevent the material from entering creeks, waterways, or drains.
  d. Call 911, then your immediate supervisor or the emergency coordinator.
  e. Call the emergency number on the MSDS, if the chemical enters a waterway, to determine any potential impact on water consumption and aquatic wildlife.
  f. Fill out your company's Incident/Accident Report form; it will contain information that your insurance company and/or company safety committee may need.
- Provide police with the following driver information:
  a. Your name and home address
  b. Company name and business address
  c. Your license number
  d. Vehicle license number
  e. Name of your immediate supervisor
  f. In the presence of the police, and/or other officials involved at the scene, remember the following:
    i. Be cooperative, but answer questions cautiously. Admit nothing!
    ii. Exchange pertinent vehicle, insurance, and driver information with any other drivers involved.

PETROLEUM EMERGENCY

- Evacuate employees and visitors to prearranged areas.
- Check with supervisor for dealing with small spills; contact your local fire department for larger spills.
- Turn off all power and pilot lights. Remember that electrical switches create small arcs when being turned on or off, thereby producing a potential ignition source.
- Identify the product involved.
- Check the MSDS for hazard potential: pollution, fire, explosion, etc.
- Wear personal protective equipment as prescribed on the label.
- Use nonsparking tools.
- Contain the spill with absorbent materials or by whatever means possible.

LIQUID PROPANE OR NATURAL GAS EMERGENCY

- Check with supervisor for dealing with small spills; contact your local fire department for larger spills.
- Evacuate all employees and visitors to the designated location.
- Eliminate all ignition sources within a 500-foot radius of the release.
- Turn off main valve if it can be done safely.
- Contact the propane or natural gas company for assistance (page 88).

FACILITY INSPECTIONS

A. Name facilities and the frequency with which they are inspected. For example, "The fuel pumps are inspected daily. The materials storage area is inspected monthly." Name the person who has responsibility to implement preventative maintenance programs, oversee on-site inspections, coordinate employee training, maintain records, update the plan as necessary, and ensure that reports are submitted to the proper authorities.

THE FUEL TANK AND PUMPS ARE VISUALLY INSPECTED DAILY AND INSPECTED BY THE STATE AND CITY YEARLY. THE FACILITY IS INSPECTED QUARTERLY. MARK YOUNG IS THE PERSON WHO IS RESPONSIBLE.

B. Include a description of annual comprehensive inspections. For example, "A site inspection is also conducted annually by appropriate responsible personnel to verify that the description of potential pollutant sources are accurate, that the map reflects current site conditions, and that the controls to reduce the pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections done focusing on designated equipment and areas where potential sources are located."

QUARTERLY INSPECTIONS ARE DONE OF THE BUILDING TO IDENTIFY SAFETY CONCERNS. ALSO AN ANNUAL INSPECTION IS DONE BY THE WISCONSIN DEPT OF COMMERCE ON OUR ABOVEGROUND TANKS.

RECORD KEEPING

Describe record keeping procedures. For example, "Record keeping procedures consist of maintaining all records a minimum of three years. The following items will be kept on file: current SPCC plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites." *Maintenance Inspection, Employee Training,* and *Record Keeping* logs are included in this template for your use.

RECORD KEEPING PROCEDURES CONSIST OF MAINTAINING ALL RECORDS FOR A MINIMUM OF FIVE YEARS. THE SPCC PLAN, INSPECTIONS, AND LOGS ARE CURRENTLY THE ITEMS ON FILE.

