

MS4: City of Kentwood

**Stormwater Structural Control Inventory:**

**Facilities Inventory**

<b>Quantity:</b>	<b>Type:</b>
49	Catch basins
3	Constructed wetlands
8	Detention basins
0	Infiltration basins and trenches
2	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
2	Secondary containment
1	Underground storage vaults or tanks
7	Vegetated swales
7	Other structural storm water controls (See Notes)

**Storm Sewer System**

<b>Quantity:</b>	<b>Type:</b>
4,169 +/-	Catch basins
4	Constructed wetlands
14	Detention basins
0	Infiltration basins and trenches
4	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
2	Secondary containment
1	Underground storage vaults or tanks
12	Vegetated swales
386	Other structural storm water controls (See Notes)

Facilities Inventory		Municipal Operations and Maintenance							
Pollutant Discharge Potential	Facility Name	Road, Parking Lot Bridge & Sidewalk Maintenance	ROW & Vegetated Property Maintenance	Unpaved Road Maintenance	Cold Weather operations	Fleet Maintenance	Solid Waste Handling and Disposal	Materials Storage	Spill Response and Prevention
LOW	Breton East Pond								
LOW	36th & East Paris Master Pond								
LOW	52nd & East Paris Master Pond NE								
HIGH	Public Works	X	X		X	X	X	X	X
LOW	Kepleweeds Dr.								
LOW	Creekview St.								
LOW	Veterans Park								
LOW	Fire Station #3	X	X						
LOW	Jamestown Dr.								
LOW	52nd & East Paris Master Pond SW								
LOW	East Paris Nature Park								
LOW	Brown Elementary	X	X						

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

Facility Information:	
Community Name:	City of Kentwood
Facility Name:	Breton East Pond aka Stanaback Park
Facility Address:	3717 Breton Ave SE
Receiving Water/ Outfall ID:	Plaster Creek-KCZZZ1
Facility Type:	Municipal Park
Secondary Facility Type (Optional) :	
Stormwater Structural Control Inventory:	
Quantity:	Type:
2	Catch basins
0	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	36th & East Paris Master Pond
Facility Address:	4080 36th Street SE
Receiving Water/ Outfall ID:	Plaster Creek-KC2410, KC2411, KC2460
Facility Type:	Detention Pond-Master Pond
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
2	Catch basins
1	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
1	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

Facility Information:	
Community Name:	City of Kentwood
Facility Name:	52nd & East Paris Master Pond (NE Corner)
Facility Address:	4035 52nd Street SE
Receiving Water/ Outfall ID:	Plaster Creek-KC2526
Facility Type:	Master Detention Pond
Secondary Facility Type (Optional) :	
Stormwater Structural Control Inventory:	
Quantity:	Type:
0	Catch basins
0	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
1	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Department of Public Works
Facility Address:	5068 Breton Ave SE
Receiving Water/ Outfall ID:	Plaster Creek-KC2748, KC2749
Facility Type:	Equipment Storage & Maintenance Facility
Secondary Facility Type (Optional) :	Materials Storage Yard
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
25	Catch basins
0	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
1	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
2	Secondary containment
1	Underground storage vaults or tanks
2	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Underdeveloped/Vacant Land (Kepleweeds Dr.)
Facility Address:	2270 44th St SE
Receiving Water/ Outfall ID:	Buck Creek-KC2809
Facility Type:	Vacant Land-Furture Street
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
0	Catch basins
0	Constructed wetlands
0	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
1	Vegetated swales
1	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes: 30" storm sewer outlet from Countrywoods Dr. As-Builts #003-002-008

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Vacant Land
Facility Address:	5087 Creekview Street SE
Receiving Water/ Outfall ID:	Buck Creek-KC2820
Facility Type:	Vacant Land-dead end street extended
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
0	Catch basins
0	Constructed wetlands
0	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
1	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Built

Notes: 15" storm sewer outlet for Sunnycreek extended As-Built #009-01-039

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*



**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Veterans Park
Facility Address:	355 48th Street SE
Receiving Water/ Outfall ID:	Buck Creek-KC3052
Facility Type:	Municipal Parks
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
2	Catch basins
0	Constructed wetlands
0	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Built

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Fire Station #3
Facility Address:	5340 Eastern Ave SE
Receiving Water/ Outfall ID:	Buck Creek-KC3228
Facility Type:	Fire Station
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
3	Catch basins
0	Constructed wetlands
0	Detention basins
0	Infiltration basins and trenches
1	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Vacant Land- Future Municipal Park
Facility Address:	2097 Jamestown Dr SE
Receiving Water/ Outfall ID:	Buck Creek-KC3305
Facility Type:	Vacant Land
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
0	Catch basins
0	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
0	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Built

Notes: As-Built #005-03-003 and 005-03-027

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	52nd & East Paris Master Pond (SW Corner)
Facility Address:	3960 52nd Street SE
Receiving Water/ Outfall ID:	Plaster Creek-KC3521, KC3544, KC3545
Facility Type:	Master Detention Pond
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
0	Catch basins
1	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
1	Vegetated swales
3	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes: 21" storm sewer outlet-As-builts #008-01-035. 15 & 24" storm sewer outlets-As-builts #040-03-053.

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	60th & East Paris Master Pond (East Paris Nature Park)
Facility Address:	5995 East Paris Ave SE
Receiving Water/ Outfall ID:	Plaster Creek-KC3537, KC3538, KC3550
Facility Type:	Municipal Parks
Secondary Facility Type (Optional) :	Regional Detention Basin
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
0	Catch basins
1	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
1	Vegetated swales
1	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Built

Notes: Regional Sediment Basin As-built #032-04-009, 18" storm sewer outlet As-built #032-04-010, 12 & 24" storm sewer outlet As-built #040-03-045

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**Municipal Facility  
Stormwater Structural Control Inventory  
Tracking Sheet**

<b>Facility Information:</b>	
Community Name:	City of Kentwood
Facility Name:	Brown Elementary School
Facility Address:	4483 Kalamazoo Ave SE
Receiving Water/ Outfall ID:	Buck Creek-KC2940, KC2944, KC2945
Facility Type:	Public School
Secondary Facility Type (Optional) :	
<b>Stormwater Structural Control Inventory:</b>	
Quantity:	Type:
15	Catch basins
0	Constructed wetlands
1	Detention basins
0	Infiltration basins and trenches
0	Oil/water separators
0	Porous pavement
0	Pump Stations
0	Rain gardens
0	Secondary containment
0	Underground storage vaults or tanks
1	Vegetated swales
0	Other structural storm water controls (See Notes)
Completed on:	27-Jan-15
Facility Map Location:	City Hall As-Builts

Notes:

*Instructions: Complete all gray areas on the form. If your facility can be identified as more than one type in the drop down menu, use the optional secondary field, if you need 3 or more types, add them to the notes. Provide the number of each type of stormwater structural control at the facility that discharges stormwater to waters of the state.*

**City of Kentwood  
Department of Public Works Facility  
5068 Breton Ave SE, Kentwood, MI 49508**

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**STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

DNRE SWPPP Template (Revised 7/15/2010)



**AUGUST 2010**

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## 1.0 GENERAL FACILITY INFORMATION

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Name of Facility: Kentwood Department of Public Works

