



CITY OF RAPID CITY
Stormwater Management Plan

APPENDIX L
STORMWATER POLLUTION
PREVENTION PLAN FOR CITY
OPERATION FACILITIES



CITY OF RAPID CITY

STORMWATER POLLUTION PREVENTION PLAN

FOR

CITY OPERATION FACILITIES

March 2008
Updated March 2015

Storm Water Pollution Prevention Plan

City of Rapid City, South Dakota

Engineering Department

Address:

300 6th Street
Rapid City, SD 57701

Legal Location:

SW ¼, Sec 36, R7E, T2N
44° 5' N lat, 103° 13.5' W long

Facility Contact:

Terry Leitheiser
Head Custodian
605-394-4045 (Office)
605-390-0605 (Cell)
605-394-2270 (Fax)

Owner:

City of Rapid City

Operator:

Engineering Department

Receiving Waters:

Rapid Creek

Prepared By:

HDR Engineering
3/5/08

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Appendix A – Site Photos

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GENERAL FACILITY INFORMATION

Name of Facility: Engineering

Facility Address: 300 6th Street

Rapid City, SD 57701

Legal Location: SW ¼, Section 36, R7E, T2N

44° 5' N lat, 103° 13.5' W long

Facility Contact:

Name: Terry Leitheiser

Title: Head Custodian

Telephone: (605) 394-4045 Fax: (605) 394-2270

Mailing Address: 300 6th Street

Rapid City, SD 57701

Owner: City of Rapid City

Operator: Engineering Department
(if different from Owner)

Standard Industrial classification (SIC) Code: NA

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Terry Leitheiser

Telephone: (605) 394-0605

1.0 Introduction

The Engineering Department is located in the City Administration Building in the City of Rapid City, South Dakota. The subject site houses the offices of several departments including the Engineering department. Vehicle maintenance and fueling do not occur on site and only employee and customer vehicles are parked on the site.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Engineering Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Engineering Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Engineering Department

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Engineering Department.