MANAGEMENT APPROVAL

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

Signature

SUPERVISOR
Title

MARK YOUNG
Printed name

5/5/08
Date

APPENDICES

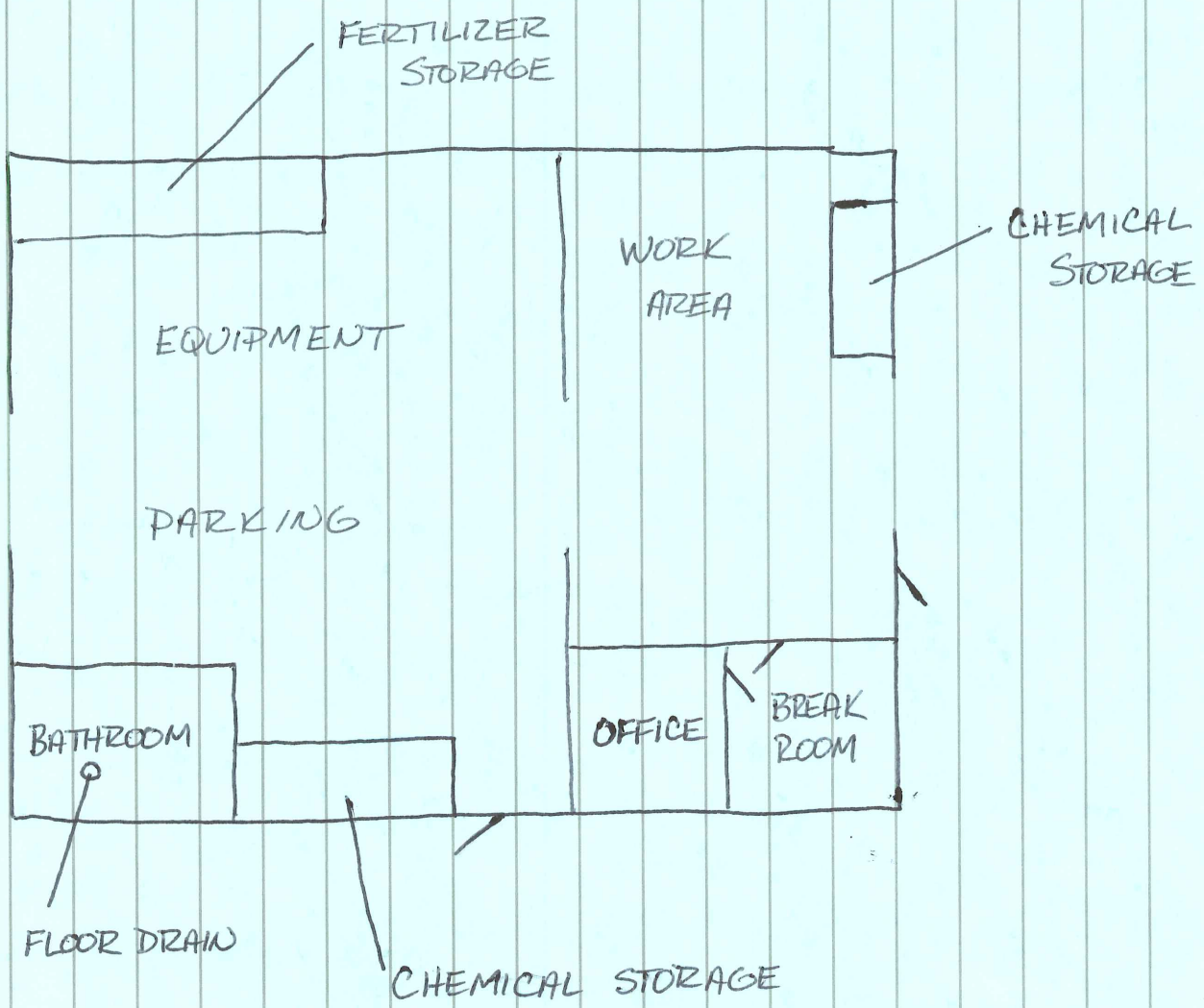
Site map:
Include a site map as Appendix A to this plan. You may attach an existing site map or create your own. If you use an existing map, be sure that the items listed below are included.

If you need to create a site map, start by printing out the **Border.pdf** file. Sketch out the layout of your facility. Please use a straight edge (ruler) while creating the sketch.

- The sketch should be oriented as if you were in a plane looking down on your property (an aerial view) or similar type drawing
- Draw an arrow indicating north
- Label any storm drains on the property
- Label any floor drains in the building
- Label chemical storage areas

Other attachments:
List any additional information to be attached as Appendix B, C, D, etc. Label and staple the attachments to the end of this SPCC plan.

Appendix A: Facility Drawing
Appendix B: Maintenance records
Appendix C: Employee Training
Appendix D: Spill record
Appendix E: _____
Appendix F: _____


FERTILIZER STORAGE
WORK AREA
CHEMICAL STORAGE
EQUIPMENT
PARKING
BATHROOM
OFFICE
BREAK ROOM
FLOOR DRAIN
CHEMICAL STORAGE

ATTACHMENT B

MAINTENANCE INSPECTIONS

Maintenance Coordinator: MARK YOUNG. Maintenance Coordinator responsibilities include implementation of preventative maintenance programs and oversight of on-site inspections.

Use this table to record inspections:

Facility Inspected	Date of Inspection	Name of Inspector	Result Pass/Fail	Comments
Oil recycling area	4/27/00	Eric Rose	Pass	No evidence of leakage
FUEL TANK	1/23/08	MARK YOUNG	PASS	NO EVIDENCE
" "	4/30/08	" "	PASS	" "

EMPLOYEE TRAINING

Employee Training Coordinator: _____

Use this table to record spill prevention and response training.