Facility Address: 5068 Breton Ave SE, Kentwood, MI 49508

Standard Industrial Classification (SIC) Code: N/A

Owner or Authorized Representative: Ronald K Woods, PE – Director of Public Works

### Facility Contact

Name: John Gorney

Title: Operations / Utility Manger

Telephone: (616) 554-0825

Mailing Address: City of Kentwood, 4900 Breton Ave SE, Kentwood, MI 49508

### Certified Storm Water Operator

Name & Certification Number:	John Gorney: A1i-10892 James Beke: A1i-10911
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### Permit Information

Certificate of Coverage Number: MIG610131

Effective Date of Coverage: September 30, 2009

Receiving Waters: Plaster Creek

### Brief Activity Description

Municipal Fleet Maintenance & Storage Yard

## 2.0 STORM WATER POLLUTION PREVENTION TEAM

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The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP, subject to City Charter requirements. The members of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are as follows:

NAME & TITLE	RESPONSIBILITY
Ronald K Woods – Director of Public Works	Storm Water Program Manager SWPPP Implementation
James M Beke – Senior Engineering Technician	Industrial Storm Water Operator SWPPP Drafting & Implementation
John Gorney – Operations / Utility Manger	Industrial Storm Water Operator SWPPP Implementation

## 3.0 SITE MAP

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Preparing a site map or sketch is the first step in assessing the facility. (See the DNRE Industrial Certified Operator Training Manual for additional information)

The facility's site map includes all applicable items listed in the permit, which include:

### **SEE FIGURE 1 FOR FACILITY SITE MAP**

- 1) Buildings and other permanent structures
- 2) Storage or disposal areas for significant materials
- 3) Secondary containment structures and descriptions of what they contain
- 4) Storm water discharge outfalls (numbered for reference)
- 5) Location of storm water and non-storm water inlets contributing to each outfall
- 6) Location of NPDES permitted discharges other than storm water
- 7) Outlines of the drainage areas contributing to each outfall
- 8) Structural runoff controls or storm water treatment facilities
- 9) Areas of vegetation (with brief description such as lawn, old field, marsh, wooded, etc.)
- 10) Areas of exposed and/or erodible soils
- 11) Impervious surfaces (roofs, asphalt, concrete, etc.)
- 12) Name and location of receiving waters
- 13) Areas of known or suspected impacts on surface waters as designated under Par 201 (Environmental Response) of the Michigan Act.

## 4.0 SIGNIFICANT MATERIALS

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Definition: Significant materials are any material which could degrade or impair water quality, including but not limited to:

- ✓ Raw Materials
- ✓ Fuels
- ✓ Solvents
- ✓ Detergents
- ✓ Plastic pellets
- ✓ Finished materials (i.e. metallic products)
- ✓ Hazardous Substances designated under section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), see 40 CFR 372.65
- ✓ Any chemical the facility is required to report pursuant to section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA)
- ✓ Polluting Materials – Oil and any material, in solid or liquid form, identified as polluting material under the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code)
- ✓ Hazardous Wastes as defined in Part 111 of the Michigan Act
- ✓ Fertilizers
- ✓ Pesticides
- ✓ Waste Products (i.e. ashes, slag, sludge, plant waste, animal waste)

During the significant materials identification phase, all sources of potential storm water contamination need to be identified. Both the inside and outside of the facility must be inventoried to determine the materials and practices that may be sources of contamination to storm water runoff. Note the identification phase must address residual contaminants which may be found on items stored outside.

#### **4.1 Inventory of Exposed Significant Materials**

The permit requires a general inventory of significant materials that could enter storm water. For each material listed the SWPPP shall include the ways in which each type of material has been or has reasonable potential to become exposed to storm water (e.g. spillage during handling; leaks from pipes, pumps, or vessels; contact with storage piles, contaminated materials or soils; waste handling and disposal; deposits from dust or overspray; etc.). In addition, the SWPPP must identify the inlet(s) spilled significant materials may enter and the outfall(s) through which the spilled significant material may be discharged.

### ***SEE TABLE 1 FOR SIGNIFICANT MATERIAL INVENTORY***

#### **4.2 Description of Industrial Activities & Significant Material Storage Areas**

The permit requires industrial facilities to evaluate the reasonable potential for contribution of significant materials to storm water runoff from at least the following areas or activities:

- 1) Loading, unloading, and other material handling operations
- 2) Outdoor storage including secondary containment structures
- 3) Outdoor manufacturing or processing activities
- 4) Significant dust or particulate generating processes
- 5) Discharge from vents, stacks, and air emission controls

- 6) On-site waste disposal practices
- 7) Maintenance and cleaning of vehicles, machines, and equipment
- 8) Areas of exposed and/or erodible soils
- 9) Sites of Environmental Contamination listed under Part 201 (Environmental Response) of the Michigan Act
- 10) Areas of significant material residues
- 11) Areas where animals congregate (wild or domestic) and deposit wastes
- 12) Other areas where storm water may contact significant materials

For each applicable item, the permit requires a written description of the specific activity or storage area. Along with the written description of the activities or storage areas, a description of the significant materials associated with those items must be included.

**SEE TABLE 1 FOR INDUSTRIAL ACTIVITY AND SIGNIFICANT MATERIAL STORAGE AREA DESCRIPTIONS**

#### **4.3 List of Significant Spills**

The permit requires a list of significant spills and significant leaks of polluting materials that occurred at areas that are exposed to precipitation or that otherwise discharge to a point source at the facility. The listing shall include spills that occurred over the three years prior to the effective date of a certificate of coverage authorizing discharge under the General Permit. The listing shall include the date, volume, exact location of release, and actions taken to clean up the material and/or prevent exposure to storm water runoff or contamination of surface waters of the state. Any release that occurs after the SWPPP has been developed shall be controlled in accordance with the SWPPP and is cause for the SWPPP to be updated as appropriate within 14 calendar days of obtaining knowledge of the spill or loss. (If there have been no spills of polluting materials, state that in this section.)

There have been no significant spills or leaks of polluting materials that occurred at areas that are exposed to precipitation or otherwise discharge to a point source at the facility.

**SEE TABLE 2 FOR A LISTING OF SIGNIFICANT SPILLS**

#### **4.4 Summary of Sampling Data**

The permit requires a summary of existing storm water discharge sampling data (if available) describing pollutants in storm water discharges associated with industrial activity at the facility. The summary shall be accompanied by a description of the suspected sources of the pollutants detected. (If there is no storm water discharge sampling data, state that in this section.)

**SUMMARY OF SAMPLING EVENTS:**

N/A – there is no storm water discharge sampling data at this facility as it does not contribute pollutants to storm water discharges nor are there industrial activities at this location.

## 5.0 NON-STRUCTURAL CONTROLS

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Non-structural controls are practices that are relatively simple, fairly inexpensive, and applicable to a wide variety of industries or activities. Non-structural controls are intended to reduce the amount of pollution getting into the surface waters of the state and are generally implemented to address the problem at the source. They do not require any structural changes to the facility. These are typically everyday types of activities undertaken by employees at the facility. Many facilities may already have nonstructural controls in place for other reasons. The permit requires that the SWPPP shall, at a minimum, include each of the following non-structural controls.