The member(s) 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

2.0 Site Drainage Map

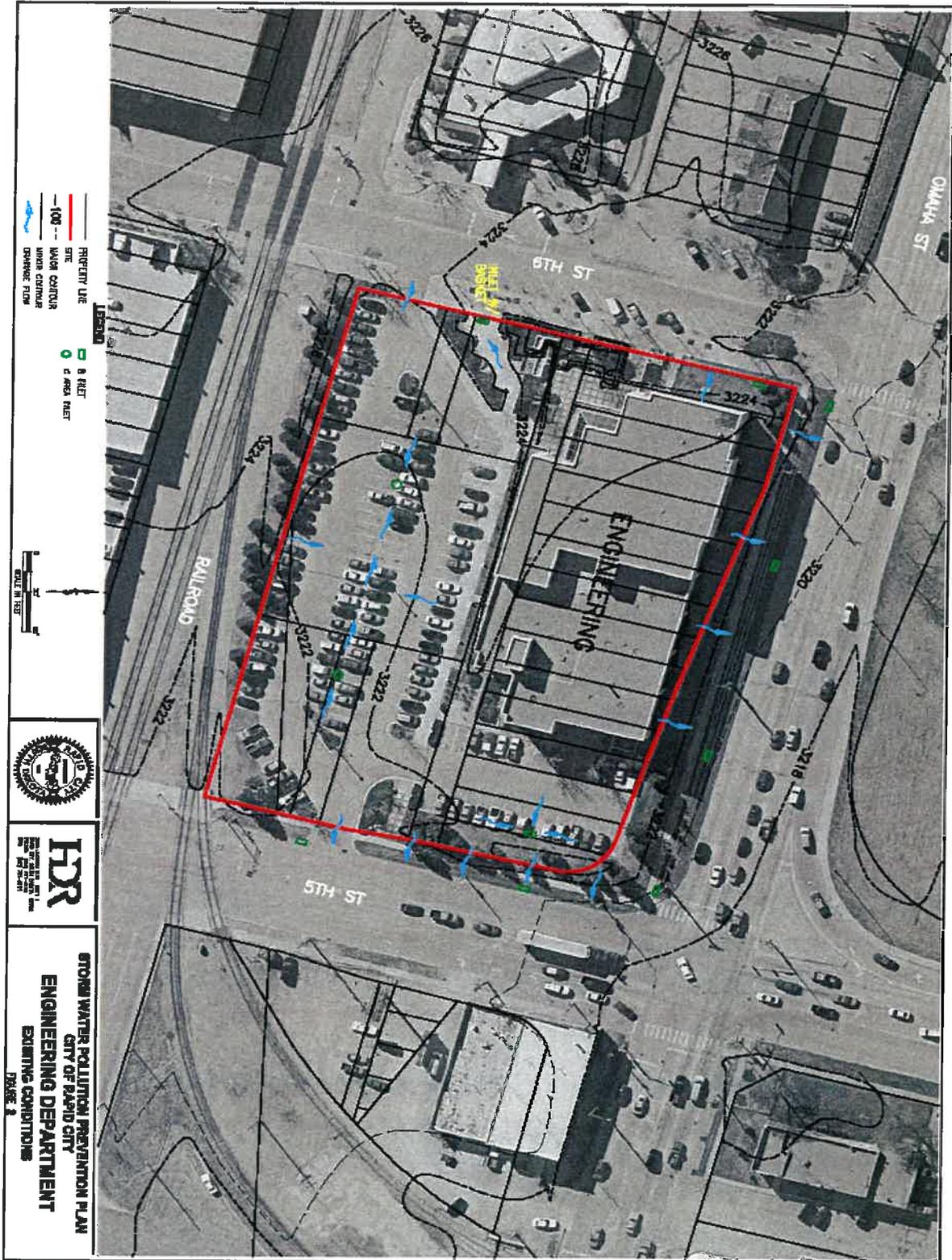


Figure 1 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site was identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

There are no materials stockpiled at the site as its main usage is as an office building.

3.2 Vehicle Maintenance and Parking

City vehicles in need of maintenance and repair are taken to the Streets Department for service. Employee and customer vehicles are parked on site during the business day. Fluid leaks from all of these vehicles may occur.

3.3 Yard Surface

The yard surface is a combination of asphalt and concrete with grass and trees around the perimeter of the lot.

3.4 List of Past Spills and Leaks

There have been no spills of polluting materials at this location in the past three years.

DATE	MATERIAL	VOLUME	LOCATION	ACTIONS TAKEN

3.5 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

The City of Rapid City, South Dakota has implemented structural BMPs at the subject site to eliminate or reduce storm water pollution by source reduction. Structural BMPs include placing a basket in the inlet to the southwest of the main entrance. The basket catches the leaves and other debris that would otherwise wash through to Rapid Creek.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

4.2 Buffer Strips

There are vegetative strips around the building that will reduce the amount of storm water runoff reaching Rapid Creek.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures will include providing an absorbent material such as oil dry to absorb small spills. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles on site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks. The City will catch and contain fluids from vehicles, properly dispose of fluids promptly, and clean up spilled fluids using proper procedures.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that absorbent material is readily available in case of a spill.
- Material in inlet basket.
- Check for leaks from city vehicles on site.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage.

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Terry Leitheiser, Head Custodian:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0. An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

APPENDIX A









APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____
(printed)

(Signature)

Attendees (names, printed):

Signature:

Topics Covered: _____

GOOD HOUSEKEEPING

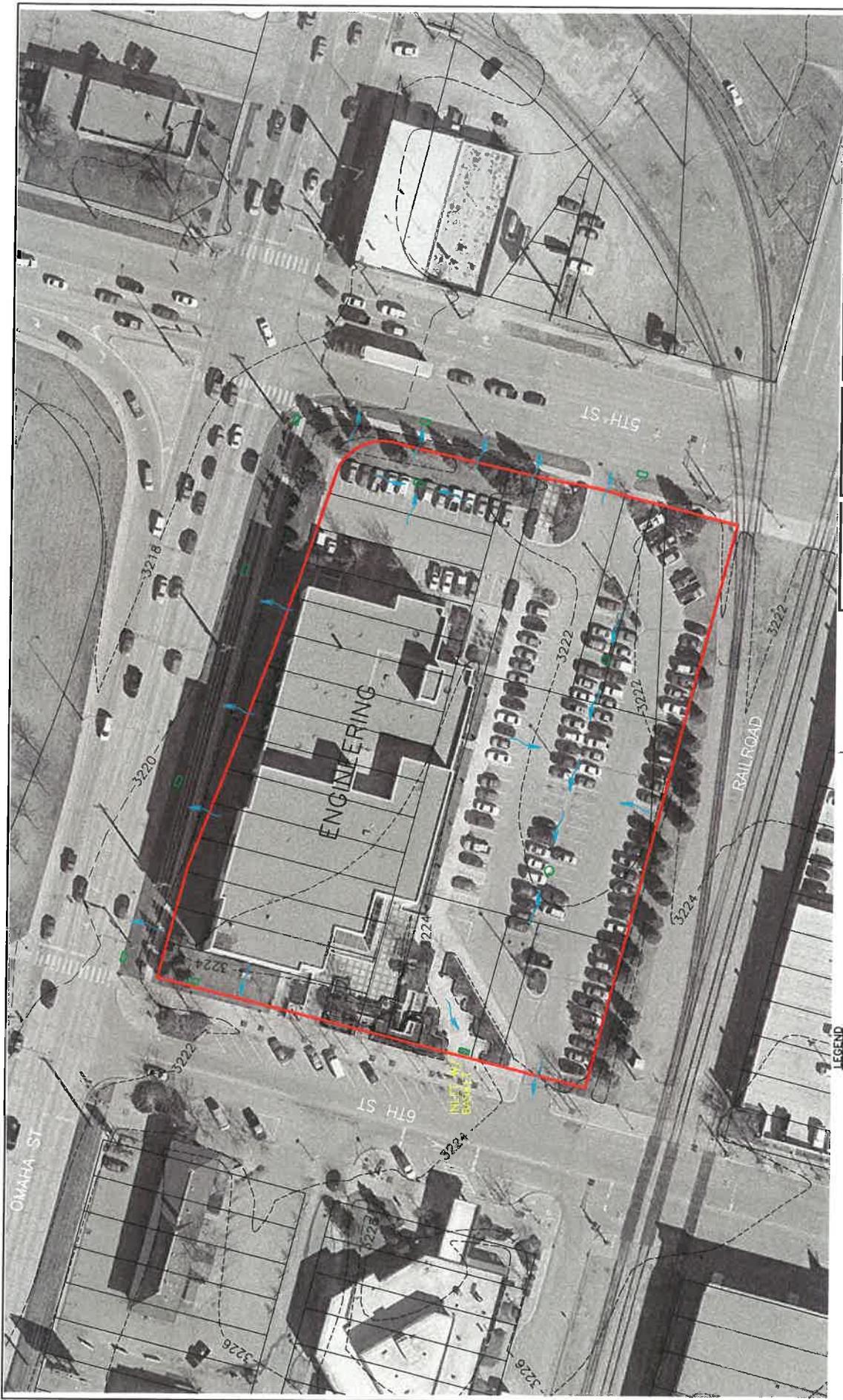
Date: _____

Time: _____

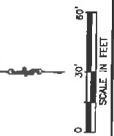
Inspected by (printed): _____

Signature: _____

Areas Inspected	Observations	Actions Taken
parking areas		
fuel pumps		
outfalls		
Isles & walkways		
dumpsters		
grounds (in general)		

