

Stormwater Pollution Prevention Plan

**Fond du Lac County
Highway Department Shop
301 Dixie Street
Fond du Lac, WI 54935**

Prepared for:



**Fond du Lac County
Planning/Parks Department
160 South Macy St.
Fond du Lac, WI 54935**

Prepared by:

**AECOM
1210 Fourier Drive, Suite 100
Madison, WI 53717**

January 2009

STORMWATER POLLUTION PREVENTION PLAN

**FOND DU LAC COUNTY
HIGHWAY DEPARTMENT SHOP
301 Dixie Street
Fond du Lac, WI 54935**

Facility Contact:

**Mike Brown
Chief Patrol Superintendent
301 Dixie Street
P.O. Box 1234
Fond du Lac, WI 54936-0150**

**(920) 929-3490
mike.brown@fdlco.wi.gov**

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1. INTRODUCTION

1.1 Site Description

The Fond du Lac County Highway Department Shop site is located at 301 Dixie Street, Fond du Lac, WI 54935. The Highway Department Shop includes property on the north side of Dixie Street. The entire developed site encompasses approximately 10.6 acres. The Highway Department Shop is the primary location for the County's Highway and Public Works Division. The buildings and grounds house the administrative offices, vehicle maintenance services, and vehicle/equipment storage for the Highway Department. A location map is found on Figure 1.

1.2 Regulatory Background

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

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

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

Fond du Lac County received a Municipal Stormwater Permit under NR 216.02. One of the permit requirements is to develop a Stormwater Pollution Prevention Program for management of municipal garages, storage areas, and other municipal sources of pollution (NR 216.07(6)(a)4). Other municipal sources of pollution include facilities with fueling, chemical storage, vehicle maintenance, vehicle washing, outside storage of materials, or other activities that could be a source of stormwater pollution.

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

1.3 Objectives and Scope of Stormwater Pollution Prevention Plan

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

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

The scope of this plan includes:

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

1.4 Stormwater Pollution Prevention Responsibility

The persons listed on Table 1 are responsible for the stormwater management at the Highway Department Shop, including revisions to the SWPPP.

1.5 Plan Availability

A copy of this SWPPP will be maintained at the Highway Department Shop at all times and a second copy of this plan will be on file at the Fond du Lac County Planning/Parks Division office at 160 South Macy Street, Fond du Lac, WI 54935. Copies will be made available to WDNR representatives at their request.

1.6 Plan Compliance and Modifications

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

1.7 Other Plans Incorporated by Reference

Other environmental management plans may contain provisions for managing stormwater. In some cases, it may be possible to build on elements of these plans that are relevant to stormwater pollution prevention. In this case, the Fond du Lac County Highway Department does currently have another environmental management plan, titled the Spill Prevention Control and Countermeasures Plan which was completed in April 2008.

2. STORMWATER POLLUTION PREVENTION TEAM

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

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

The definition of a “spill event” is the release of one substance to the environment. The following individuals make up the stormwater pollution prevention team for the Fond du Lac County Highway Department. Each member has specific responsibilities in maintaining and implementing the SWPPP. Individuals may have more than one responsibility. The current team roster is provided in Table 1.

| TABLE 1 STORMWATER POLLUTION PREVENTION TEAM | | |
|---|--------------|--|
| Responsibility | Name | Phone Number |
| Team Coordinator | Mike Brown | (920) 929-3490 |
| Primary Emergency Contact (M-F 7:30am - 4:00pm) | Mike Brown | (920) 929-3490 |
| Secondary Emergency Contact (M-F 8:00am - 4:30pm) | Jeff Bertram | (920) 929-3494 |
| Authorized Signature | Tom Janke | (920) 929-3485 |
| Plan Implementation | Mike Brown | (920) 929-3490 |
| Plan Revision | Mike Brown | (920) 929-3490 |
| Employee Training | Mike Brown | (920) 929-3490 |
| Inspections | Jeff Bertram | (920) 929-3494 |
| Preventive Maintenance | Jeff Bertram | (920) 929-3494 |
| Spill Response | Mike Brown | Work: (920) 929-3490 Cell: (920) 579-0014 |
| Emergency Calls – After Hours (24 hours) | Tom Janke | Cell: (920) 979-7749 Home: (920) 923-0954 |



2.1 Team Coordinator

The stormwater pollution prevention coordinator has the ongoing responsibility for implementation of this SWPPP. Specifically, this includes:

- Implementation of inspection schedules,
- Records preservation,
- Coordinating responses to spill emergencies,
- Employee training, and
- Annual updates to the SWPPP, if required.