### 5.1 Preventative Maintenance Program (Routine Inspection Program)

The permit requires a description of a program for routine preventive maintenance which includes inspection and maintenance of storm water management and control devices (e.g. cleaning of oil/water separators and catch basins) as well as inspecting and testing equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters. A log of the inspection and corrective actions shall be maintained on file and shall be retained for three years. The Preventative Maintenance Inspection Form is in Section 19.0. (See the DNRE Industrial Certified Operator Training Manual for additional information. If this requirement is addressed in other facility procedures, reference those procedures here.)

**SEE TABLE 3 FOR PREVENTATIVE MAINTENANCE / ROUTINE HOUSEKEEPING INSPECTION PROGRAM**

### 5.2 Comprehensive Site Inspection

The permit requires a schedule for comprehensive site inspection to include but not be limited to, the areas and equipment identified in the preventive maintenance program and good housekeeping procedures. The inspection shall also include a review of the routine preventive maintenance reports, good housekeeping inspections reports, and any other paperwork associated with the SWPPP. The comprehensive site inspection shall be conducted by the Certified Storm Water Operator quarterly or semi annually, depending on specific permit language. The permittee may request Department approval of an alternate schedule for comprehensive site inspections. A report of the comprehensive site inspection results shall be prepared and retained for three years. The report shall identify any incidents of non-compliance with the SWPPP or this permit. If there are no reportable incidents of non-compliance, the report shall contain a certification that the facility is in compliance with this permit. The Comprehensive Site Inspection Form is in Section 20.0.

#### **COMPREHESIVE SITE INSPECTION SCHEDULE:**

Inspections are conducted on a quarterly basis per the permit requirements.

**COMPREHENSIVE SITE INSPECTION DESCRIPTION:**

1. Comprehensive site inspection includes all items and areas listed in the Preventative Maintenance / Housekeeping Form. Additionally, all reports will be reviewed for completeness.
2. Inspection will be performed by the Certified Industrial Storm Water Operator as required by the permit.
3. Compliance certification statement is included on the inspection form.

**5.3 Housekeeping Procedures**

The permit requires that the SWPPP include a description of good housekeeping procedures to maintain a clean, orderly facility. Housekeeping procedures are intended to reduce the potential for significant materials to come in contact with storm water. The Housekeeping Inspection Form is in Section 21.0. (See the DNRE Industrial Certified Operator Training Manual for additional information.)

***SEE TABLE 3 FOR PREVENTATIVE MAINTENANCE / ROUTINE HOUSEKEEPING INSPECTION PROGRAM***

**HOUSEKEEPING PROCEDURE DESCRIPTION:**

Inspections will be conducted per the frequency specified in Table 3. It is the City's practice to keep a neat and orderly facility both inside and outside our buildings.

**5.4 Material Handling & Spill Prevention / Clean-Up Procedures**

The permit requires a description of material handling procedures and storage requirements for significant materials. Equipment and procedures for cleaning up spills shall be identified in the SWPPP and made available to the appropriate personnel. The procedures shall identify measures to prevent spilled materials or material residues on the outside of the containers from being discharged into storm water.

The SWPPP may include, by reference, requirements of either a Pollution Incident Prevention Plan (PIPP) prepared in accordance with the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code); a Hazardous Waste Contingency Plan (HWCP) prepared in accordance with 40 CFR 264 and 265 Subpart D, as required by Part 111 of the Michigan Act;

or a Spill Prevention Control and Countermeasure (SPCC) plan prepared in accordance with 40 CFR 112.

**THE FOLLOWING PLANS ARE ON FILE AT THE FACILITY:**

**PIPP**

Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled materials from being discharged have also been identified. All employees have been made aware of the proper procedures. (See the DNRE Industrial Certified Operator Training Manual for additional information.)

**SEE TABLE 4 FOR MATERIAL HANDLING & SPILL PREVENTION / CLEAN-UP PROCEDURES**

**SEE TABLE 5 FOR SPILL KIT INVENTORY**

**5.5 Soil Erosion & Sedimentation Control Measures**

The permit requires the identification of areas which, due to topography, activities, or other factors, have a high potential for significant soil erosion. Areas commonly prone to soil erosion are: gravel lots, bare earth or gravel at material handling areas around storm water inlets, areas with concentrated storm water runoff into streams or ditches, and access roads over open streams or ditches. Control measures must be implemented in areas prone to soil erosion and sedimentation. (More information on soil erosion and sedimentation control may be obtained from the DNRE, Water Bureau District Office.)

AREA OF CONCERN:	CONTROL MEASURE:
Material Yard – “Lay Down Area”	<ul style="list-style-type: none"> <li>*Long Distance from material stock piles to CB</li> <li>*Sumps in CB’s</li> <li>*Drains to Master Detention / Sedimentation Pond before discharging to Waters of the State</li> </ul>

**5.6 Employee Training Program**

The permit requires a description of employee training programs have been implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP. The SWPPP shall identify periodic dates for such training. DNRE recommends that employees are trained at the time of hire, then annually. An employee training video is available at the DNRE website: [http://www.michigan.gov/deq/0,1607,7-135-3308\\_3333\\_4168---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3308_3333_4168---,00.html)

Employee training will be a major component in ensuring the success of the facility’s SWPPP. The more knowledgeable all employees are about the facility’s SWPPP and what is expected of

them, the greater the chance that the plan will be effective. The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP (i.e. good housekeeping practices, spill prevention and response procedures, waste minimization practices, informing customers of facility policies, etc.). The Employee Training Form is in Section 22.0.

**EMPLOYEE TRAINING DESCRIPTION & FREQUENCY:**

All employees shall have a minimum of yearly training.

Additional and advanced training shall be implemented for those employees having greater contact with storm water related issues upon hire or every year.

**5.7 TMDL Requirements**

The permit requires that if there is a Total Maximum Daily Load (TMDL) established by the Department for the receiving water, which restricts the discharge of any of the identified significant materials or constituents of those materials, then the SWPPP shall identify the level of control for those materials necessary to comply with the TMDL, and an estimate of the current annual load of those materials via storm water discharges to the receiving stream.

The TMDL means the amount of pollutant load a water body, such as a lake or stream, can assimilate and still meet water quality standards. If a receiving water body does not meet the water quality standards for a specific pollutant, the DNRE will establish the appropriate daily maximum load for that pollutant to allow the water body to again meet water quality standards. If a permitted facility is expected to discharge that specific pollutant in its storm water to that water body, the General Permit requires the facility to list actions it will take to meet that TMDL requirement. For example, if the TMDL calls for storm water dischargers to reduce their phosphorus inputs by 50%, the permittee would need to identify phosphorus sources at their facility and estimate their current annual load. The permittee must list actions to reduce storm water phosphorus discharges from their facility by 50%.