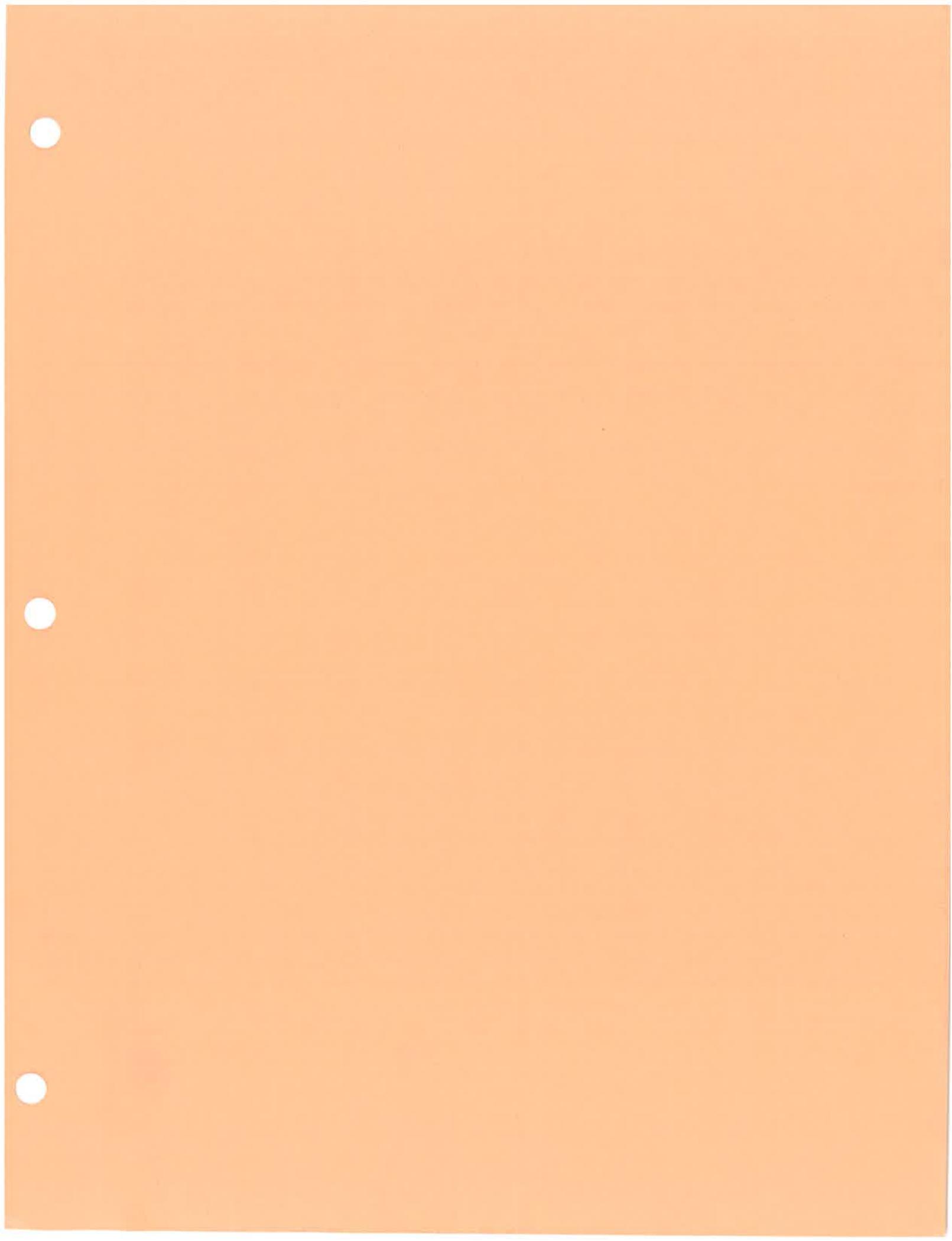


STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
ENGINEERING DEPARTMENT
 EXISTING CONDITIONS



- LEGEND**
- PROPERTY LINE
 - SITE
 - 100' MAJOR CONTOUR
 - - - MINOR CONTOUR
 - DRAINAGE FLOW
 - B INLET
 - C AREA INLET

FIGURE 2



Storm Water Pollution Prevention Plan

City of Rapid City, South Dakota

City Golf Course Properties

Address:

2330 Arrowhead Drive
Rapid City, SD 57701

Legal Location:

NW ¼, Sec 10, R7E, T1N
44° 3.8' N lat, 103° 16.1' W long

Facility Contact:

James J. Walraven
Golf Course Superintendent
605-394-4199 (Office)
605-390-2462 (Cell)
605-394-6162 (Fax)

Owner:

City of Rapid City

Operator:

Rapid City Golf Course Properties

Receiving Waters:

Rapid Creek

Prepared By:

HDR Engineering
3/5/08

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 - 3.0 Inventory of Significant Materials
 - 3.1 Material Stockpiles
 - 3.2 Used Oil Storage
 - 3.3 Vehicle Maintenance and Parking
 - 3.4 Yard Surface
 - 3.5 Other Materials
 - 3.6 List of Past Spills and Leaks
 - 3.7 Summary of Sampling Data

 - 4.0 Existing Best Management Practices
 - 4.1 Structural BMPs
 - 4.2 Non-Structural BMPs

 - 5.0 Proposed Physical BMPs

 - 6.0 Proposed Management BMPs
 - 6.1 Spill Control
 - 6.2 Vehicle and Equipment Fluid Leak Cleanup
 - 6.3 Preventative Maintenance Program and Inspections
 - 6.4 Employee Training

 - 7.0 BMP Implementation Schedule

 - 8.0 Responsible City Officials
- Appendix A – Site Photos
- Appendix B – Reporting & Inspection Form Examples

GENERAL FACILITY INFORMATION

Name of Facility: Rapid City Golf Course Properties

Facility Address: 2330 Arrowhead Drive

Rapid City, SD 57701

Legal Location: NW ¼, Section 10, R7E, T1N

44° 3.8' lat, 103° 16.1' long

Facility Contact:

Name: James J. Walraven

Title: Golf Course Superintendent

Telephone: (605) 394-4199 Fax: (605) 394-6162

Mailing Address: 2230 Arrowhead Drive

Rapid City, SD 57701

Owner: City of Rapid City

Operator: Rapid City Golf Course Properties
(if different from Owner)

Standard Industrial classification (SIC) Code: 7538, 4225

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: James J. Walraven

Telephone: (605) 390-2462

1.0 Introduction

The Rapid City Golf Course Properties include both Meadowbrook and Executive Golf Courses. These two sites are used to store and maintain the various equipment needed to maintain these golf courses. Vehicle & equipment maintenance and fueling occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Golf Course Properties.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Golf Course Properties.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Golf Course Properties

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Golf Course Properties.

