



May 2022  
RG-556

# Stormwater Pollution Prevention Plan Template for MSGP Facilities



# **Stormwater Pollution Prevention Plan Template for the Multisector General Permit**

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

Address \_\_\_\_\_

RN \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Information \_\_\_\_\_

Prepared by  
Program Support and Environmental Assistance Division

RG-556  
Revised May 2022



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## How to Use This Template

If your industrial facility is subject to the TPDES Multisector General Permit (MSGP) for stormwater discharges, use this document to help prepare a Stormwater Pollution Prevention Plan (SWP3). It is not intended for construction sites, concrete batch plants, and other facilities regulated by other wastewater permits.

It includes worksheets, links to applicable forms, references to regulations, record retention timeframes, and other technical guidance included in each section. The worksheets are suggested templates to help you collect required information. **Place records from your system in their appropriate section to keep them organized.**

## Where to Find More Information

- Request records from TCEQ by contacting the **Central Records Section** at (512) 239-2900 or [cfrreq@tceq.texas.gov](mailto:cfrreq@tceq.texas.gov).
- [Search for TCEQ forms](#)<sup>1</sup> using a keyword, form number, or subject.
- [See Part III of the MSGP](#)<sup>2</sup> for a complete list of SWP3 requirements.
- [Use our assistance tools](#)<sup>3</sup> to help you comply with permit requirements.
- Review the following TCEQ publications:
  - [Conditional No Exposure Exclusion from Stormwater Permit Requirements](#)<sup>4</sup> (TCEQ publication RG-467). Guidance for following No Exposure Exclusion requirements.

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1. [www.tceq.texas.gov/search\\_forms.html](http://www.tceq.texas.gov/search_forms.html)

2. [www.tceq.texas.gov/assets/public/permitting/stormwater/txr050000-2021.pdf](http://www.tceq.texas.gov/assets/public/permitting/stormwater/txr050000-2021.pdf)

3. [www.tceq.texas.gov/assistance/water/stormwater/sw-industrial.html](http://www.tceq.texas.gov/assistance/water/stormwater/sw-industrial.html)

4. [www.tceq.texas.gov/assets/public/comm\\_exec/pubs/rg/rg-467.pdf](http://www.tceq.texas.gov/assets/public/comm_exec/pubs/rg/rg-467.pdf)

This document is a general guide to requirements about industrial facilities under the MSGP. It does not replace the laws and regulations, which take priority over any information supplied here.

Local governments and other state and federal agencies may have more rules and requirements. As the owner or operator of the industrial facility, you must ensure compliance with all applicable laws and regulations.

If you have questions or need more information about MSGP requirements, please refer to the [Small Business and Local Government Assistance \(SBLGA\) webpage](#).<sup>5</sup> For more help, call our SBLGA Hotline at 800-447-2827 or email us at [TexasEnviroHelp@tceq.texas.gov](mailto:TexasEnviroHelp@tceq.texas.gov).

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5. [www.texasenvirohelp.org](http://www.texasenvirohelp.org)



## Definitions

*TXR050000 Part I. Definitions*

**Best Management Practices (BMPs):** Schedules of activities, prohibitions of practices, maintenance procedures, and other techniques to control, prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spills or leaks, sludge or waste disposal, or drainage from raw material storage areas.

**Control Measure:** Any BMP, including structural and non-structural controls, or other method (including effluent limitations) used to prevent or reduce the discharge of pollutants to water in the state.

**Discharge:** The drainage, release, or disposal of stormwater associated with industrial activity and certain allowable non-stormwater sources listed in this general permit to surface water in the state.

**Facility:** All contiguous land and fixtures (including ponds and lagoons), structures, or appurtenances used at an industrial facility described by one or more of Sectors A through AD of this general permit.

**Grab Sample:** An individual sample collected in less than 15 minutes.

**Non-Stormwater Discharge:** Discharges from your facility that occur when it is not raining. Certain non-stormwater discharges are covered under this permit. See the MSGP Part III, Section B.1. for more information.

**Outfall:** A point source at the point where stormwater runoff associated with industrial activity, and certain non-stormwater discharges listed in this permit, exits the facility and discharge(s) to surface water in the state or a municipal or private separate storm sewer system. An outfall from a diffuse point source includes the point or points where the diffuse point source discharges to surface water in the state or a municipal or private separate storm sewer system.

**Point Source:** Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff. For the purpose of this permit, a point source includes any identifiable conveyance from which pollutants might enter surface water in the state, including a diffuse point source as defined in this section.

**Pollutant:** (from TWC §26.001(13)) Dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, filter backwash, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural waste discharged into any water in the state.

*Notes*

# Certification Signature Page

TXR050000 Part III Section E.6.c

Sign your SWP3 according to Signatories to Reports requirements.<sup>6</sup> If you delegate signatory authority to a duly authorized representative, include a copy of your Delegation of Signatories application with your SWP3.

- Find more information in [Delegation of Signatories for the MSGP](#)<sup>7</sup> (RG-557).
- If your duly authorized representative changes, submit a new application.

## Instructions

Read the certification statement and sign below. Only individuals with signatory authority can sign.

“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 there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.”

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_

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6. See 30 TAC 305.128.

7. [www.tceq.texas.gov/downloads/assistance/water/stormwater/msgp/rg-557.pdf](http://www.tceq.texas.gov/downloads/assistance/water/stormwater/msgp/rg-557.pdf)

*Notes*

## General Facility Information

### Include

- General Facility Information and Industrial Activities and Processes Description ([see page 12](#))
- General Location and Drainage Site Maps ([see page 16](#))

### Instructions

Write a short description about all industrial activities and processes at your site, including any water bodies receiving discharges. Develop general location and drainage site maps.