See the DNRE website for additional TMDL information at:

[http://www.michigan.gov/deq/0,1607,7-135-3313\\_3686\\_3728-12464--,00.html](http://www.michigan.gov/deq/0,1607,7-135-3313_3686_3728-12464--,00.html)

**IS THERE A TMDL REQUIREMENT FOR THE RECEIVING WATER (Plaster Creek)?**

Yes

Below is the identification of actions to limit the discharge of significant materials in order to comply with TMDL requirements:

***Add additional spaces as necessary***

<b>TMDL POLLUTANT:</b>	<b>CURRENT ANNUAL LOADING:</b>	<b>BEST MANAGEMENT PRACTICES:</b>
E-coli	Unknown	All sanitary wastes go directly to the municipal sanitary sewer system



Biota	Unknown	Limit exposure of unstable soils to the municipal storm sewer system to the maximum extent practicable  Reduce sediment loading by capturing all sediment within the catchbasin sumps and downstream sediment basin before release to the Waters of the State.
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### 5.8 List of Significant Materials Still Present

The permit requires the identification of significant materials expected to be present in storm water discharges following implementation of non-structural preventative measures and source controls. Non-structural controls are used to reduce pollutants at the source before they can get into the storm water runoff. In some cases, these types of controls will not be enough. A list of significant materials expected to be present in storm water discharges after implementation of nonstructural controls must be included in the SWPPP. The materials listed below will be addressed through the use of structural controls. (If there will be no significant materials present after the implementation of non-structural controls, state that in this section.)

***Add additional spaces as necessary***

<b>SIGNIFICANT MATERIAL &amp; LOCATION:</b>	<b>PLANNED CONTROL MEASURE:</b>	<b>IMPACTED OUTFALL:</b>
Sediment – Material Yard	CB filter fabric & sumps Downstream Sediment Basin	Outfall No 2

## 6.0 STRUCTURAL CONTROLS

The permit requires that where implementation of non-structural controls does not control storm water discharges in accordance with water quality standards, the SWPPP shall provide a description of the location, function, and design criteria of structural controls for prevention and treatment.

Structural controls may be necessary:

- 1) To prevent uncontaminated storm water from contacting or being contacted by significant materials; or
- 2) If preventive measures are not feasible or are inadequate to keep significant materials at the site from contaminating storm water. Structural controls shall be used to treat, divert, isolate, recycle, reuse, or otherwise manage storm water in a manner that reduces the level of significant materials in the storm water and provides compliance with the Water Quality Standards

Examples of structural controls:

- ✓ Signs and Labels
- ✓ Safety Posts
- ✓ Fences
- ✓ Security Systems
- ✓ Temporary and Permanent Coverings
- ✓ Storm Water Conveyances
- ✓ Diversion Dikes
- ✓ Grading
- ✓ Paving
- ✓ Curbing
- ✓ Drip Pans
- ✓ Secondary Containment
- ✓ Catch Basin Inserts
- ✓ Detention and Retention Ponds
- ✓ Vegetative Filters
- ✓ Sand Filters
- ✓ Oil/Water Separators

These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will typically require construction of a physical feature or barrier. Below is a description of the structural controls used at the facility. (See the DNRE Industrial Storm Water Operator Training Manual for additional details on structural controls. If no structural control measures are needed at the facility, state that in this section.)

***SEE TABLE 6 FOR A LIST OF STRUCTURAL CONTROLS USED AT THE FACILITY***

## **7.0 NON-STORM WATER DISCHARGES**

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The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Any unauthorized storm water discharges must be eliminated, or covered under another NPDES permit.

Storm water shall be defined to include all of the following non-storm water discharges provided pollution prevention controls for the non-storm water component are identified in the SWPPP:

- 1) Discharges from fire hydrant flushing
- 2) Potable water sources including water line flushing
- 3) Fire system test water
- 4) Irrigation drainage
- 5) Lawn watering
- 6) Routine building wash down which does not use detergents or other compounds
- 7) Pavement wash waters where contamination by toxic or hazardous materials have not occurred (unless all contamination by toxic or hazardous materials have been removed) and where detergents are not used
- 8) Air conditioning condensate
- 9) Springs
- 10) Uncontaminated ground water

11) Foundations or footing drains where flows are not contaminated with process materials such as solvents

Discharges from fire fighting activities are authorized by the permit, but are exempted from the requirement to be identified in the SWPPP.

The table below specifies what non-storm water discharges occur at the facility.

***Add additional spaces as necessary***

<b>NON-STORM WATER DISCHARGE:</b>	<b>POLLUTION PREVENTION CONTROLS:</b>	<b>IMPACTED OUTFALL:</b>
Hydrant Flushing	Non contaminated municipal drinking water system	2
Irrigation Drainage	Non contaminated municipal drinking water system	2
Lawn Watering	Non Contaminated municipal drinking water system	2
Foundation & Footing Drains	No soil or groundwater contamination on-onsite.	2

## **8.0 ANNUAL REVIEW**

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The permit requires that the permittee shall review the SWPPP annually after it is developed and maintain written summaries of the reviews. Based on the review, the permittee shall amend the SWPPP as needed to ensure continued compliance with the terms and conditions of the permit. The annual review is to be retained on site. It does not need to be submitted to the DNRE. The Annual Review Form is in Section 23.0.

## **9.0 CERTIFIED STORM WATER OPERATOR UPDATE**

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The permit requires that if the Certified Storm Water Operator is changed or an additional Certified Storm Water Operator is added, the permittee shall provide the name and certification number of the new Certified Storm Water Operator to the Department. If a facility has multiple Certified Storm Water Operators, the name and certification number of the Certified Storm Water Operators shall be included in the SWPPP.

## **10.0 RECORD KEEPING**

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The permit requires that the permittee shall maintain records of all SWPPP related inspection and maintenance activities. Records shall also be kept describing incidents such as spills or other discharges that can affect the quality of storm water runoff. All such records shall be retained for three years.

## 11.0 SWPPP CERTIFICATION

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The permit requires that the SWPPP shall be reviewed and signed by the Certified Storm Water Operator(s) and by either the permittee or an authorized representative in accordance with 40 CFR 122.22. The SWPPP shall be retained on-site at the facility which generates the storm water discharge.