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

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

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

2.2 Team Members

Members of the team have the responsibility for:

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

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

3. POTENTIAL CONTAMINATION SOURCES AND RISK IDENTIFICATION

3.1 Initial Site Evaluation Summary

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

AECOM conducted a site evaluation on December 16, 2008. The Highway Department Shop site contains nine buildings, a vehicle fueling area, outdoor storage areas, and parking areas. The activities conducted at each of these areas are listed below in Table 2. A map displaying the locations of buildings and areas is shown on Figure 2.

| TABLE 2 HIGHWAY DEPARTMENT SHOP AREA DESCRIPTIONS | | | | | |
|--|------------------|---|---|----------------------|---|
| Map ID # | Area | Storage | Maintenance Activities | Floor Drains* | Additional Information |
| 1 | Main Building | <ul style="list-style-type: none"> • Bulk Lubricants • Vehicles and Equipment | All vehicle maintenance (major and minor repairs) | Yes ** | Houses administrative offices, main vehicle and equipment storage, main repairs shop, truck washing areas, storage rooms. |
| 2 | Sign Shop | <ul style="list-style-type: none"> • Signs and Poles • Paint • Sand blasting material | Painting and sandblasting areas for equipment | No | Building is divided into three rooms: the sign shop, paint booth, and sand blasting/storage room. |
| 3 | Cold Storage #1 | <ul style="list-style-type: none"> • Paint • Chloride • Oil • Misc. materials | None | No | |
| 4 | Salt Building #1 | <ul style="list-style-type: none"> • 1000-1,100 tons of salt | None | No | |
| 5 | Salt Building #2 | <ul style="list-style-type: none"> • 1000-1,100 tons of salt/sand mixture | None | No | |
| 6 | Salt Building #3 | <ul style="list-style-type: none"> • 6,000 tons of salt | None | No | |
| 7 | Salt Building #4 | <ul style="list-style-type: none"> • 6,000 tons of salt | None | No | Used to store DOT road salt |
| 8 | Cold Storage #2 | <ul style="list-style-type: none"> • Signs • Guard rail parts • Misc. materials | None | No | |
| 9 | Cold Storage #3 | <ul style="list-style-type: none"> • Grass Seed • Fertilizer • Oil | None | No | |
| 10 | Vehicle | <ul style="list-style-type: none"> • 3 Outdoor gasoline and | None | N/A | Outdoor fuel pumps used by |

TABLE 2
HIGHWAY DEPARTMENT SHOP AREA DESCRIPTIONS

| Map ID # | Area | Storage | Maintenance Activities | Floor Drains* | Additional Information |
|----------|-----------------------|---|------------------------|---------------|--|
| | Fueling Area | diesel fuel tanks | | | all County vehicles and equipment only. |
| 11 | Outdoor Storage Area | <ul style="list-style-type: none"> • Guard rail • Pipes/poles • Misc. metal materials • Misc. equipment | None | N/A | |
| 12 | Outdoor Storage Area | <ul style="list-style-type: none"> • Bulk asphalt & aggregates • Garbage • Lumber & guard rail | None | N/A | There is a pile of refuse collected from county highways located here. The garbage is removed as needed. |
| 13 | Employee Parking Area | <ul style="list-style-type: none"> • Buses and vans • Employee owned cars | None | N/A | The buses are County owned, but not operated by the Highway Department. |

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

** At this building the County tested all floor drains for sanitary / storm connection. Some drains were identified as connected to storm sewers. Correction to these storm connections are budgeted and will be corrected in 2009.

3.2 Stormwater Drainage and Outfalls

The Highway Department Shop site area is approximately 10.6 acres. There are 6 stormwater drainage basins at the site. Drainage basins were delineated based on the site visit and based on a drainage map conducted as part of the Spill Prevention Control and Countermeasures Plan (April 2008). Most of the stormwater runoff is directed into the storm sewer system, generally by overland flow paths. Some stormwater leaves the site via sheet flow. Six outfalls have been assigned to locations where stormwater leaves the site in a concentrated manner. These outfalls and the flow paths can be seen on Figure 3.

The southern third of the Highway Department Shop site is located within drainage basins 1 and 2. These basins collect stormwater from the impervious and pervious areas by means of overland flow to storm sewer inlets. The storm sewer exits the site to the south and joins the main line at Dixie Street in two different locations, east and west of the main building, at outfalls 1 and 2. The roof drains for the main building are also directly connected to the storm sewer. The storm sewer system is ultimately discharged into the East Branch of the Fond du Lac River.

The central portion of the Highway Department Shop site is located within drainage basins 3, 4 and 5. The runoff from basin 3 leaves the site via sheet flow at outfall 3. Basins 4 and 5 collect stormwater from the impervious and pervious areas by means of overland flow to storm sewer inlets. The storm sewer exits the site to the west and joins the main line at Freemont Street at outfalls 4 and 5. The storm sewer system is ultimately discharged into the West Branch of the Fond du Lac River.

The northern portion of the Highway Department Shop site is located within drainage basin 6. This basin collects stormwater from the impervious and pervious areas by means of overland flow to storm sewer

inlets. The storm sewer exits the site to the east and joins the main line at Griffith Street at outfall 6. The storm sewer system is ultimately discharged into the East Branch of the Fond du Lac River.