*Notes*

## General Facility Information: Instructions

*TXR050000 Part III Section A*

### Describe Your Industrial Activities and Processes

Write a short description about all industrial activities and processes at your site.

### List Water Bodies Receiving Discharges

Your stormwater discharges may affect water quality. Identify bodies of water that might receive discharges from your facility and note whether they are impaired.

- Use our [Surface Water Quality \(Segments\) Viewer](#)<sup>8</sup> to find water bodies and segments downstream of your facility.
- Check the [Texas Integrated Report of Surface Water Quality](#)<sup>9</sup> for a list of impaired water bodies.

Discharges to [water bodies with a total maximum daily load](#)<sup>10</sup> (TMDL) are not permitted if they contain any pollutants the water is impaired by, unless consistent with the EPA-approved TMDL.

- Additional limitations, conditions, and requirements apply to these discharges.

Facilities located within the Edwards Aquifer Recharge or Contributing Zones may have additional requirements.

- See the Edwards Aquifer Protection Program<sup>11</sup> for more information.

### Explain How Your Discharges May Affect the Water Bodies

Stormwater discharges can affect any receiving water bodies by adding contaminants, creating runoff, increasing erosion, and more. Explain how your stormwater may affect the receiving bodies and why.

### Update Often and Keep with SWP3

Update the information with any changes to site activities, processes, or characteristics. Keep the up-to-date worksheet in this section of your SWP3 for inspections.

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8. [www.tceq.texas.gov/gis/segments-viewer](http://www.tceq.texas.gov/gis/segments-viewer)

9. [www.tceq.texas.gov/waterquality/assessment](http://www.tceq.texas.gov/waterquality/assessment)

10. [www.tceq.texas.gov/waterquality/tmdl/nav/tmdlsegments#list-of-segments-with](http://www.tceq.texas.gov/waterquality/tmdl/nav/tmdlsegments#list-of-segments-with)

11. [www.tceq.texas.gov/permitting/eapp](http://www.tceq.texas.gov/permitting/eapp)

*Notes*







## General Location and Drainage Site Maps: Instructions

*TXR050000 Part III Section A.3.c-d*

### Develop Maps of Your Facility

You may hand-draw your general location and drainage site maps, but they must include all elements required by Part III Section A.3.c-d. [Table 1](#) on the next page summarizes these requirements.

Your maps must be easy to read and interpret. While you can create a single map to meet both requirements, we encourage using separate maps to avoid overcrowding and increase readability. See [Figure 1](#) for an example of a simple drainage site map.

### Update Often and Keep with SWP3

Update your maps as your facility changes. Keep up-to-date maps in this section of your SWP3 for inspections. Keep outdated maps for three years.