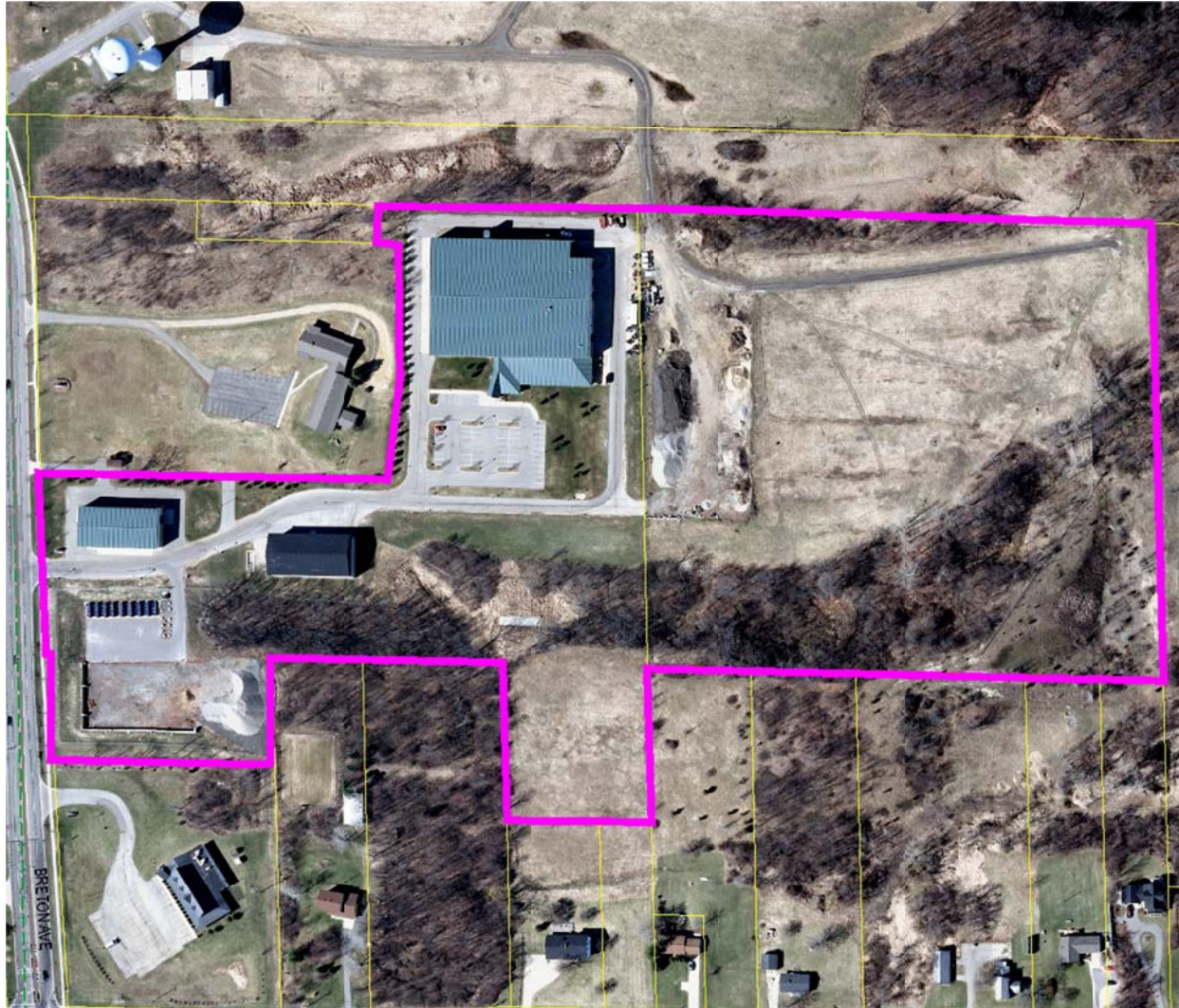
*I certify under penalty of law that the storm water drainage system in this SWPPP has been tested or evaluated for the presence of non-storm water discharges either by me, or under my direction and supervision. I certify under penalty of law that this SWPPP has been developed in accordance with the General Permit and with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. At the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.*

<b>Permittee or Authorized Representative</b>
Printed Name & Title:
Signature & Date:

<b>Certified Storm Water Operator</b>
Printed Name & Certification Number:
Signature & Date:

## 12.0 FIGURE 1 – FACILITY SITE MAP

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## 12.0 FIGURE 1 – FACILITY SITE MAP CONTINUED



## 13.0 TABLE 1 – SIGNIFICANT MATERIAL INVENTORY AND DESCRIPTION OF INDUSTRIAL ACTIVITY OR SIGNIFICANT MATERIAL STORAGE AREAS

**Instructions** - The intent of this table is to ensure that facilities comply with Part I, Section C.1.b. of their industrial storm water permit. See sample table in Section 26 for reference. Fill out the applicable areas or activities in the corresponding sections. Add more lines as needed. Once you have described the area or activity, list the significant materials that are associated with the areas or activities, the exposure methods, and evaluate the level of exposure. Once that is completed indicate the inlet(s) and outfall(s) that would be impacted if significant materials were discharged from the areas or activities described.

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
1) Loading, unloading, and other material handling operations	Salt Storage Building	Salt & Vactor Decanted Liquids & solids from CB Cleaning Operations	Spillage of salt during loading operations. Overflow of material from Vactor Sluice Pit	Salt – low to medium CB Cleanings - Low	A & C	2
	Recycling Containers	Unauthorized recycling material	Illegal Dumping by Public	Low	K	1
	Household Hazardous Wastes Collection Center	Household Hazardous Wastes	Kent County Personnel not following proper procedures	Medium	Q	2
	Material Yard	Gravel, Sand & Dirt	Runoff from rain events into storm sewer system	High	N & O	2
2) Outdoor storage including secondary containment structures	Material Yard	Gravel, Sand & Dirt	Runoff from rain events into storm sewer system	High	N & O	2
	Household Hazardous Wastes Collection Center	Household Hazardous Wastes	Kent County Personnel not following proper procedures	Medium	Q	2

### 13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
3) Outdoor manufacturing or processing activities	N/A					
4) Significant dust or particulate generating processes	N/A					
5) Discharge from vents, stacks, and air emission controls	N/A					



## 13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
6) On-site waste disposal practices	Vactor Dump – Sluice Pit	CB Cleaning Residuals	Tracked out of Sluice Pits on Vactor & End Loader Tires	Low to Medium	A & C	2
	Dumpsters	Refuse	Spillage during handling	Medium	Q	2
7) Maintenance and cleaning of vehicles, machines and equipment	N/A – performed in enclosed garage which drains to sanitary sewer					
8) Areas of exposed and/or erodible soils	Material Yard	Gravel, Sand & Dirt	Erodible Material may enter storm sewer system during rain events	High	N & O	2

### 13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
9) Sites of Environmental Contamination listed under Part 201	Kentwood Landfill – EPA Brownfield	General Refuse	None – site is closed, caped and vegetated	low	N/A	N/A
10) Areas of significant material residues	Vactor Sluice Pits	CB Cleaning Residue	None – Enclosed building which drains directly to the sanitary system	Low	A & C	2
11) Areas where animals congregate (wild or domestic) and deposit wastes	N/A					
12) Other areas where storm water may contact significant materials	N/A					

**14.0 TABLE 2 – LIST OF SIGNIFICANT SPILLS**

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Location & Date	Material & Volume	Corrective Actions Taken
<b>No significant spills at this facility</b>		

## 15.0 TABLE 3 – DESCRIPTION OF PREVENTATIVE MAINTENANCE / ROUTINE HOUSEKEEPING INSPECTIONS

Description of Area or Equipment	Tasks	Frequency
Salt Storage Building	Inspect building integrity and check for salt spillage	Monthly during the winter & quarterly the rest of the year.
Vactor Sluice Pits	Inspect floor drains and sanitary settling tanks to maintain adequate storage volume and check for leaks / spills	Quarterly
Kent County Recycling Containers	Inspect dumpsters & transfer lot for spillage of raw materials	Weekly
Ken County Household Hazardous Waste Recycling Trailer	Inspect Trailer for leaks or breaches in secondary containment. Check for unauthorized materials left onsite by citizens	Monthly
Material Yard – “Lay Down Area”	Inspect yard for soil erosion & sedimentation	Monthly or after each significant rainfall
Dumpsters	Check that all lids are closed and that no material is left out in the open	Weekly