Table 3 lists the characteristics of the drainage basins at the Highway Department Shop.

| TABLE 3 | | | |
|-----------------------------------|---------------------|---------------------------|---------------------------------|
| STORMWATER DRAINAGE BASINS | | | |
| Basin ID. | Area (acres) | Percent Impervious | Off-Site Conveyance Type |
| 1 | 1.7 | 100% | Surface runoff to storm sewer |
| 2 | 1.7 | 94% | Surface runoff to storm sewer |
| 3 | 1.3 | 94% | Surface runoff off the site |
| 4 | 2.3 | 97% | Surface runoff to storm sewer |
| 5 | 2.6 | 95% | Surface runoff to storm sewer |
| 6 | 1.0 | 52% | Surface runoff to storm sewer |

3.3 Areas of Potential Stormwater Contamination

Based on conversations with County staff and a site inspection of the facility the most likely sources of stormwater pollution are listed in Table 4.

| TABLE 4 | | | | |
|--|------------------------------|---|-----------------------------|--|
| AREAS OF POTENTIAL STORMWATER CONTAMINATION | | | | |
| Map ID # | Area | Problem Description | Potential Pollutants | Outfall Locations |
| 1 | Scrap Metals Storage | There is a metals dumpster with scrap pieces (including used fuel tanks) located outside of Building 1 with exposure to runoff. | Metals & fuel residue | Storm sewer at Dixie St. |
| 1 | Outdoor Wash Station | There is an outdoor equipment washing station, next to Building 1 that drains to the storm sewer inlet. | Sediment, oils, wash water | Storm sewer at Dixie St. |
| 3-7 | Salt Storage Buildings | Materials are contained by a building enclosure – loading of trucks may cause spills onto areas exposed to runoff. | Salt & Sand | Storm sewer at Griffith St. and Freemont St. |
| 10 | Vehicle Fueling Area | Outdoor fuel pumps and tanks with no shelter. Spills are exposed to runoff. | Diesel fuel and gasoline | Storm sewer at Dixie St. |
| 11 | Wrecked Vehicle Storage Area | Vehicles from car accidents temporarily stored here by the Sheriff's Department. | Fuel, oils, greases | Storm sewer at Freemont St. |
| 12 | Outdoor Storage Area | Bulk aggregates, asphalt, garbage, and dumpsters exposed to runoff | Sediments & Metals | Storm sewer at Freemont St. |

3.4 Materials Inventory

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

| TABLE 5 MATERIALS INVENTORY | | | | | | |
|--|---------------------------------|---------------------|-----------------|---------------------------------|--------------------------------|---|
| Map ID # Storage Location | Material Description | Material Use | Location | Approximate Quantity | Containment Methods | Likelihood of Exposure to Stormwater |
| 3-7 | Salt & Sand | De-icing roads | Buildings 3-7 | About 14,000 tons (in winter) | Stored Inside | Most likely in winter months, when loading trucks |
| 12 | Bulk Aggregates & Asphalt | Roads/Fill | Outdoor piles | About 100 cubic yards (total) | Outdoor bins (3-sided) | Very Likely |

3.5 Vehicle Inventory

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

| TABLE 6 VEHICLE INVENTORY | | | |
|--------------------------------------|-------------------------|--------------------------------|-----------------|
| Vehicle/Equipment Type | Number of Pieces | Normal Storage Location | Map ID # |
| Wheel Loader | 1 | Building 1 | 1 |
| Crawler Loader and Dozer | 2 | Building 1 | 1 |
| Tractor Mower | 2 | Outside | 11 |
| Grader | 1 | Building 1 | 1 |
| Asphalt Roller | 5 | Building 1 | 1 |
| Asphalt Paver | 1 | Building 1 | 1 |
| Pickup/Utility Truck | 7 | Building 1 | 1 |
| Tri-Axle Dump Truck | 14 | Building 1 | 1 |
| Tandem-Axle Dump Truck | 1 | Building 1 | 1 |
| 5-Yard Dump Truck | 9 | Building 1 | 1 |
| Medium Dump Truck | 7 | Building 1 | 1 |
| Oshkosh FWD | 3 | Building 1 | 1 |
| Sign Truck | 1 | Building 1 | 1 |

| Vehicle/Equipment Type | Number of Pieces | Normal Storage Location | Map ID # |
|-------------------------------|-------------------------|--------------------------------|-----------------|
| Semi-Tractor | 2 | Building 1 | 1 |
| Fork Lift | 2 | Building 1 | 1 |
| Van | 1 | Building 1 | 1 |
| Car | 1 | Building 1 | 1 |
| Tack Truck | 1 | Building 1 | 1 |
| Road Widener | 1 | Building 1 | 1 |
| Excavator | 2 | Building 1 | 1 |
| Buses/Vans | 20 | Employee Parking Lot | 13 |

3.6 Historical Leaks and Spills

Based on information provided by Fond du Lac County, no reportable leaks or spills have occurred at the facility within the last 3 years. From inspection during the site visit, no evidence was found of any leaks or spills discharging off-site.

3.7 Non-Stormwater Runoff Discharges

During the site inspection on December 16, 2008 a potential non-stormwater runoff discharge was observed. There is a vehicle/equipment washing station located outside, just north of Building 1. The runoff water from this location drains into the storm sewer system on the site. The use of this wash station only occurs occasionally because there is a primary wash station located within Building 1 that drains into the sanitary sewer system.