**Table 1. Basic Map Requirements for SWP3s**

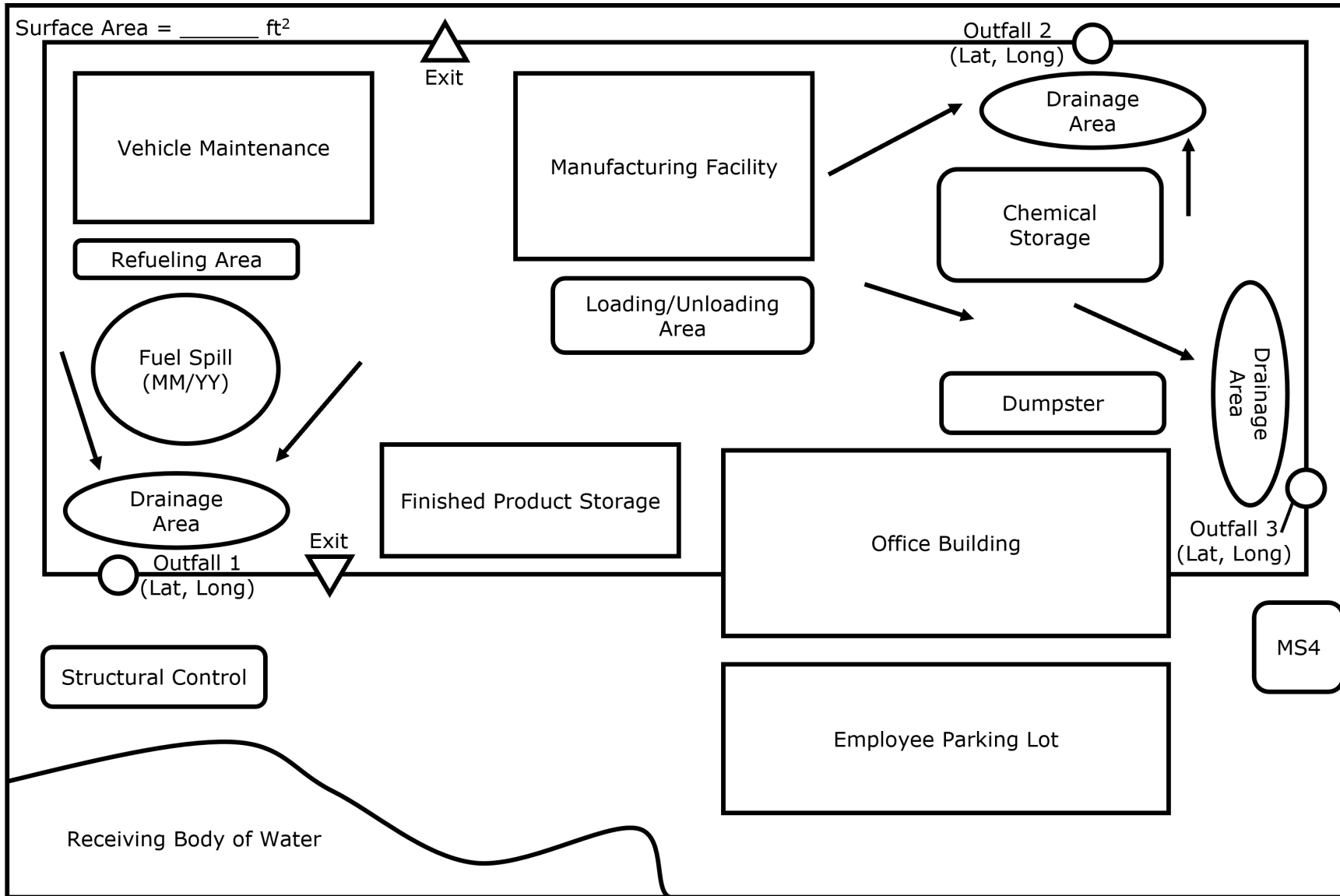
<b>Map Type</b>	<b>Include</b>
General Location Map	The general location of your facility Surface waters that could receive stormwater discharges from your site Plots of land where you do not conduct industrial activity <sup>a</sup>
Drainage Site Map	For each outfall: <ul style="list-style-type: none"> <li>• sampling points<sup>b</sup></li> <li>• flow of stormwater runoff</li> <li>• location, including latitude and longitude</li> <li>• drainage area outline within the facility’s boundary</li> </ul> Include the following areas if applicable: <ul style="list-style-type: none"> <li>• vehicle fueling and exposed maintenance areas</li> <li>• process wastewater treatment units, including ponds</li> <li>• landfills, scrap yards, and surface water bodies (including wetlands)</li> <li>• bag house and other air treatment units exposed to rainfall or runoff</li> <li>• process areas, storage areas, or other places where materials are exposed to rainfall or runoff</li> </ul> Also include: <ul style="list-style-type: none"> <li>• physical features of the site that may influence runoff</li> <li>• structural control devices used to reduce pollution in runoff</li> <li>• connections or discharges to municipal separate storm sewer systems (MS4s)</li> <li>• surface area of the facility<sup>c</sup> or a clear scale so it can be calculated</li> <li>• locations of all receiving waters; note whether they are impaired or have established TMDLs</li> <li>• locations where reportable quantity spills or leaks occurred during the 3 years before you submitted the notice of intent for this permit</li> <li>• locations and descriptions of all non-stormwater discharges</li> </ul>

a. You do not need to assign outfalls for areas that only discharge stormwater that has not contacted industrial activities.

b. Include latitude and longitude if different from the outfall.

c. The size in acres or square feet.

**Figure 1. Drainage Site Map Example**



*Notes*

# Stormwater Pollution Prevention (SWPP) Team

## Include

- SWPP Team Information ([see page 22](#))
- SWPP Team Training Log Sheets ([see page 26](#))
- Employee Education Log Sheets ([see page 30](#))

## Instructions

Describe and implement SWPP Team Responsibilities and Training and Employee Education.

*Notes*



## **SWPP Team Information: Instructions**

*TXR050000 Part III Section A.2.a-b*

### **Select Team Members**

This team will develop, implement, maintain, and revise your facility's stormwater pollution prevention plan (SWP3). Select one or more employees to serve as members of your team.

- If your facility is regularly unstaffed, you may choose to hire a third party.

All members must be familiar with MSGP requirements, your facility, and your SWP3. Acceptable members include:

- Environmental health and safety staff.
- Plant or facility managers or operators.
- Regional managers.
- Environmental consultants.

### **Determine Responsibilities**

Each team member should know their responsibilities, and some may have more than one. Examples of duties may include:

- Revising the SWP3
- Routinely inspecting the facility
- Developing, implementing, and maintaining:
  - A spill and leak log
  - An accurate site map
  - Spill prevention and response measures
  - Best management practices (BMPs) and erosion controls
  - Good housekeeping measures and lists of exposed inventory
- Sampling stormwater and monitoring rain gauges
- Conducting comprehensive site evaluations each year
- Training employees on stormwater practices and keeping documentation

### **Record Team Member Information**

List each team member's name, title, contact information, and responsibilities.

### **Update Often and Keep with SWP3**

Update your list whenever team members or member responsibilities change. Keep it in this section of your SWP3 for inspections.

*Notes*

## SWPP Team Information: Log Sheet

Team Member:		Title	
Phone:		Alt Phone:	
Responsibilities:			

Team Member:		Title	
Phone:		Alt Phone:	
Responsibilities:			

Team Member:		Title	
Phone:		Alt Phone:	
Responsibilities:			

Team Member:		Title	
Phone:		Alt Phone:	
Responsibilities:			

*Notes*

## **SWPP Team Training: Instructions**

*TXR050000 Part III Section A.4.g.1*

### **Train SWPP Team Members**

Train team members in:

- Proper material management and handling practices for any chemicals, fluids, or materials used or commonly encountered at your facility.
- Proper spill prevention and spill reporting measures.
- Spill cleanup techniques and where to find the necessary supplies.
- Good housekeeping measures, best management practices, and the overall goals of the SWP3.