## 16.0 TABLE 4 – MATERIAL HANDLING & SPILL PREVENTION / CLEAN-UP PROCEDURES

Potential Spill Area	Material Handling & Storage Procedures	Spill Response Procedures & Equipment
Salt Storage Building	Store materials only within the enclosed building and handle in a manner that prevents spillage.	Protect storm drains. Sweep spilled salt back into building. Notify supervisor if large quantity of salt is lost.
Vactor Sluice Pits	Empty Vactor only within confines of the building. Ensure that solid & liquid wastes are transferred to the settling tanks & sanitary sewer. Residual solids to be disposed of with a contracted licensed hazardous material hauler.	Protect storm drains. Contain spillage with sand or absorbent bags. Vacuum up spillage with Vactor. Wash spillage back into Sluice Pit Area
Kent County Recycling Containers	Ensure that there is no spillage of recyclable materials and that no liquids leak from the containers. Ensure that container lids are in place and closed when not in use.	Protect storm drain. Clean up spillage utilizing necessary materials. Notify supervisor if necessary and contact Kent County if containers must be removed immediately.
Kent County Hazardous Waste Recycling Trailer	Collection of Hazardous Materials performed by certified personnel with the Kent County Dept. of Public Works (KCDPW) within secondary storage container.  Catchbasins are sealed off prior to commencement of collection activities by KCDPW employees.	Protect Storm Drains  Clean up spillage utilizing necessary materials.
Material Yard – “Lay Down Area”	Store soils as far from storm sewers as possible. Keep loose soils from entering the storm drains by utilizing correct SESC measures.	Protect storm drains. Install silt fence and storm drain inserts as necessary. Clean sumps and detention / sedimentation basin on annual basis.
Dumpsters	Ensure that there is no spillage of refuse and that no liquids leak from the dumpsters. Keep lids on dumpsters at all times.	Protect storm drains. Clean up spillage utilizing necessary materials. Notify supervisor if necessary.

## 17.0 TABLE 5 – SPILL KIT INVENTORY

List the spill response equipment that will be maintained in each location or locker (refer to MSDSs to determine recommended clean-up methods and supplies):

Person responsible for maintaining this inventory: Public Works Superintendent; excepting therefrom KCDPW Household Hazardous Waste (HHW) Trailer (maintained by KCDPW personnel)

Locker number or location	Absorbents (pads, booms, kitty litter, etc.)	Tools (shovels, brooms, squeegees, etc.)	Personal Protective Equipment (rubber gloves, boots, masks, etc.)	Other Supplies (warning tape, labels, markers, MSDSs, etc.)
Salt Storage Building	N/A	Broom Shovel	N/A	Sandbags CB Cover
Vactor Sluice Pits	50lb bag of absorbent material or absorbent bags	Broom Shovel	Gloves, boots & protective clothing worn by personnel operating the Vactor	Sandbags CB Cover
Kent County HHW Recycling Trailer	Spill socks, pads, clay absorbents	Broom Shovel	Tyvek Apron Chemical Resistant Gloves	Labeled Containers
Material Yard – “Lay Down Area”	N/A	Shovel	N/A	Sandbags Silt fencing

Label each spill kit with the words “SPILL KIT” and the necessary emergency telephone number(s) or pager number(s) of persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill locker:

**Facility Responsible Person/Phone Number:** John Gorney 554-0825 (office) 340-5907 (cell)

**Spill Response Contractor/Phone Number:** Kentwood Fire Department \*911

Young’s Environmental: (616) 785-3374

**DNRE District Office Phone Number:** Grand Rapids District Office: (616) 356-0500

**DNRE 24-Hour Emergency Spill Reporting Hot-Line:** 1-800-292-4706

Stencil the following warning on each spill kit:

**“WARNING: NEVER HOSE DOWN A SPILL!  
CLEAN IT UP PROMPTLY AND DISPOSE OF THE WASTE PROPERLY.”**

**18.0 TABLE 6 – STRUCTURAL CONTROLS USED AT THE FACILITY**

Description of Structural Control	Location of Structural Control	Significant Materials intended to be managed
Catch basins w/ sumps & filter cloth if necessary	Inlets A, C, N & O	Salt & Sediment
Detention / Sediment Basin	Between Outfall 2 & 3	Salt & Sediment

## 19.0 PREVENTATIVE MAINTENANCE INSPECTION FORM

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Date:	Time:
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<b>Inspector</b>	
Print: (Circle one) John Gorney or Jim Beke	Signature:

Areas Inspected	Observation	Corrective Actions Taken
Salt Storage Building		
Vactor Sluice Pits		
Kent County Recycling Containers		
Kent County HHW Trailer		
Material Yard – “Lay Down Area”		
Dumpsters		



## 20.0 COMPREHENSIVE SITE INSPECTION FORM

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Date:	Time:
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<b>Inspector</b>	
Print: (circle one) John Gorney or Jim Beke	Signature:

Is the Facility in compliance with the General Permit and the SWPPP:
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Areas Inspected	Observation	Corrective Actions Taken
Salt Storage Building		
Vactor Sluice Pits		
Kent County Recycling Containers		
Kent County Hazardous Waste Recycling Trailer		
Material Yard – “Lay Down Area”		
Dumpsters		

## **21.0 HOUSEKEEPING INSPECTION FORM**

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**PM AND HOUSEKEEPING PROGRAMS ARE COMBINED  
SEE PREVENTATIVE MAINTENANCE INSPECTION FORM**

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## 23.0 ANNUAL SWPPP REVIEW FORM

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Date of Review:
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<b>Reviewer</b>	
Print:	Signature:

### Annual SWPPP Review Checklist

1) Facility general information and SWPPP team information is current and accurate	Yes	No	
2) Site map is current and accurate	Yes	No	
3) Significant material inventory is current and accurate	Yes	No	
4) New exposures, processes and related controls have been documented	Yes	No	NA
5) Spills have been recorded and reported as appropriate	Yes	No	NA
6) Records of routine preventative maintenance, housekeeping and employee training are available in the SWPPP file	Yes	No	
7) Comprehensive site inspections have been completed, certified and filed in the SWPPP file	Yes	No	
8) Corrective actions noted in the inspection reports have been completed	Yes	No	
9) Certified Storm Water Operator is current	Yes	No	
10) Annual fees have been paid	Yes	No	
11) Permit renewal request has been processed	Yes	No	NA
12) SWPPP has been reviewed and signed by the Certified Storm Water Operator and the Permittee or designated representative	Yes	No	

Additional Comments:
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# 24.0 DNRE SPILL OR RELEASE REPORT



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

## SPILL OR RELEASE REPORT

**NOTE:** Some regulations require a specific form to use and procedures to follow when reporting a release. Those forms and procedures **MUST** be used and followed if reporting under those regulations. This report form is to aid persons reporting releases under regulations that do not require a specific form. This report form is not required to be used. **To report a release, some regulations require a facility to call the PEAS Hotline at 800-292-4706, or DEQ District Office that oversees the county where it occurred, and other regulating agencies and provide the following information. A follow-up written report may be required. Keep a copy of this report as documentation that the release was reported. If you prefer to submit this report electronically by FAX or e-mail, contact the regulating agency for the correct telephone number or e-mail address. See the DEQ website on [Spill/Release Reporting](#) for more reporting information.**