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	3/26/01	Boom deployment

ATTACHMENT D

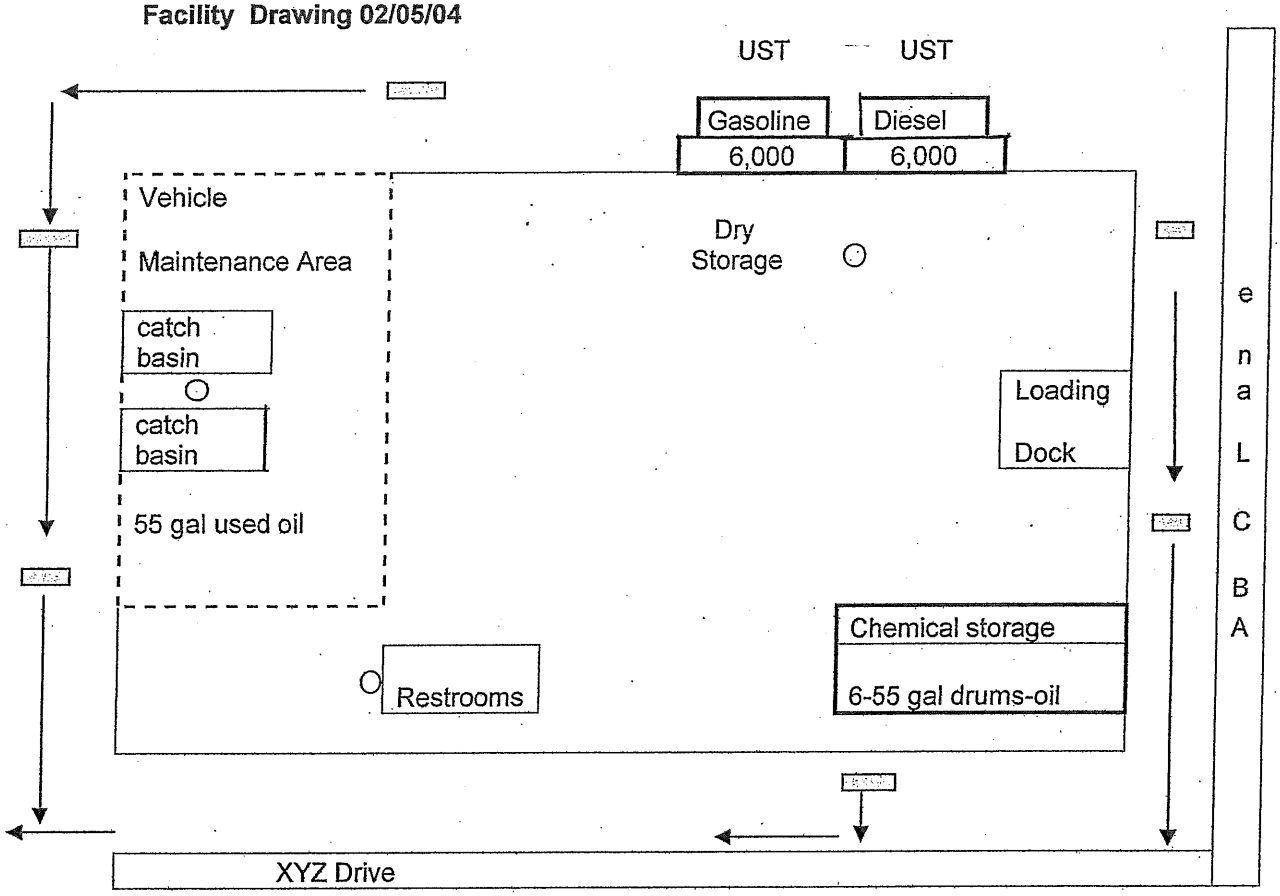
RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: MARK YOUNG. Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