4. BEST MANAGEMENT PRACTICES

4.1 Objective

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

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

4.2 Measures and Controls

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

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

4.2.1 Existing Management Practices

Existing Stormwater Management Practices, that will be continued, include:

- E1.** Equipment and Material is unloaded inside of buildings. Loading docks are not utilized at the site.
- E2.** Whenever possible, County-owned vehicles on the site are stored inside or underneath an awning, reducing the risk that leaks or contaminants will be exposed to rainfall.
- E3.** Cleaning solvents, oils, lubricants, paints, and gas cans are stored in a dry room in Building 1 with concrete floors. The floor of this room is recessed below the main floor, so if a spill were to occur, it would be contained in the room. All floor drains in this building are connected to a sanitary system.
- E4.** The amount of hazardous liquids and materials kept on-hand are minimized. Products are ordered on an "as needed" basis.
- E5.** Hazardous liquids and materials that are ready for disposal are kept in a sealed container on the site which contains the materials eliminates any contact with stormwater.
- E6.** The diesel fuel and gasoline tanks are located within containment structures, eliminating leaks.
- E7.** There is a spill containment kit located at the vehicle fueling area.
- E8.** Vehicles and equipment are kept in good working order to minimize leaks. All vehicle maintenance occurs within Building 1.
- E9.** Floor drains in all buildings are connected to sanitary sewers as opposed to storm sewers.
- E10.** Most of the time, trucks and equipment are washed inside, eliminating any contact with stormwater.

- E11.** Oil dry absorbent material is supplied inside at repair areas, where leaks and spills might occur.
- E12.** Signage around certain areas prohibits/regulates some activities that might cause stormwater pollution. These signs include: instructions at the salt loading areas and instructions near the fuel pump areas.

4.2.2 Proposed Best Management Practices

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

- P1.** Continue to maintain existing management practices.
- P2.** Address the outdoor wash station; two options are recommended: 1) discontinue use of the outdoor site completely (only use the indoor facility which is connected to the sanitary system); or 2) treat the runoff wash water before it enters a storm inlet. Some options for treatment include: installing inlet protection at the storm inlet to prevent pollutants from entering the storm sewer, or consider a proprietary underground treatment vault.
- P3.** Clean up and dispose of unnecessary items in the outdoor storage area.
- P4.** Install a shelter over the dumpster area or regularly empty dumpsters to avoid high volumes of waste coming in contact with stormwater. Alternatively, dumpster could be kept indoors.
- P5.** Store the wrecked vehicles from the Sheriff's Department in such a manner that stormwater would not come in contact with the area. Options may include inside storage or under an awning. These vehicles are not in good condition and have the potential to leak fuel and oil, which can come in contact with stormwater runoff.
- P6.** If the inspections conducted under Chapter 5 show an oil sheen in the runoff from the fueling areas, measures must be taken to reduce petroleum runoff. Management measures may include: oil and grease separators, canopies, or other measures to prevent and/or treat petroleum in the runoff.
- P7.** Implement an employee training program (Refer to Section 5.7).
- P8.** While sand and salt are on-site, areas down slope should be inspected after loading operations. If a large quantity of sand and salt is spilled a mechanical sweeper or loader should be used to clean up excess material. Also consider installing inlet protection to any stormwater inlets downstream of the sand storage/loading areas.
- P9.** All outdoor bulk storage of sand, cold mix asphalt, or other materials stockpiles should be covered, or contained in a method which does not allow stormwater to leave the area.
- P10.** All spills shall be promptly cleaned up. Cleanup may involve shoveling or sweeping the solids, or using commercial absorbent material to absorb oil and grease spills. Any reportable spill must be reported to the WDNR, the Fond du Lac Fire Department, and the County Highway Commissioner. A summary of Wisconsin Spill Reporting Requirements is included in Appendix C.

4.3 Best Management Practices Implementation

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

4.4 Prohibited Activities

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

- Cleaning of spills by flushing with water, instead of using an absorbent material and sweeping.
- Fueling area is restricted to use by County employees for County vehicles. This is verified by a card-reader system.
- Dumping of salt at the salt building is not allowed unless a loader is present to clean up the area.

4.5 Residual Pollutants Expected to Remain in Stormwater

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

- Oil and grease from employee/visitor parking areas and vehicle fueling area,
- Total suspended solids (TSS) and salt from the sand/salt storage area, and
- TSS from outdoor material storage

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

5. INSPECTIONS AND RECORD KEEPING

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

5.1 Quarterly Visual Stormwater Inspections

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

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

5.2 Annual Site Inspection

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

5.3 Semi-Annual Dry Weather Inspection

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

5.4 Spill Management and Documentation

Should a spill occur in an area on the property that could be exposed to stormwater, the spill must be cleaned up immediately. If the spill is reportable, it must be reported to Fond du Lac County, the WDNR, and the Fond du Lac Fire Department. A record should be kept of all spills, and should include the following:

- Date and time of the incident
- Substance spilled
- Volume spilled
- Weather conditions

- Duration of the incident
- Cause of the incident
- Response procedures
- Parties notified
- Amount of spilled material recovered and recovery method

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

5.5 Annual Stormwater Sampling and Testing

Fond du Lac County is not required to perform stormwater sampling at this site.

5.6 SWPPP Updates or Revisions

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

5.7 Employee Training Requirements

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

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

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

5.8 Preventive Maintenance

The lawn areas and the condition of the refuse containers should be examined during the quarterly visual stormwater inspections and any needed repairs should be made promptly.