Conduct training **at least once per year** and keep activity and attendance lists in your SWP3.

### **Document Training Activities**

Use this log to document any training activities and attendance for your stormwater pollution prevention team. **You must provide at least one each year.**

Write the date of the training, the names of your attendees, and mark the topics you will cover with a “Y” for “yes.” Have attendees sign and date next to their printed names.

### **Update Often and Keep with SWP3**

Update your log whenever you hold training. Keep it in this section of your SWP3 for inspections.

*Notes*

## SWPP Team Training: Log Sheet

**Training Date:**

Training Topics	Covered?
Proper material management and handling practices	
Spill prevention measures	
Location of spill materials and equipment necessary for spill clean-up	
Spill clean-up techniques	
Proper spill reporting procedures	
Familiarization with good housekeeping measures	
BMPs	
Goals of SWP3	

### Training Attendance Log

Employee Name (Print)	Date	Employee Signature

*Notes*



## **Employee Education: Instructions**

*TXR050000 Part III Section A.4.g.2*

### **Educate Employees About Your SWP3**

Teach employees not on the SWPP team about the SWP3's basic goal and how to contact the facility's SWPP team about stormwater-related issues.

### **Document Training Activities**

Use this log to document any training activities and attendance for employees who are not directly responsible for meeting stormwater requirements.

Write the date of the training, the names of your attendees, and mark the topics you will cover with a "Y" for "yes." Have attendees sign and date next to their printed names.

### **Keep with SWP3**

Update your log whenever you hold training. Keep it in this section of your SWP3 for inspections.

*Notes*



*Notes*

## Potential Pollutant Sources

### Include

- Description of Potential Pollutant Sources ([see page 36](#))
- Exposed Materials Inventory ([see page 40](#))
- Summaries of Sampling Data Analyses ([see page 44](#))

### Instructions

List and describe all potential pollutant sources.

*Notes*

## Potential Pollutant Sources: Narrative Description Instructions

*TXR050000 Part III Section A.3.b*

### Describe Potential Pollutant Sources

Your stormwater pollution prevention plan (SWP3) must include a narrative description of potential sources of pollution that may contaminate stormwater or cause non-stormwater discharges.

Describe all activities and potential sources that may add pollutants to stormwater discharges or that may result in non-stormwater discharges from the facility. Examples include:

- loading and unloading or transfer areas.
- liquid storage tank, outdoor storage, or processing areas.
- dust producing activities.
- on-site waste disposal.
- vehicle and equipment maintenance, cleaning, fueling, and storage areas.
- railroad sidings, tracks, and rail cars.
- historical<sup>12</sup> and potential spill or leak locations.

You may write your description on the following page or insert your own page in this section.

### Update Often and Keep with SWP3

Update the description within 30 days of a change that may affect any material's exposure to rainfall. This includes changes in:

- the types or quantities of materials at your facility.
- your material management practices.

Keep your up-to-date description in this section of your SWP3 for inspections.

---

12. Where significant spills or leaks occurred on site in the past three years.

*Notes*





*Notes*

## Exposed Materials: Inventory Instructions

*TXR050000 Part III Section A.3.a*

### Develop an Inventory of Exposed Materials

Develop an inventory of materials handled at the facility that may be exposed to rainfall. Include all materials you handle, store, process, treat, or dispose of in ways that allow exposure to rainfall or runoff.

- Include specific pollutants these materials may create, such as oil and grease, copper, or wood shavings.

You do not need to list materials stored in drums, barrels, tanks, and similar containers that are tightly sealed, in good structural condition, and do not have leaking valves.

### Update Often and Keep with SWP3

Update your inventory list within 30 days of a significant change in the:

- types of materials exposed to rainfall or runoff.
- practices that affect material exposure to rainfall or runoff.

A **significant change** is one that may result in either:

- exposure of a material not listed in the inventory.
- increased exposure of an already listed material.

Keep your up-to-date inventory in this section of your SWP3 for inspections.

*Notes*

**Exposed Materials: Inventory Sheet**

<b>Material</b>	<b>Quantity</b>	<b>Storage Location or Activity</b>	<b>Specific Pollutant(s)</b>

*Notes*

## **Sampling Data: Instructions**

*TXR050000 Part III Section A.3.f*

### **Include Summaries of Analysis Results**

You must maintain summaries of sampling analysis results, either by including them in your SWP3 or referencing them and keeping them in another location. You can provide your own summaries or use the summaries provided with the sampling analyses from the laboratory results.

### **Update Every Year and Keep with SWP3**

Update the summary every year to include additional analysis results. Keep all analysis results in this section of your SWP3 for inspections.

*Notes*



# Pollution Prevention Measures and Controls

## **Include**

- Best Management Practices ([see page 48](#))
- Good Housekeeping Measures ([see page 52](#))
- Erosion and Sedimentation Control Measures ([see page 56](#))
- Evaluation of Non-Stormwater Discharges ([see page 60](#))
- Spill Prevention and Response Measures ([see page 66](#))
- Spill Cleanup Materials and Equipment Inventory ([see page 70](#))

## **Instructions**

Implement and describe your pollution prevention measures and controls.

*Notes*

## Best Management Practices: Instructions

*TXR050000 Part III Section A.4.a*

### Develop and Implement Best Management Practices (BMPs)

Develop and implement BMPs to reduce any potential or actual discharge of pollutants in stormwater. When developing BMPs, consider any standard operating procedures that may affect stormwater discharge and where and how you:

- handle and store materials.
- conduct equipment and machinery maintenance.
- conduct spill prevention and cleanup activities.
- manage stormwater equipment.