The member(s) 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

2.0 Site Drainage Map

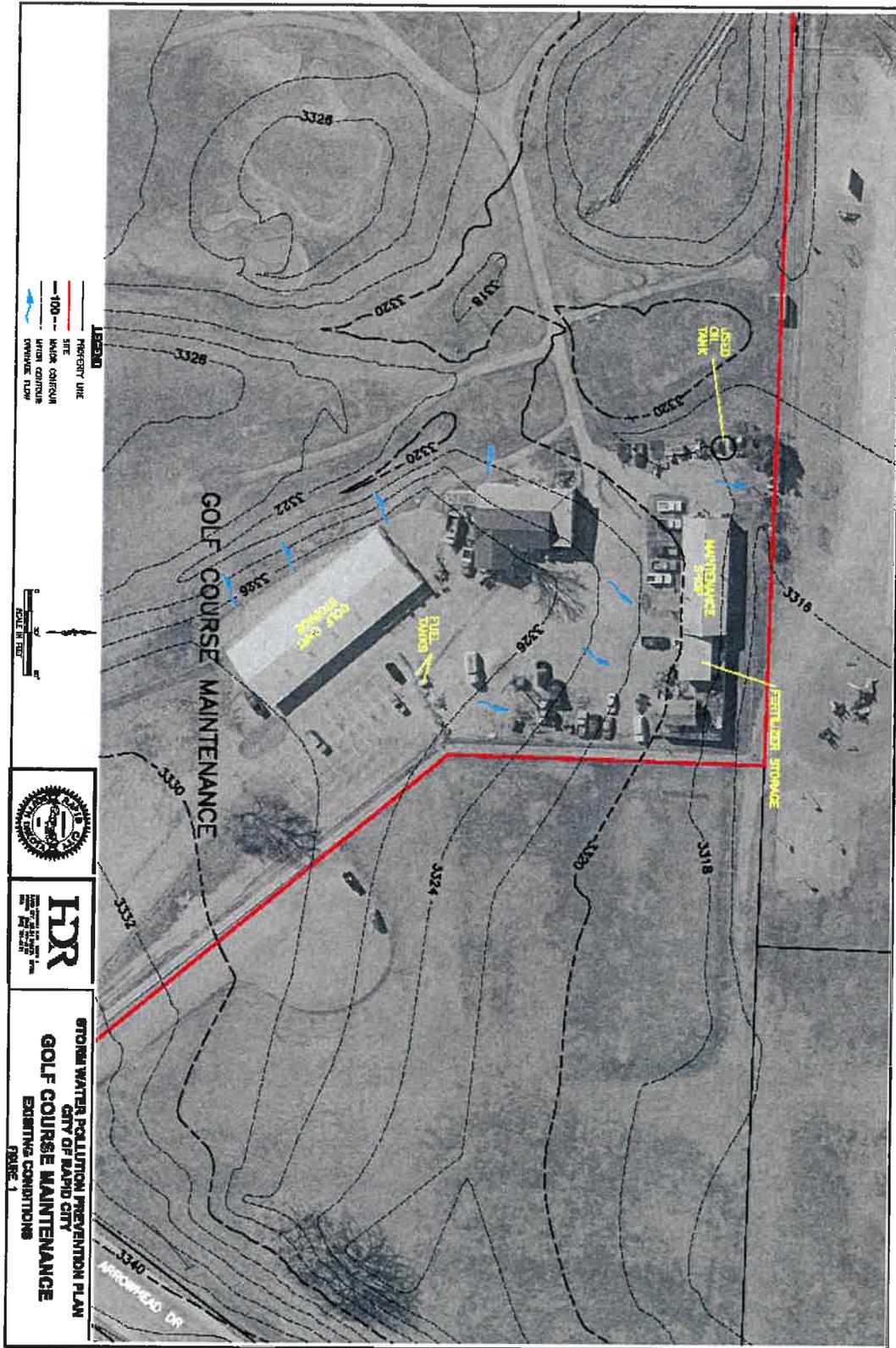


Figure 1 - Existing Conditions

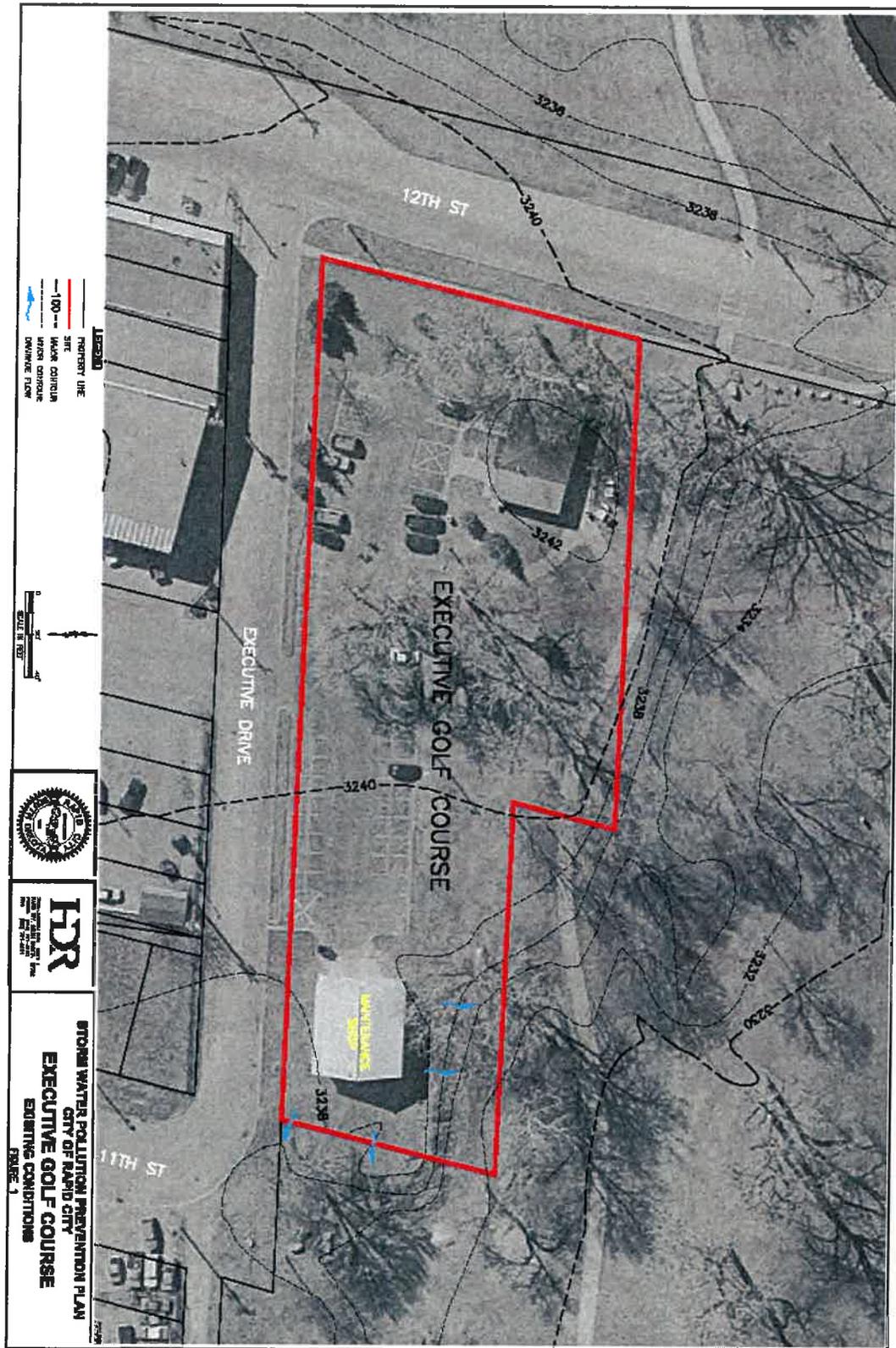


Figure 2 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site was identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Fertilizer

Fertilizer is stored on pallets in the shed next to the maintenance shop during the summer months. This fertilizer is stored in enclosed containers until it is taken out to be applied to the golf course.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. There is a large storage tank for used oil on the west side of the main maintenance shop. The used oil is hauled to the landfill and disposed of periodically. New oil is stored in the maintenance shop in small quantities.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are parked on site awaiting service. The maintenance shop on site performs maintenance on all of the golf course vehicles and maintenance equipment. Vehicles and equipment used on the golf course are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.4 Yard Surface

The yard surface is a combination of asphalt, concrete, and gravel.

There are floor drains in the maintenance shop that will contain any spills within the shops. These are connected to a sump that will trap any solids and separate water from oil. The water then dumps into the sanitary sewer system.

4.2 Non-Structural BMPs

There are two double walled fuel tanks on the southeast side of the lot. These are used for fueling the golf course maintenance equipment. There is one diesel and one regular gasoline tank. There is a double walled steel tank on the west side of the maintenance building that is used to store waste oil.

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks in the maintenance shop. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using proper procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures

resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that shop dry and containment socks are available in the maintenance shop.
- Floor drains in the maintenance shop pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage.