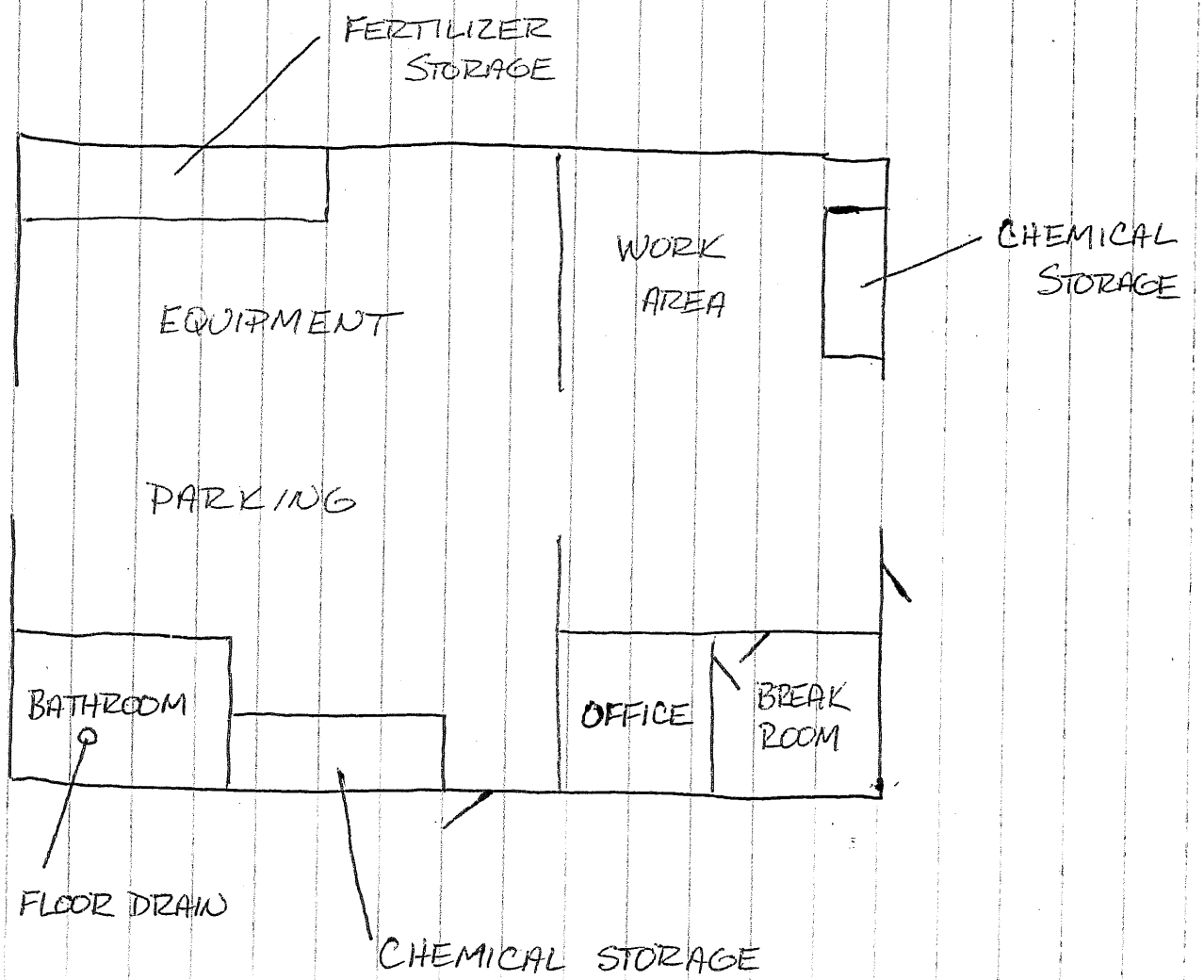
Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up
1	*Leaky connection on fuel pump*	*7/21/00*	*Diesel soaked up with oil absorbent pad. Called U.S. Petroleum to fix fuel dispenser.*

ATTACHMENT A –Facility Drawing N

Smith Trucking Service-
Facility Drawing 02/05/04



○ sanitary sewer drains
▭ storm sewers
▭ Double walled/containment


FERTILIZER STORAGE
EQUIPMENT
WORK AREA
CHEMICAL STORAGE
PARKING
BATHROOM
OFFICE
BREAK ROOM
FLOOR DRAIN
CHEMICAL STORAGE

IU SCPP Checklist

Facility Name: BELOIT KRUEGER/HASKEL GOLF
Address: 1611 HACKETT 364-2869

S-satisfactory U-unsatisfactory N/A not applicable A- additional info needed

	S	U	N/A	A
Facility Information				
Mailing address	X			
Primary contact	X			
Secondary Contact	X			
Site location				
Site map	X			
Equipment	X			
Type of services	X			
Fixed storage	X			
Non fixed storage	X			
Spill History				
Type of spill			X	
Watercoarse effected				
Cause				
Prevention action				
Potential Spill Volumes				
Complete tank failure	X			
Partial tank failure	X			
Tank overflow	X			
Leaks	X			
Inventory Controls				
Double wall	X			
Auto shut off				
Emergency shutoff				
Spill containment				
Onsite spill material				
Destination of spill				
Actions if spill occurred				
Safety measures	X			
Call 911	X			
Call Water Resources	X			
Employees trained	X			
Facility Inspection				
State inspections	X			
Tank inspections	X			
Outside service				
Record Keeping				
Inventory reports 3 years	X			
Leak test				
Spill reports				