See the following parts of the MSGP for more information:

- Part III, Section A.4(a) for examples of BMPs.
- Part V for any sector-specific pollution prevention measures.

### Describe Your BMPs

List the practices and controls used at each BMP location and explain how each prevents or reduces pollution at your facility. Include any useful literature references or site-specific performance information. Provide the dates they were implemented<sup>13</sup> and note the specific location above each table.

### Update Often and Keep with SWP3

Update as needed with changes in BMPs or your SWP3. Keep your list in this section of your SWP3 for inspections.

---

13. If exact date is unknown, list the month and year or quarter and year they were implemented.

*Notes*

## Best Management Practices: List Sheet

**Location:**

BMP Used	Implementation Date	Narrative Description

**Location:**

BMP Used	Implementation Date	Narrative Description

**Location:**

BMP Used	Implementation Date	Narrative Description

**Location:**

BMP Used	Implementation Date	Narrative Description

*Notes*

## **Good Housekeeping Measures: Instructions**

*TXR050000 Part III Section A.4.b*

### **Practice Good Housekeeping**

You must maintain areas of the facility that may contribute pollutants to stormwater discharges<sup>14</sup> in a clean, orderly manner. Tracking which housekeeping measures are used in each location will help your SWPP team maintain them.

These measures must:

- eliminate or reduce exposure of trash, debris, and pre-production plastic<sup>15</sup> to rainfall or runoff.
- be incorporated as part of the employee training program.

Typical good housekeeping measures include activities performed daily by employees during normal work activities.

### **Keep a List of Measures Used**

List each housekeeping measure used and where it is used at your site.

### **Update Often and Keep with SWP3**

Update as needed with changes in operating procedures or your SWP3. Keep your list in this section of your SWP3 for inspections.

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14. Such as loading docks, areas around trash containers, and outdoor storage or processing areas.

15. Includes, but is not limited to, virgin and recycled plastic resin pellets, powders, flakes, powdered additives, regrind, scrap, waste, and recycling material with the potential to discharge or migrate off-site.

*Notes*





*Notes*

## **Erosion and Sedimentation Control: Instructions**

*TXR050000 Part III Section A.4.d*

### **Evaluate and Implement Erosion and Sedimentation Controls**

Your SWP3 must include control measures to prevent soil erosion. At minimum, assess whether to use the following controls:

- soil stabilization using vegetative cover (i.e., grass, weeds, etc.)
- contouring slopes
- paving
- installation of structural controls

If erosion is not an issue at your facility, note it in your plan.

### **List the Control Measures Used**

List the types of erosion and sedimentation control measures evaluated for use at your site, the locations you evaluated their use, and whether they are used in those locations.

### **Update Often and Keep with SWP3**

Update as needed with changes in erosion control measures or your SWP3. Keep your list in this section of your SWP3 for inspections.

*Notes*



*Notes*

## Non-Stormwater Discharges: Evaluation Instructions

TXR050000 Part III Section B.1

### Evaluate Non-Stormwater Discharges

Within 180 days of submitting a Notice of Intent (NOI) for permit coverage, evaluate any potential non-stormwater discharges. Eliminate the sources of any discharges not covered by the permit.<sup>16</sup> If your facility discharges to a separate storm sewer system, test or inspect the system for non-stormwater flows.

- You cannot discharge process wastewater<sup>17</sup> or combine it with stormwater discharges.

### Summarize Your Results

Summarize your evaluation and include the:

- Dates, descriptions, and results of any criteria or testing used.
- Locations of outfalls or onsite discharge points.
- Types, sources, and locations of any non-stormwater discharges and associated BMPs or measures used to eliminate them.
- Steps taken and portions of the storm sewer system observed during the evaluation.

After recording the information, sign the certification statement that you completed the evaluation and that no non-permitted discharges occurred.<sup>18</sup>

### Certify You Completed the Evaluation

Certify you completed the evaluation and that you do not discharge any non-permitted non-stormwater by signing a certification statement as written in 30 TAC 305.128. If you are unable to certify, see Part III, Section B.1.d of the MSGP for further instructions.

- See [Non-Stormwater Discharges: Certification](#) for template. Only individuals with signatory authority can sign the certification.

### Update Often and Keep with SWP3

Update as needed with changes in non-stormwater discharges or your SWP3. Keep your summary in this section of your SWP3 for inspections.

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16. See Part III, Section B.1. of the permit for descriptions of covered non-stormwater discharges.

17. Unless authorized under a Texas Pollutant Discharge Elimination System permit.

18. See Part II, Section B.1.c. of the Multisector General Permit.

*Notes*



## Non-Stormwater Discharges: Evaluation Summary

### Date of Investigation:

Criteria or Testing Used	Findings or Test Results

### Outfalls or Onsite Discharge Points Observed

Outfall Name	Outfall Location



## Non-Stormwater Discharges: Certification

*TXR050000 Part III Section B.1 and 30 TAC 305.128*

The facility's storm sewer system has been evaluated for the presence of non-stormwater discharges and the discharge of non-permitted, non-stormwater does not occur.

The attached [evaluation summary](#) documents:

- How the evaluation was conducted
- Dates and results of any evaluations or tests
- Any discharges identified
- Locations of outfalls and onsite discharges
- Portions of the storm sewer system observed during the inspection

“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 there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.”