*Please print or type all information.*

NAME AND TITLE OF PERSON SUBMITTING WRITTEN REPORT			TELEPHONE NUMBER (provide area code)		
NAME OF BUSINESS			RELEASE LOCATION (provide address if different than business, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.)		
STREET ADDRESS					
CITY	STATE	ZIP CODE			
BUSINESS TELEPHONE NUMBER (provide area code)					
SITE IDENTIFICATION NUMBER AND OTHER IDENTIFYING NUMBERS (if applicable)			COUNTY	TOWNSHIP	TIER/RANGE/SECTION (if known)
<b>RELEASE DATA.</b> Complete all applicable categories. Check all the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.					
DATE & TIME OF RELEASE (if known)	DATE & TIME OF DISCOVERY	DURATION OF RELEASE (if known)	TYPE OF INCIDENT		
____/____/____	____/____/____	_____ days	<input type="checkbox"/> Explosion	<input type="checkbox"/> Pipe/valve leak or rupture	
_____ am/pm	_____ am/pm	_____ hours	<input type="checkbox"/> Fire	<input type="checkbox"/> Vehicle accident	
		_____ minutes	<input type="checkbox"/> Leaking container	<input type="checkbox"/> Other _____	
			<input type="checkbox"/> Loading/unloading release		
MATERIAL RELEASED (Chemical or trade name)		CAS NUMBER or HAZARDOUS WASTE CODE	ESTIMATED QUANTITY RELEASED (indicate unit e.g. lbs, gals, cu ft or yds)	PHYSICAL STATE RELEASED (indicate if solid, liquid, or gas)	
<input type="checkbox"/> CHECK HERE IF ADDITIONAL MATERIALS LISTED ON ATTACHED PAGE.					
FACTORS CONTRIBUTING TO RELEASE			SOURCE OF LOSS		
<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Training deficiencies		<input type="checkbox"/> Container	<input type="checkbox"/> Ship	<input type="checkbox"/> Truck
<input type="checkbox"/> Operator error	<input type="checkbox"/> Unusual weather conditions		<input type="checkbox"/> Railroad car	<input type="checkbox"/> Tank	<input type="checkbox"/> Other _____
<input type="checkbox"/> Faulty process design	<input type="checkbox"/> Other _____		<input type="checkbox"/> Pipeline	<input type="checkbox"/> Tanker	
TYPE OF MATERIAL RELEASED		MATERIAL LISTED ON or DEFINED BY		IMMEDIATE ACTIONS TAKEN	
<input type="checkbox"/> Agricultural: manure, pesticide, fertilizer	<input type="checkbox"/> CAA Section 112(r) list (40 CFR Part 68)	<input type="checkbox"/> Containment	<input type="checkbox"/> Diversion of release to treatment		
<input type="checkbox"/> Chemicals	<input type="checkbox"/> CERCLA Table 302.4 (40 CFR Part 302)	<input type="checkbox"/> Dilution	<input type="checkbox"/> Decontamination of persons or equipment		
<input type="checkbox"/> Flammable or combustible liquid	<input type="checkbox"/> EPCRA Extremely Hazardous Substance (40 CFR Part 355)	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Monitoring		
<input type="checkbox"/> Hazardous waste	<input type="checkbox"/> Michigan Critical Materials Register or permit	<input type="checkbox"/> Hazard removal	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Liquid industrial waste	<input type="checkbox"/> NREPA Part 31, Part 5 Rules polluting material	<input type="checkbox"/> Neutralization			
<input type="checkbox"/> Oil/petroleum products or waste	<input type="checkbox"/> NREPA Part 111 or RCRA hazardous waste	<input type="checkbox"/> System shut down			
<input type="checkbox"/> Salt	<input type="checkbox"/> NREPA Part 121 liquid industrial waste				
<input type="checkbox"/> Sewage	<input type="checkbox"/> Other list _____				
<input type="checkbox"/> Other _____	<input type="checkbox"/> Unknown				
<input type="checkbox"/> Unknown					
<b>RELEASE REACHED</b>					
<input type="checkbox"/> Surface waters (include name of river, lake, drain involved) _____			Distance from spill location to surface water, in feet _____		
<input type="checkbox"/> Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known) _____					
<input type="checkbox"/> Drain connected to storm sewer (include name of drain or water body it discharges into, if known) _____					
<input type="checkbox"/> Groundwater (indicate if it is a known or suspected drinking water source and include name of aquifer, if known) _____					
<input type="checkbox"/> Soils (include type e.g. clay, sand, loam, etc.) _____					
<input type="checkbox"/> Ambient Air					
<input type="checkbox"/> Spill contained on impervious surface					

EXTENT OF INJURIES, IF ANY  <hr/> <hr/> <hr/> <hr/> <hr/> 	WAS ANYONE HOSPITALIZED? <input type="checkbox"/> Yes NUMBER _____ HOSPITALIZED: _____ <input type="checkbox"/> No	TOTAL NUMBER OF INJURIES TREATED ON-SITE: <hr/>																																																						
DESCRIBE THE INCIDENT, THE TYPE OF EQUIPMENT INVOLVED IN THE RELEASE, HOW THE VOLUME OF LOSS WAS DETERMINED, ALONG WITH ANY RESULTING ENVIRONMENTAL DAMAGE CAUSED BY THE RELEASE. IDENTIFY WHO IMMEDIATELY RESPONDED TO THE INCIDENT (own employees or contractor — include cleanup company name, contact person, and telephone number). ALSO IDENTIFY WHO DID FURTHER CLEANUP ACTIVITIES, IF PERFORMED OR KNOWN WHEN REPORT SUBMITTED <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE  <hr/> <hr/> <hr/> <hr/> 																																																								
ESTIMATED QUANTITY OF ANY RECOVERED MATERIALS AND A DESCRIPTION OF HOW THOSE MATERIALS WERE MANAGED (include disposal method if applicable) <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE  <hr/> <hr/>																																																								
ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH (include known acute or immediate and chronic or delayed effects, and where appropriate, advice regarding medical attention necessary for exposed individuals.) <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE  <hr/> <hr/>																																																								
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY NOTIFIED: INITIAL CONTACT BY: <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other DATE/TIME INITIAL CONTACT: _____  <input type="checkbox"/> PEAS: 800-292-4706 Log Number Assigned _____ <input type="checkbox"/> DEQ District or Field Office Divisions or Offices Contacted: <input type="checkbox"/> Baraga <input type="checkbox"/> Gwinn <input type="checkbox"/> Air Quality <input type="checkbox"/> Bay City <input type="checkbox"/> Jackson <input type="checkbox"/> Land & Water Management <input type="checkbox"/> Cadillac <input type="checkbox"/> Kalamazoo <input type="checkbox"/> Office Geological Survey <input type="checkbox"/> Crystal Falls <input type="checkbox"/> Lansing <input type="checkbox"/> Remediation and <input type="checkbox"/> Detroit <input type="checkbox"/> Newberry <input type="checkbox"/> Redevelopment <input type="checkbox"/> Gaylord <input type="checkbox"/> Warren <input type="checkbox"/> Waste and Hazardous <input type="checkbox"/> Grand Rapids <input type="checkbox"/> Wyoming <input type="checkbox"/> Materials DEQ Office locations are subject to change <input type="checkbox"/> Water Bureau	OTHER ENTITIES NOTIFIED: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:10%; text-align: center;">Date:</th> <th style="width:10%; text-align: center;">Time:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> National Response Center (NRC): 800-424-8802</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> US Coast Guard Office:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. Marie</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> US Department of Transportation</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> US Environmental Protection Agency</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 911 (or primary public safety answering point)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Local Fire Department</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Local Police and/or State Police</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Local Emergency Planning Committee</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> State Emergency Response Commission via MI SARA Title III Program</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Wastewater Treatment Plant Authority</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Hazmat Team</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Local Health Department</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Department of Labor &amp; Economic Growth MIOSHA</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Department of Labor &amp; Economic Growth Fire Safety</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Michigan Department of Agriculture: 800-405-0101</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Date:	Time:	<input type="checkbox"/> National Response Center (NRC): 800-424-8802	_____	_____	<input type="checkbox"/> US Coast Guard Office:	_____	_____	<input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. Marie			<input type="checkbox"/> US Department of Transportation	_____	_____	<input type="checkbox"/> US Environmental Protection Agency	_____	_____	<input type="checkbox"/> 911 (or primary public safety answering point)	_____	_____	<input type="checkbox"/> Local Fire Department	_____	_____	<input type="checkbox"/> Local Police and/or State Police	_____	_____	<input type="checkbox"/> Local Emergency Planning Committee	_____	_____	<input type="checkbox"/> State Emergency Response Commission via MI SARA Title III Program	_____	_____	<input type="checkbox"/> Wastewater Treatment Plant Authority	_____	_____	<input type="checkbox"/> Hazmat Team	_____	_____	<input type="checkbox"/> Local Health Department	_____	_____	<input type="checkbox"/> Department of Labor & Economic Growth MIOSHA	_____	_____	<input type="checkbox"/> Department of Labor & Economic Growth Fire Safety	_____	_____	<input type="checkbox"/> Michigan Department of Agriculture: 800-405-0101	_____	_____	<input type="checkbox"/> Other _____	_____	_____
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**NO EXPOSURE CERTIFICATION**  
 FOR EXCLUSION OF COVERAGE UNDER THE  
 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
 STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY  
By Authority of Act 451 PA 1994 Part 31