5.9 Implementation Schedule

According to the "General Permit to Discharge Under the WPDES Permit No. WI-S050075-1," municipal permit holders have up to 24 months to fully develop and up to 30 months to implement pollution prevention plans for municipal-owned facilities. Fond du Lac County's coverage under the general stormwater permit became effective in February 2007. Therefore, the Stormwater Pollution Prevention Plan for the Highway Department Shop is required to be developed by February 2009, and implemented by

Stormwater Pollution Prevention Plan

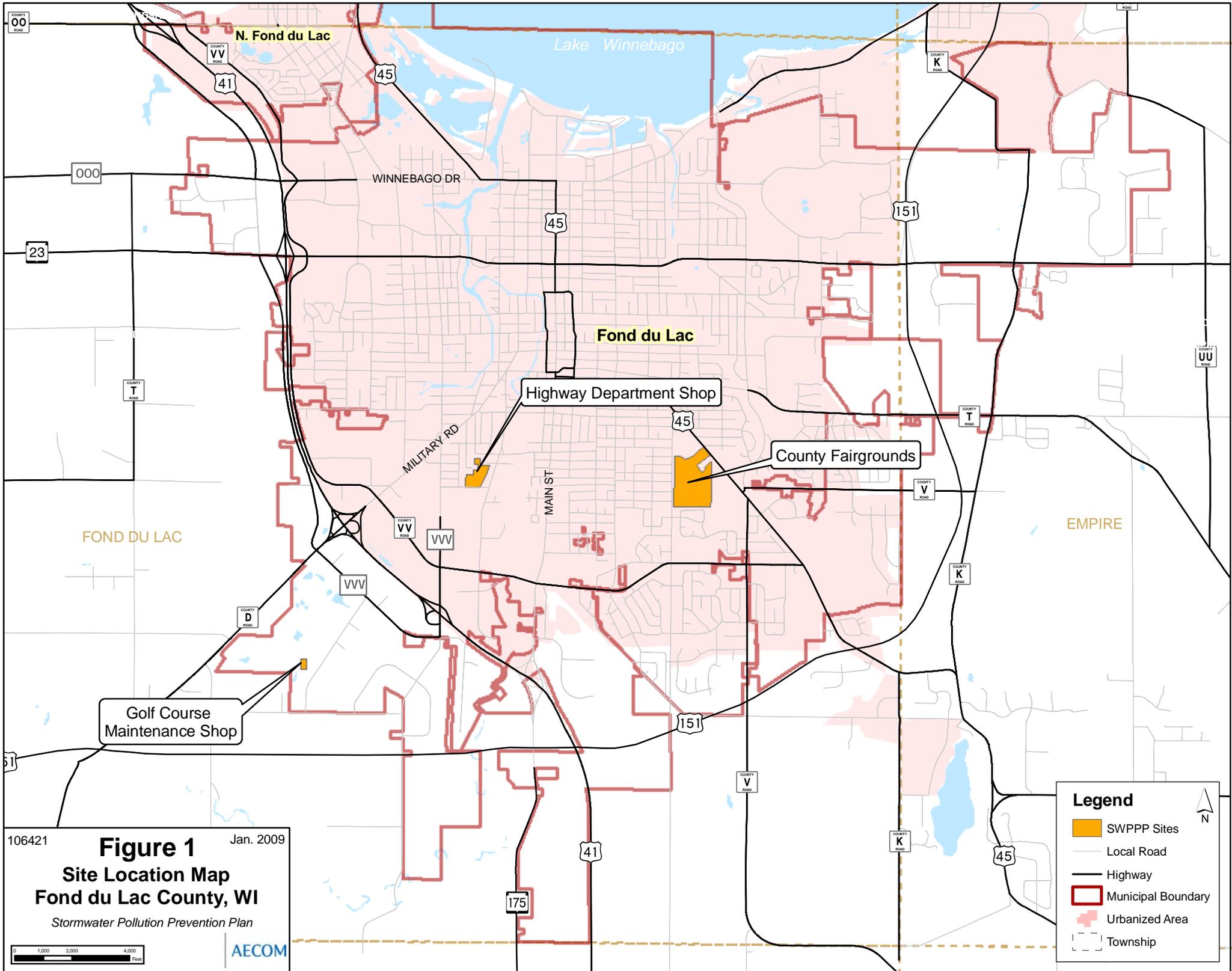
Highway Department Shop

Fond du Lac County, Wisconsin

Report

August 2009. If fully implementing this plan by August 2009 is not feasible, the County should notify the WDNR and propose a compliance schedule in cooperation with the WDNR.