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

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

Job Title: \_\_\_\_\_

*Notes*

## **Spill Prevention and Response: Instructions**

*TXR050000 Part III Section A.4.f*

### **Identify and List Areas with Potential Spill or Leak Sources**

Identify areas at your site that could become spill or leak sources. Your SWP3 must address how you prevent and respond to spills.

### **Include Associated Response Measures**

List the types and locations of the prevention and response measures used at your facility. At minimum, you must:

- clearly mark hazardous waste containers if they require special handling, storage, use, or disposal
- properly label all tanks, drums, and similar containers
- maintain a supply of spill cleanup materials and equipment

Examples of other prevention and response measures may include:

- training employees to inspect for leaks each day during operation of equipment
- installing overfill prevention devices and secondary containment structures
- inspecting drums, tanks, and similar containers routinely
- modifying material handling techniques

### **Update Often and Keep with SWP3**

Update as needed with changes in erosion control measures or your SWP3. Keep your list in this section of your SWP3 for inspections.

*Notes*



*Notes*



## **Spill Cleanup Materials and Equipment: Instructions**

*TXR050000 Part III Section A.4.f*

### **Develop an Inventory of Spill Cleanup Materials and Equipment**

Develop and maintain an inventory of spill cleanup materials and equipment. List the:

- specific clean up materials and equipment.
- quantity of each item that is available.
- storage location of the materials and equipment in the facility.
- specific use of the materials and equipment if a spill occurs.

### **Update Often and Keep with SWP3**

Update as needed and keep your up-to-date inventory in this section of your SWP3 for inspections.

*Notes*

### Spill Cleanup Materials and Equipment: Inventory Sheet

Material or Equipment	Quantity	Storage Location	Specific Use

*Notes*

# Periodic Inspections, Maintenance, and Monitoring

## Include

- Spill and Leak Records ([see page 76](#))
- Structural Controls Maintenance Records ([see page 80](#))
- Routine Facility Inspection Records ([see page 86](#))
- Quarterly Visual Monitoring Records ([see page 90](#))
- Weather Monitoring Records ([see page 94](#))
- Analytical Sampling Plans and Procedures ([see page 98](#))
- Inspection Plans and Procedures ([see page 102](#))
- Comprehensive Compliance Inspection Reports ([see page 106](#))

## Instructions

Record and describe your inspection, maintenance, and monitoring practices.

*Notes*

## Spills and Leaks: Instructions

*TXR050000 Part III Section A.3.e*

### Develop a Log of Spills and Leaks

You must keep a log of all spills and leaks of toxic or hazardous pollutants, including:

- Spills and leaks of reportable quantity that occurred up to three years before submitting your notice of intent application.
- All spills from the last 5 years including those under the reportable quantities.

For each spill or leak, list:

- Date it occurred and date you reported it to TCEQ
- Material and quantity spilled or leaked
- Whether it resulted in a discharge of the material into waters of the state
- Corrective actions taken

### Report Spills that Meet or Exceed Reportable Quantities

See our [Spills, Discharges, and Releases](#)<sup>19</sup> webpage for more information on reporting spills and leaks. Report spills that meet or exceed reportable quantities to both:

- TCEQ at (800) 832-8224
- National Response Center at (800) 424-8802

### Update Every 3 Months and Keep with SWP3

Update the list **every 3 months** to include all new spills and leaks if they occur while operating under the MSGP. Keep it with your SWP3 for inspections.

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19. [www.tceq.texas.gov/response/spills](http://www.tceq.texas.gov/response/spills)

*Notes*



### Spills and Leaks: Log Sheet

Date	Date Reported to TCEQ	Material	Quantity	Did it Result in a Discharge?	Corrective Action Taken

*Notes*

## Structural Control Maintenance: Instructions

TXR050000 Part III Section A.4.e

### Establish a Maintenance Program for Structural Controls

You must establish a maintenance program for stormwater structural controls and keep a log of maintenance activities. Examples of structural controls to inspect regularly includes:

- catch basins and sediment ponds
- oil/water separators
- grass swales
- berms
- any other controls used on-site or mechanical equipment part of a control<sup>20</sup>

Identify personnel qualified to conduct inspections in your [stormwater pollution prevention team information](#).

### Create an Inspection and Maintenance Schedule

Record:

- The type of structural control
- How often you inspect the structure controls (weekly, monthly, etc.)
- How often you perform maintenance activities for the structural control (weekly, monthly, etc.)

### Log Maintenance Activities

Record:

- Date of inspection or maintenance
- The type of structural control
- Who performed the inspection
- Estimated volume of solids removed<sup>21</sup>

### Update Often and Keep with SWP3

Update as needed with changes in structural controls or your SWP3. Keep the log with your SWP3 for inspections.

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20. May include stormwater pumps, secondary containment drain valves, or other equipment.

21. From catch basins, sediment ponds, and other similar control structures.

*Notes*



*Notes*



## *Notes*



## Routine Facility Inspection: Instructions

*TXR050000 Part III Section B.2*

### Inspect Your Facility Regularly

A member of your SWPP team must inspect your facility **at least once per quarter**<sup>22</sup> (every 3 months) to determine the effectiveness of the following:

- good housekeeping and erosion control measures
- spill prevention and response measures
- maintenance or repairs for structural controls
- best management practices
- employee training program

They must also assess any:

- weather information and weather-related discharges at the time of the inspection
- previously unidentified discharges of pollutants from the site
- failed control measures and additional ones needed
- incidents of noncompliance<sup>23</sup>
- existing BMPs that are not being properly or completely implemented.