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is James J. Walraven, Golf Course Superintendent:

- SWPPP management and implementation:
- Permit reporting requirements:

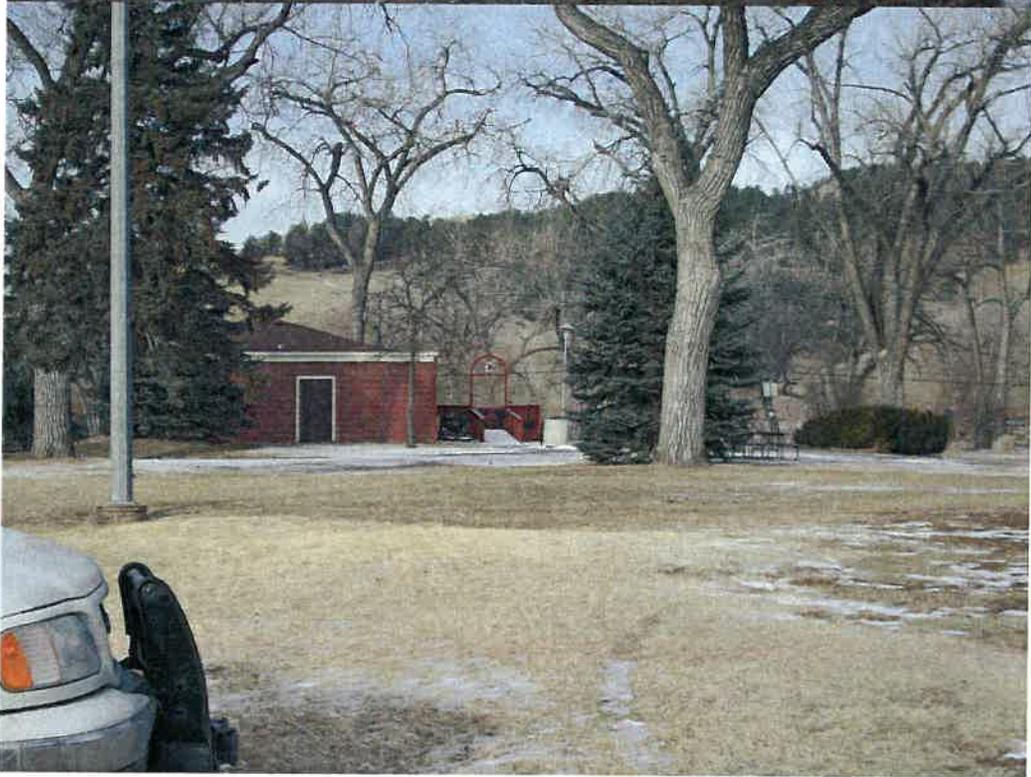
Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