FIGURES

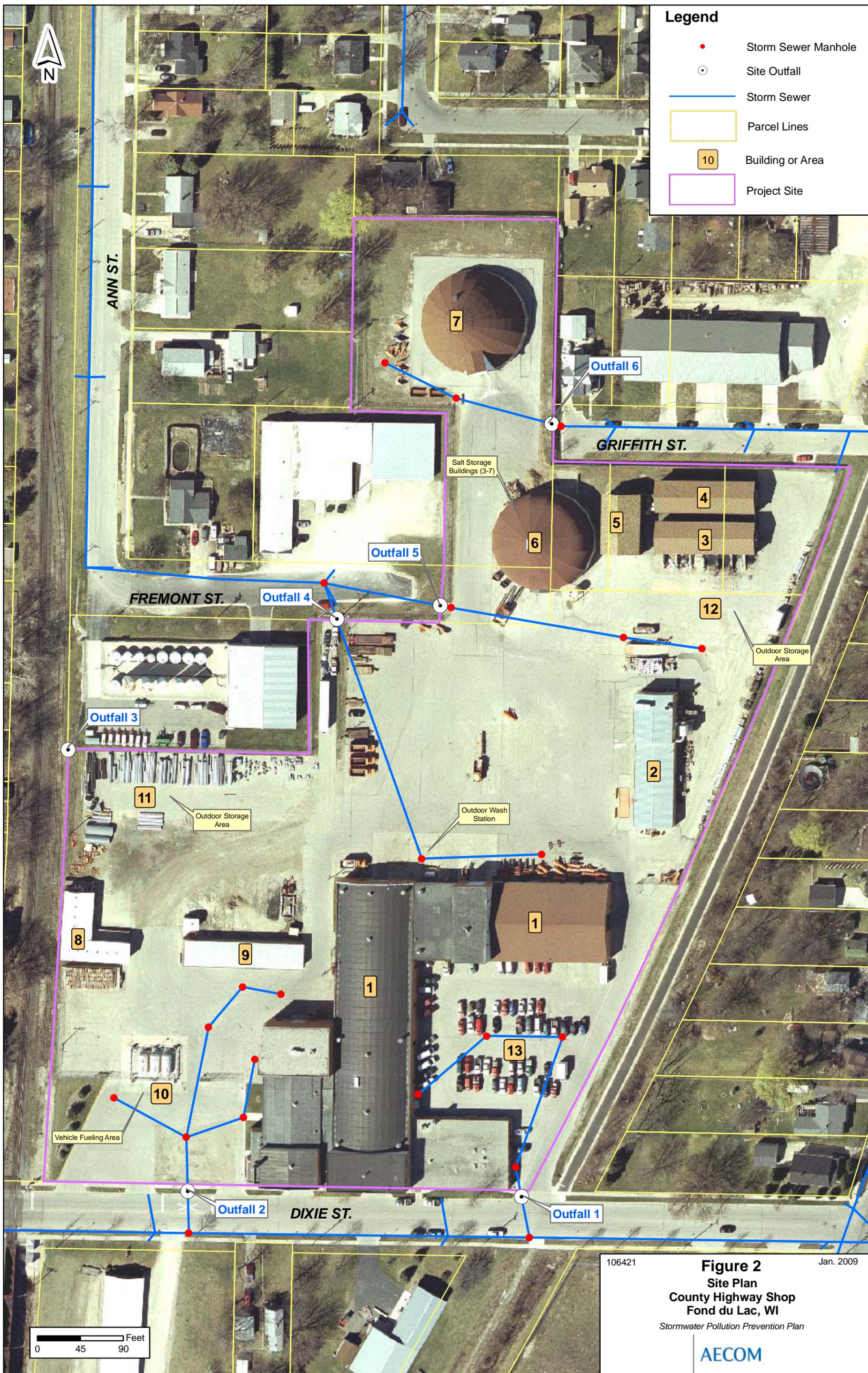


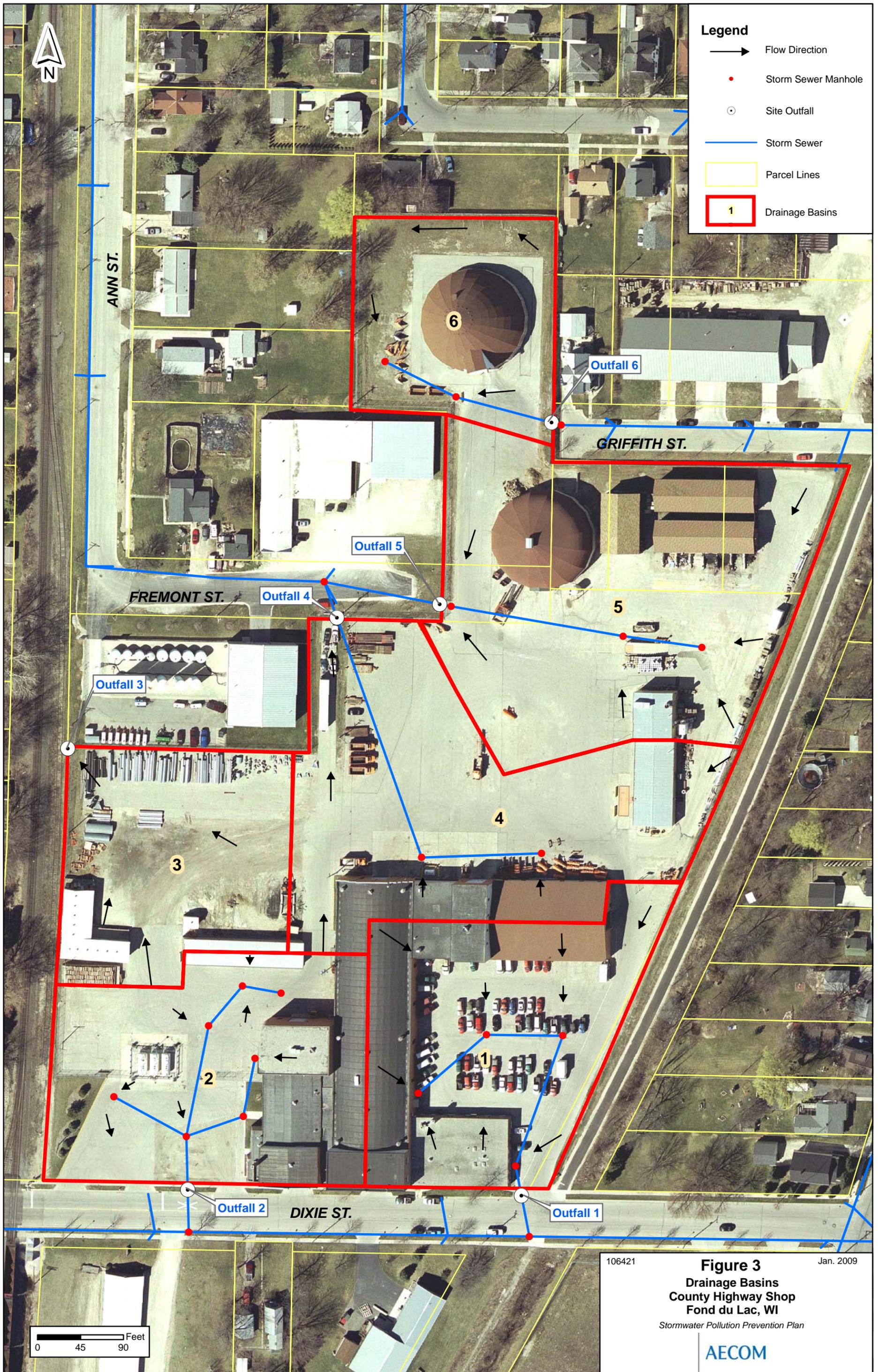
106421 **Figure 1** Jan. 2009
Site Location Map
Fond du Lac County, WI
Stormwater Pollution Prevention Plan