Reviewed by: C. SIMPLOT 05/14/08

KRUEGER HASKEL GC
1611 Hackett ST
126606450 0486

TANK INFORMATION

Facility name: Krueger/Haskell Golf Course
Address: 1611 HACKETT
Phone: 608-364-2869

	Material type	Above/Below	Gallons	Construction type	single wall double wall	Year Installed
1	GAS	Above	500		Double	
2	Diesel	"	500		Double	
3						
4						
5						
6						
7						
8						
9						

Vapor monitoring UST		Daily inventory	X
5 yr tightness test		Manual tank gauge	X
Auto line leak detector	X	Auto tank guage	
Secondary containment	X	Stat. Inventory Reconciliation	
Corrosion control	X	Other	

Conact Name	MARK YOUNG	Home ph#	815-282-1971	Cell #	608 751-2404
2nd contact name	SPENCER WAITE	Home ph #		Cell #	608 751-5951

Pollution Prevention Plan For Municipal Facilities

BMP Identification

- Spill Control Prevention Plan for each Public Works facility.
- Mechanics will use catch pans under vehicles to collect leaking fluids.
- Service bays will be cleaned daily by each mechanic and all spillage will be promptly removed.
- Parking lots will be swept and the grassy areas mowed regularly.
- Grass will not be blown onto streets or other paved surfaces.
- Garbage, waste materials, and used parts will be regularly picked up and properly disposed of.
- Metal scrap will be covered or moved inside.
- Adequate aisle space will be provided to facilitate material transfer and easy access for inspections.
- Containers will be stacked according to manufacturers' instructions.
- Containers will be stored on pallets to prevent corrosion.
- Housekeeping activities that could cause possible contamination of storm water will take place in designated areas that will not result in discharges to the storm sewer.
- An up-to-date inventory of all hazardous and non-hazardous materials used at the facility will be maintained.
- Material Safety Data Sheets (MSDS) will be maintained by the facility. Containers containing hazardous materials will be labeled showing the name of the material, expiration date, and health hazards, and the containers will be compatible with the material stored inside them. Hazardous materials storage areas will be specially designed to contain spills. Hazardous waste will not be stored in containers that will corrode, rupture, or be damaged in any way be the waste. Containers will be closed except when being filled or emptied. Waste from leaking containers will be transferred to different containers and the new container will be labeled with the start date from the original container. Different waste will never be stored in the same container if they are not compatible; hazardous waste or solvent will not be mixed with waste oil. Where feasible, containers will be stored indoors. Containers of ignitable or reactive wastes will be stored at least 15 feet from the property line.
- Preventive maintenance equipment and areas that have the potential for failures or spills will be identified. Regularly schedule maintenance and repair of equipment will be performed. Equipment will be operated according to manufacture's recommendations.
- Floor drains, sumps, and sand interceptor will be cleaned out regularly.
- Preventive maintenance will be performed on equipment to ensure they are in proper operation and to detect potential leaks before they occur.
- Containers will be inspected weekly, maintained, and replaced if leaking.
- Monthly inspection of drum storage areas.
- Regular housekeeping inspections will be conducted.
- Emergency spill kits will be maintained at all sites.

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2014-2015 Street Sweeping Material Transport and Storage Log

Operator Name	Work Group	Date	Material Being Transported	Site of Origin	Transported To	Sampled Unsampled	Tons Transported
Wayne Engen	Streets	3/17/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	10.39
Wayne Engen	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	10.22
Rick Saari	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	10.27
Wayne Engen	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	11.27
Rick Saari	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	11.74
Rick Saari	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	10.65
Wayne Engen	Streets	3/18/2015	Street Sweeping	Colley Rd	Mallard Ridge Landill	Unsampled	11.33
Steve Klawitter	Streets	8/25/2015	Street Sweeping	6th St	6th St Burm	Sampled	126.6
Steve Klawitter	Streets	8/26/2015	Street Sweeping	6th St	6th St Burm	Sampled	31.65
Steve Klawitter	Streets	8/28/2015	Street Sweeping	6th St	6th St Burm	Sampled	31.65
Work Group	Streets	8/31/2015	Street Sweeping	6th St	Colley Road	Sampled	118.16

2014 Total Tons to Landfill	75.87	2015 Total CU Yards generated	642
2014 Total Tons Resuse	189.9	2015 Total CU Tons generated	963
2014 Total Tons Stored	118.16	2015 Total Tons Screened	0