Submission of this No Exposure Certification constitutes certification the Facility identified below does not require permit authorization for storm water discharges associated with industrial activity in Michigan based on 40CFR 122. The Michigan Department of Environmental Quality may deny an exclusion at any time it determines that conditions at the facility do not meet the exclusion requirements. If the exclusion is denied, the owner must obtain authorization to discharge prior to any point source discharge of storm water from the facility.

Be advised that facilities excluded from permit requirements due to "no exposure" are required to submit a no exposure certification form to the Michigan Department of Environmental Quality once every five years to continue to be excluded from the permitting requirements.

**SECTION I**

FACILITY INFORMATION (where discharge occurs)			OWNER/PERMITEE INFORMATION		
SITE/FACILITY NAME Fire Station No. 3			COMPANY NAME City of Kentwood		
ADDRESS 1 5340 Eastern Ave SE			ADDRESS 1 4900 Breton Ave SE		
ADDRESS 2			ADDRESS 2		
CITY Kentwood	STATE MI	ZIP CODE 49508	CITY Kentwood	STATE MI	ZIP CODE 49508
RECEIVING WATERS Buck Creek			CONTACT PERSON James M Beke		
LATITUDE (to nearest 15 seconds) N42 86734		LONGITUDE (to nearest 15 seconds) W85 64490	CONTACT PERSON TELEPHONE) (616) 554-0737		

NW ¼ of NW ¼ Section: 32 Town: T6N Range: R11W Township: Paris County: Kent

**PRIMARY STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE**

N/A

TO DETERMINE THE PRIMARY INDUSTRIAL ACTIVITY USE THE VALUE OF NET REVENUES. IF SUCH INFORMATION IS NOT AVAILABLE FOR A PARTICULAR FACILITY THE NUMBER OF EMPLOYEES OR PRODUCTION RATE FOR EACH PROCESS MAY BE COMPARED. THE OPERATION THAT GENERATES THE MOST NET REVENUE OR EMPLOYS THE MOST PERSONNEL IS THE OPERATION IN WHICH THE FACILITY IS PRIMARILY ENGAGED.

**THIS FACILITY HOLDS EXISTING NPDES PERMIT:**

N/A

Please list any other NPDES number(s):

PLEASE RETURN THIS COMPLETED FORM (Page 1 & 2), AND ANY ATTACHMENTS, TO THE FOLLOWING ADDRESS:

KELLY PLOEHN  
 MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
 WATER BUREAU  
 2<sup>nd</sup> FLOOR NORTH  
 525 WEST ALLEGAN STREET  
 P.O. BOX 30273  
 LANSING MI 48909

If you have any questions regarding the completion of this form, please contact the appropriate district office. Please find district contact information at [www.michigan.gov/deqstormwater](http://www.michigan.gov/deqstormwater)

**NOTE:** There are TWO pages to a complete no exposure exclusion request. Please make sure that both pages have been completed prior to submitting.



**SECTION II**

**PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION**

**EXPOSURE CHECK LIST**

Are any of the following materials or activities exposed to storm water, now or in the foreseeable future?

- 1 Using, storing, or cleaning of industrial machinery or equipment, or residuals from such practices Yes  No
- 2 Materials or residuals on the ground or in storm water inlets from spills or leaks Yes  No
- 3 Materials or products from past industrial activities Yes  No
- 4 Material handling equipment (except adequately maintained vehicles) Yes  No
- 5 Materials or products during loading, unloading or transporting activities Yes  No
- 6 Materials or products stored outdoors (except final product intended to be used outside where exposure to storm water does not result in a discharge of pollutants) Yes  No
- 7 Materials contained in open unsealed, deteriorated, leaking, or improperly managed drums barrels, tanks etc Yes  No
- 8 Materials or products handled or stored on roads or railways owned or maintained by the facility Yes  No
- 9 Waste materials (except general office trash) Yes  No
- 10 Application or disposal of process wastewater (unless otherwise permitted) Yes  No
- 11 Particulate matter or visible deposits of residuals from roof stacks and/or vents not otherwise regulated (i.e. under an air quality control permit) Yes  No

**NOTE:** If you answered yes to any of the above questions (1-11), you are not eligible for the no exposure exclusion

- 12 Facility has conducted an investigation to locate any illicit connections to the storm sewer system  Yes  No
- 13 Based on the above investigation, the facility has concluded that there are no illicit connections to the storm water system  Yes  No

**SECTION III**

**CERTIFICATION**

State of Michigan regulations require this form be signed as follows:

**Corporation:** by the principal executive officer or vice-president or higher, or his/her designated representative if the representative is responsible for the overall operation of the facility from which the discharge described originates

**Partnership:** by a general partner

**Sole proprietorship:** by the proprietor

**Municipal, state, or other public facility:** by a principal executive officer, the mayor village president, city or village manager, or other duly authorized employee

I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from storm water permitting

I certify under penalty of law that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility identified in this document (except as allowed under 40 CFR 122.26(g)(2))

I understand that I am obligated to submit a no exposure certification form to the Michigan Department of Environmental Quality once every 5 years. I understand that I must allow the Michigan Department of Environmental Quality to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request. I understand that I must obtain discharge authorization under an NPDES permit prior to any point source discharge of storm water associated with industrial activity from the facility

I certify, under penalty of law, that this document and all attachments were prepared by me, or under my direction or supervision in accordance with a system to assure qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person(s) 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 fine and imprisonment for knowing violations. I certify under penalty of law that I possess full authority on behalf of the legal owner/permittee to sign and submit this No Exposure Certification

Printed name: James M Belce

Title: Sr Engineering Technician

Signature: *James M Belce*

Date: 8/11/10