Legend

-  SWPPP Sites
-  Local Road
-  Highway
-  Municipal Boundary
-  Urbanized Area
-  Township


N





APPENDIX A

BLANK CHECKLISTS AND FORMS

QUARTERLY VISUAL STORMWATER INSPECTION

Instructions: Quarterly inspections should be conducted to document that the provisions of the SWPPP are being followed, and to identify areas needing improvement. The completed forms should be placed in Appendix B, and kept for at least 5 years.

Date: _____

Time: _____

Weather Conditions: _____

| AREAS | BASIN 1 (Portion of building 1, employee parking area, driveways) | BASIN 2 (Portion of building 1, building 9, fueling area, paved areas, driveways) | BASIN 3 (Building 8, paved areas, outdoor storage area) | BASIN 4 (Portion of building 1, portion of building 2 paved areas) | BASIN 5 (Buildings 3,4,5, & 6, outdoor storage area) | BASIN 6 (Building 7, paved areas, vegetated areas) |
|--|--|--|--|---|---|---|
| Any signs of oil sheens, foam, sludge, or rust precipitation? | | | | | | |
| Any signs of other contaminants at the storage locations or along storm water flow path? | | | | | | |
| Observe stormwater flow paths. Any waste or bulk storage in flow path? | | | | | | |
| Any litter or trash on ground: | | | | | | |



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| | | | | | | |
|---------------------|--|--|--|--|--|--|
| Other observations? | | | | | | |
|---------------------|--|--|--|--|--|--|

Inspected by: _____ (Signature)

_____ (Printed Name)



Non-Stormwater Discharges

Facility Inspected:

Name: Fond du Lac County, Highway Department Shop
Location: 301 Dixie Street, Fond du Lac, WI 54935

Evaluate all outfalls for non-stormwater discharges during normal business hours. Evaluations should take place during dry periods. Observations should be made **twice a year**.

OUTFALL 1 (BASIN 1)

| | | | | |
|--|-----|-------|----|-------|
| Is there currently water flow or evidence of dry weather flow? | Yes | _____ | No | _____ |
| Are there stains or coloring? | Yes | _____ | No | _____ |
| Are there sludges? | Yes | _____ | No | _____ |
| Are there odors? | Yes | _____ | No | _____ |

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:

Test Method: Visual Observation - Overland Other _____

OUTFALL 2 (BASIN 2)

| | | | | |
|---|-----|-------|----|-------|
| Is there currently evidence of dry weather flow in the basin? | Yes | _____ | No | _____ |
| Are there stains or coloring? | Yes | _____ | No | _____ |
| Are there sludges? | Yes | _____ | No | _____ |
| Are there odors? | Yes | _____ | No | _____ |

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:

Test Method: Visual Observation - Overland Other _____

OUTFALL 3 (BASIN 3)

| | | | | |
|---|-----|-------|----|-------|
| Is there currently evidence of dry weather flow in the basin? | Yes | _____ | No | _____ |
| Are there stains or coloring? | Yes | _____ | No | _____ |
| Are there sludges? | Yes | _____ | No | _____ |
| Are there odors? | Yes | _____ | No | _____ |

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:



Test Method: Visual Observation - Overland Other _____

OUTFALL 4 (BASIN 4)

Is there currently evidence of dry weather flow in the basin? Yes _____ No _____
Are there stains or coloring? Yes _____ No _____
Are there sludges? Yes _____ No _____
Are there odors? Yes _____ No _____

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:

Test Method: Visual Observation - Overland Other _____

OUTFALL 5 (BASIN 5)

Is there currently evidence of dry weather flow in the basin? Yes _____ No _____
Are there stains or coloring? Yes _____ No _____
Are there sludges? Yes _____ No _____
Are there odors? Yes _____ No _____

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:

Test Method: Visual Observation - Overland Other _____

OUTFALL 6 (BASIN 6)

Is there currently evidence of dry weather flow in the basin? Yes _____ No _____
Are there stains or coloring? Yes _____ No _____
Are there sludges? Yes _____ No _____
Are there odors? Yes _____ No _____

Other observations: _____

If any questions were answered yes, briefly describe and state possible source:

Test Method: Visual Observation - Overland Other _____



Inspected by:

(Signature) _____

Name: _____

Date: _____

Time: _____

ANNUAL SITE INSPECTION CHECKLIST

A comprehensive site inspection has recently been completed. This annual inspection is performed to evaluate the effectiveness of controlling stormwater contamination and to identify any additional measures that can be feasibly implemented. The Stormwater Pollution Prevention Plan has been revised to reflect any changes.