### Keep a Log of Routine Inspections

If using our template on the next two pages, record the:

- Date, time, and quarter of the year
- Weather conditions during the inspection
- Names of any inspectors

Check “yes” or “no” for each general SWP3 requirement you evaluate during the inspection, then answer the questions that follow.

- Make sure to describe any specifics and have the inspector sign the bottom of the second sheet.

If using your own worksheet, make sure it captures the same information.

### Update Every 3 Months and Keep with SWP3

Update this section during each inspection and keep the logs with your SWP3 for TCEQ inspections.

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22. Unless otherwise specified in Part V of the MSGP.

23. Incidents where the SWP3 is not properly implemented, or permit requirements are not met.

*Notes*

## Routine Facility Inspection: Worksheets

<b>Date and Time:</b>		<b>Quarter:</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<b>Weather Conditions:</b>						
<b>Name(s) of Inspector(s)</b>						

### Facility Inspection Checklist

General SWP3 Requirements	Evaluated?
Good house-keeping measures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Best management practices (BMPs)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spill prevention and response measures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion, sedimentation, and structural control measures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee training and education program	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Facility Inspection Questions

**Did you observe any active discharges during your inspection?**

Yes (describe below)     No

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**Are there any new pollutant discharges from your site?**

Yes (describe below)     No

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**Do any control measures need maintenance, repair, or replacement?**

Yes (describe below)     No

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**Did you observe any instances of non-compliance?**

Yes (describe below)  No

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**Are additional control measures needed?**

Yes (describe below)  No

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**Are existing BMPs properly and completely implemented?**

Yes  No (describe below)

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**Do you recommend any corrective actions?**

Yes (describe below)  No

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

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

## Quarterly Visual Monitoring: Instructions

*TXR050000 Part III Section B.3*

### Visually Examine Your Outfalls

Visually monitor stormwater discharges from each outfall authorized by the general permit. Conduct visual monitoring during a discharge that occur because of a qualifying storm event. Fill out a separate log sheet for each sample you collect per outfall.

A representative storm event is precipitation that:

- is measurable
- causes runoff at the outfall
- occurs at least 72 hours (3 days) after the previous storm event

Collect samples in a clean, clear glass, or plastic container and examine in a well-lit area. Document your findings of the following parameters:

- Color and clarity
- Noticeable odors
- Foam or oil sheen
- Floating, settled, and suspended solids
- Other obvious indicators of stormwater pollution

Part V of this general permit may include alternative schedules for visual monitoring at specific industrial sections and may include additional requirements.

### Update Quarterly and Keep with SWP3

Update **every 3 months** with visual monitoring data. Keep it with your SWP3 for inspections.

*Notes*

## Quarterly Visual Monitoring: Log Sheet

<b>Outfall Number:</b>		
<b>Quarter:</b>	<b>Date &amp; Time Collected:</b>	<b>Date &amp; Time Examined:</b>
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
<b>Rainfall Amount (include units):</b>	<b>Qualifying event?</b>	<b>Runoff source?</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rainfall <input type="checkbox"/> Snowmelt
<b>Parameter</b>	<b>Parameter Description and Characteristics</b>	<b>Observations</b>
<b>Color</b>	<b>Does the water appear colored?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the color:</b>	
<b>Clarity</b>	<b>Is the water clear or transparent?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Which of the following best describes the clarity of the water?</b> <input type="checkbox"/> Clear <input type="checkbox"/> Milky <input type="checkbox"/> Opaque	
<b>Oil Sheen</b>	<b>Can you see a rainbow effect or sheen on the water surface?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Which of the following best describes the water sheen?</b> <input type="checkbox"/> Oily <input type="checkbox"/> Silver <input type="checkbox"/> Iridescent	
<b>Odor</b>	<b>Does the sample have an odor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the odor:</b>	
<b>Floating Solids</b>	<b>Is there something floating on the surface of the sample?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the floating solids:</b>	
<b>Suspended Solids</b>	<b>Is there something suspended in the water column of the sample?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the suspended solids:</b>	
<b>Settled Solids</b>	<b>Is there something settled at the bottom of the sample?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the settled solids:</b>	
<b>Foam</b>	<b>Is there foam or material forming on top of the water?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Describe the foam:</b>	

**Describe any concerns, corrective actions taken, and any other obvious indicators of pollution present in the sample:**

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**Collector's Signature:**

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**Print Name:**

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**Examiner's Signature:**

*(If different than collector)*

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**Print Name:**

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## Weather Monitoring: Instructions

*TXR050000 Part III Section D.1*

### Monitor Rainfall

Monitor rainfall using an on-site rain gauge, a representative weather station, or an alternative means of compliance.<sup>24</sup> Use rainfall data to determine when a qualifying storm event occurs. A qualifying storm event is precipitation that:

- is measurable.
- causes runoff at the outfall.
- occurs at least 72 hours (3 days) after the previous storm event.

At a minimum, monitor rainfall:

- once per week.
- once per day during a storm event.

If it does not rain during the week, record zero rainfall or no rain.

You can temporarily suspend rainfall monitoring during your monitoring period if you conducted the required sampling and analysis following a representative storm event.

### Update and Keep with SWP3

Update this section during each monitoring event. Keep the logs with your SWP3 for inspections.

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24. Subject to TCEQ approval.

*Notes*



*Notes*

## Analytical Sampling Plans and Procedures: Instructions

*TXR050000 Part III Section D.6*

### Record Analytical Sampling Plans and Procedures

Document the schedule and procedures your facility uses to conduct required analytical monitoring. Fill out an Analytical Sampling Worksheet for each type of required monitoring at your facility. Your completed plans and procedures should be detailed enough to provide employees with instructions on how to conduct the required monitoring.