CHECKLIST FOR ANNUAL INSPECTION:

1. Inspect site drainage conditions. Things to look for include the following:
 - Inspect the site for possible erosion problems.
 - Determine if drainage off the Property has changed. Are there any new areas of ponding or streaming?
 - Are there any unusual stains around storage areas or along overland stormwater flow paths?

Notes: _____

2. Check for any potential pollution sources. These sources may include the following:
 - Inspect the yard waste storage areas. Is there any indication excessive sediment or organic material?
 - Inspect the area near the dumpster.
 - Inspect the used oil drop-off area.
 - If there is any standing water at the time of inspection, are there sheens, sludge, foam, or rust precipitations?
 - Inspect all areas of the Property for signs of spills (oil, grease, etc.) or other contaminants.

Notes: _____



**Stormwater Pollution Prevention Plan
Highway Department Shop**

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3. Perform the following preventive maintenance activities:

- Inspect the dumpster cover for proper operation.
- Inspect the drain opening located in the bottom of the dumpster to verify that it is plugged.
- Check the spill kit contents.

Notes: _____

4. Review the Best Management Practices that have been used.

- Are the Best Management Practices being followed?
- Are the Best Management Practices effective?
- Are there any additional management practices that should be implemented?

Notes: _____

5. Other observations – take note of anything else at the Property that may be of significance to the Stormwater Pollution Prevention Plan.

Notes: _____

Please outline the revisions and amendments that need to be made to the Stormwater Pollution Prevention Plan.



**Stormwater Pollution Prevention Plan
Highway Department Shop**

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This annual inspection certification is to indicate our commitment and continual support for this Stormwater Pollution Prevention Plan. An annual site inspection has been conducted and based on the findings from the inspection; the Stormwater Pollution Prevention Plan for this facility will be amended accordingly.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Facility: Fond du Lac County
 Highway Department Shop
 301 Dixie St.
 Fond du Lac, WI 54935

Telephone: _____

SPILL DOCUMENTATION FORM

Instructions: All facilities issued a storm water permit from the Wisconsin Department of Natural Resources must document all significant spills or leaks that occur at the site. The following format can be followed to document the necessary information.

Directions: Record below all significant spills and significant leaks of pollutants that may possibly be exposed to stormwater.

Date: _____

Time: _____

Name: _____

Substance and Volume spilled: _____

Weather conditions: _____

Duration of the incident: _____

Cause of the incident: _____

Response procedures: _____



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Parties notified: _____

Location of spill: _____

Methods used to contain spill: _____

Amount of spilled material recovered: _____

Disposition of recovered spilled material. Attach disposal receipts if appropriate.

Potential for environmental impact: _____



APPENDIX B

COMPLETED CHECKLISTS AND FORMS

APPENDIX C

WDNR FACT SHEET
DEFINING REPORTABLE SPILLS

Wisconsin Spill Reporting Requirements - *Condensed Version*

PUB-RR-560

August 2002

ALL discharges of hazardous substances that adversely impact, or threaten to adversely impact public health, welfare or the environment must be IMMEDIATELY reported to the DNR.

De Minimis Exemptions in Chapter NR 706, Wis. Adm. Code (effective 3/1/97):

Only apply when the discharged substance:

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

1. Petroleum compounds:

- gasoline or another petroleum product completely contained on an impervious surface.
- < 1 gallon of gasoline onto a pervious surface or runs off an impervious surface.
- < 5 gallons of other petroleum products onto a pervious surface or runs off an impervious surface.

- < 250 pounds dry fertilizer
- < 25 gallons of a liquid fertilizer
- pesticides that would cover < 1 acre of land if applied according to label instructions.

3. Federal reportable quantities:

- < the federal reportable quantity for a specific substance

2. Agrichemical compounds:

Statutory Exemptions - no reporting is required for:

- discharges within the limits authorized by a valid permit or program (Chs. 281, 285, or 289 - 299, Wis Stats)
- law enforcement /fire departments using hazardous substances to protect human health, safety, welfare;
- proper applications of a registered pesticide or a fertilizer

Call 24-hour Hotline 1-800-943-0003 to report a spill of a hazardous substance

Notes:

This document may contain some information about certain state statutes and rules but does not necessarily include all of the details found in the statutes/rules. Readers should consult the actual language of the statutes/rules to answer specific questions.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240

This publication is available in alternative format upon request. Please call 608-267-3543 for more information.

For More Information

To order this and any other publications, or to find out more information about the Remediation and Redevelopment Program, please call our Information Line at 800-367-6076 (long distance in-state) or 608-264-6020 (local or out-of-state); or check out our web site at <http://www.dnr.state.wi.us/org/aw/rr>.