Types of analytical monitoring include:

- benchmark<sup>25</sup>
- numeric effluent limitations<sup>26</sup>
- hazardous metals<sup>27</sup>

You **must** monitor for hazardous metals, unless you qualify for a waiver as described in Part III Section C.1(c).

Identify the following for each type of analytical monitoring:

- a list of locations where samples are collected
- schedules for conducting monitoring activities (for example benchmark sampling is scheduled for January through June and from July through December)
- procedures for gathering storm event data
- parameters that must be sampled – including the frequency of sampling for each parameter (example frequencies: quarterly, semiannually, or annually)
- any numeric control values applicable to discharges from each outfall (e.g. benchmark sampling levels, numeric effluent limitations, or other requirements)

### Update and Keep with SWP3

Update as needed if you change plans and procedures. Keep worksheets in this section of your SWP3 for inspections.

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25. Find requirements specific to your industrial sector in Part V of the MSGP.

26. Only applies to specific sectors. See Part III, Section C.2 Table 3 of the MSGP.

27. See limitations in Part III, Section C of the MSGP.

*Notes*

## Analytical Sampling Plans and Procedures: Worksheet

### Type of Analytical Sampling:

(Example: Benchmark sampling)

### Sampling Locations:

(include if any outfalls are substantially similar)

Outfall:	
Outfall:	
Outfall:	
Outfall:	

### Schedule:

(Example: January through June, July-December)

### Procedure to Gather Storm Data:

### Analytical Parameters:

Parameter	Numeric control value (if applicable)	Frequency

*Notes*



## **Inspection Plans and Procedures: Instructions**

*TXR050000 Part III Section D.6*

### **Record Inspection Plans and Procedures**

Inspect your facility and document your facility inspection procedures. Fill out a separate Inspection Procedures Worksheet for each type of inspection conducted at your facility. Your completed plans and procedures should be detailed enough to provide employees with instructions on how to conduct the required monitoring.

Types of inspections include:

- routine facility inspections
- quarterly visual assessment of stormwater discharges
- comprehensive site inspections

Record the following for each inspection performed:

- person(s) or employee position(s) responsible for inspection
- inspection schedules
- items covered during inspection

### **Keep with SWP3**

Update when you conduct inspections. Keep worksheets in this section of your SWP3 for inspections.

*Notes*

## Inspection Plans and Procedures: Worksheet

**Type of Inspection:**

(Example: Comprehensive site inspections)

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**Person(s) Responsible for Inspection:**

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**Inspection Schedule:**

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**Inspection Locations:**

(Example: outfalls) (include if any outfalls are substantially similar)

Outfall:	
Outfall:	
Outfall:	
Outfall:	

**Specific items covered during inspection:**

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*Notes*

## Comprehensive Compliance Inspection: Instructions

*TXR050000 Part III Section B.5.a and b*

### Inspect Your Facility and Assess Your SWP3

Inspect your facility and assess the effectiveness of your SWP3 annually. The Comprehensive Compliance Inspection may substitute for one [routine facility inspection](#) if you meet all requirements of both inspections.

One or more of the Pollution Prevention Team Members will conduct the evaluation. Include an inspection of:

- areas listed in your Inventory of Exposed Materials.
- structural and nonstructural controls.
- areas with spills and leaks from the past three years.
- industrial materials, residue, or trash historically or currently exposed to stormwater.
- Entrances or exits where vehicles site track industrial or waste materials offsite.
- raw, final, or waste materials tracked or blown from unexposed to exposed areas.
- results of the past year's visual and analytical monitoring from required inspections.
- all reasonably accessible areas immediately downstream of each stormwater outfall authorized by this MSGP.
- control measures that need replacement, maintenance, or repair.

Prepare the report within 30 days of the annual site compliance evaluation date. Include a narrative discussion of your facility's compliance with the current SWP3.

If the Team discovers a noncompliance incident,<sup>28</sup> correct the condition as soon as practical but no later than 12 weeks after the report completion date. If the Team does not discover any incidents of non-compliance, complete the certification statement that the facility is in compliance with the SWP3.

### Update Annually and Keep on File

Include the report as part of the SWP3 or reference its location. Keep the report available for TCEQ inspections or as requested by authorized personnel.

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28. A non-compliance incident is where an element of the SWP3 is not implemented or where specific conditions of the permit are not met.

*Notes*

## Comprehensive Compliance Inspection: Worksheet

<b>Name and Title of Inspector:</b>	
<b>Date of Inspection:</b>	
<b>Is this a Quarterly Inspection?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Describe your inspection results about the facility areas. In your description, name the area of the facility you are describing.**

Facility Area:

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**Document any incidents of non-compliance.**

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**Describe your observations of your facility's control measure implementation.**

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**Describe additional control measures needed to address any issues observed on-site.**

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**Describe any previously unidentified discharges from the site.**

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**Describe any unidentified pollutants from existing discharges.**

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**Describe of any evidence of or potential for pollutants to enter the drainage system.**

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**Describe the condition of each outfall and the surrounding area.**

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**List any needed SWP3 revisions discovered during your inspection.**

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<b>Did you submit your monitoring data through NetDMR?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is your Delegation of Signatories information up to date?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, did you submit the update through STEERS?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification Statement:**

30 TAC 305.128 “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 there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.”

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

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

Job Title: \_\_\_\_\_