APPENDIX A



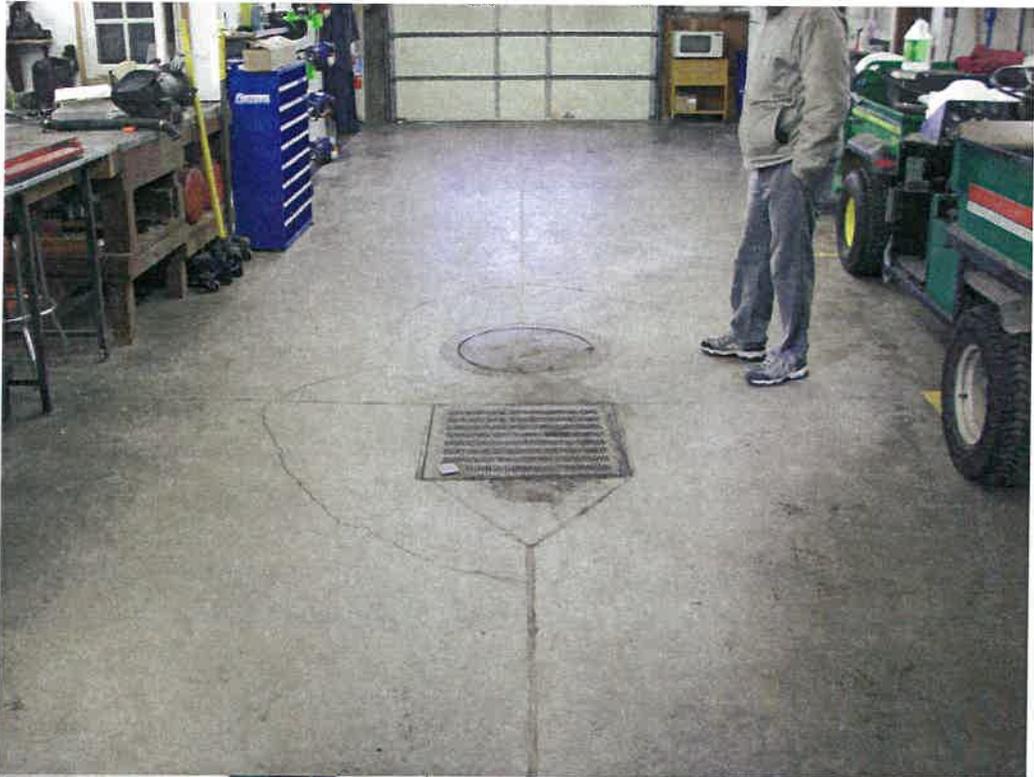




















APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

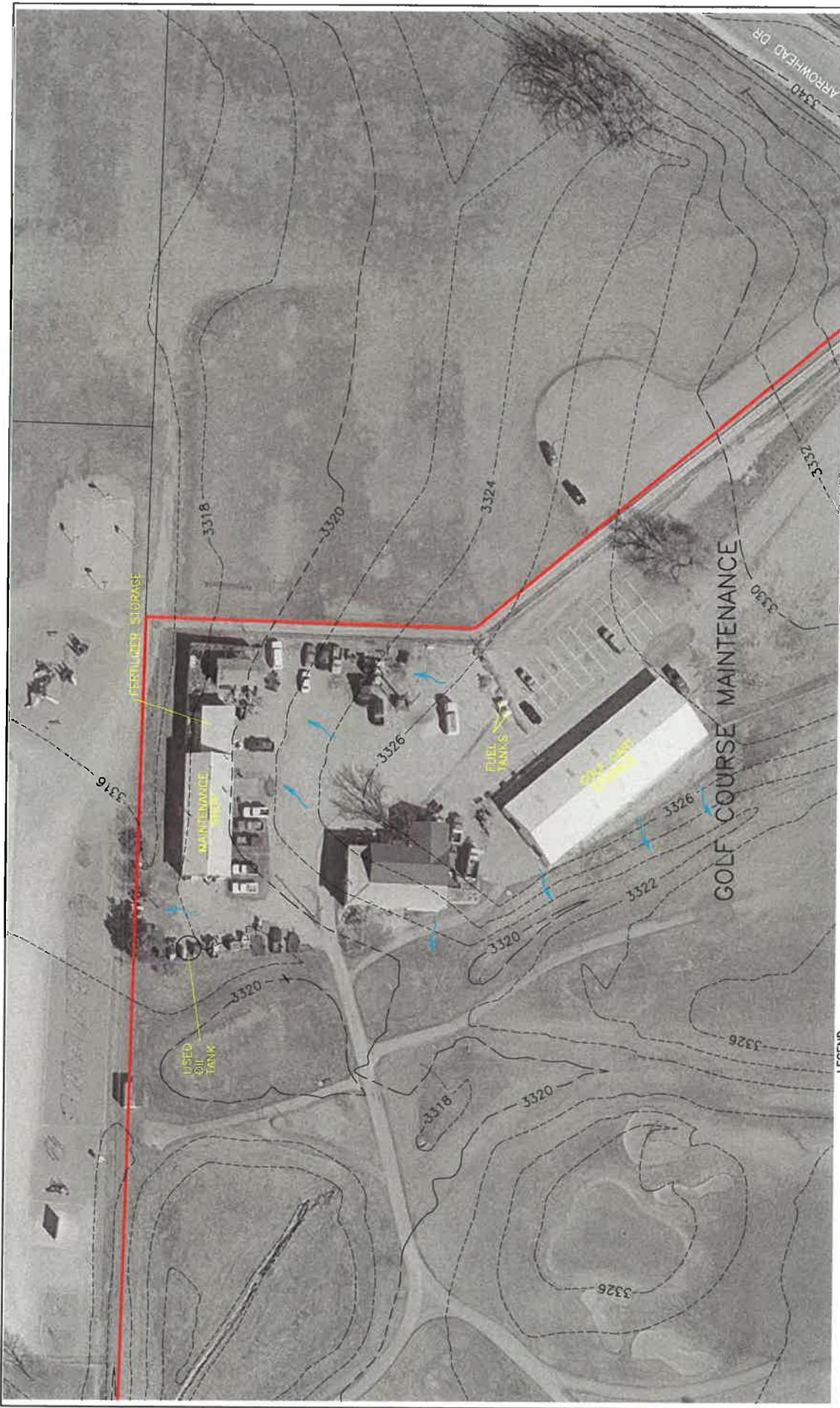
Trainer : _____
(printed)

(Signature)

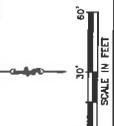
Attendees (names, printed):

Signature:

Topics Covered: _____



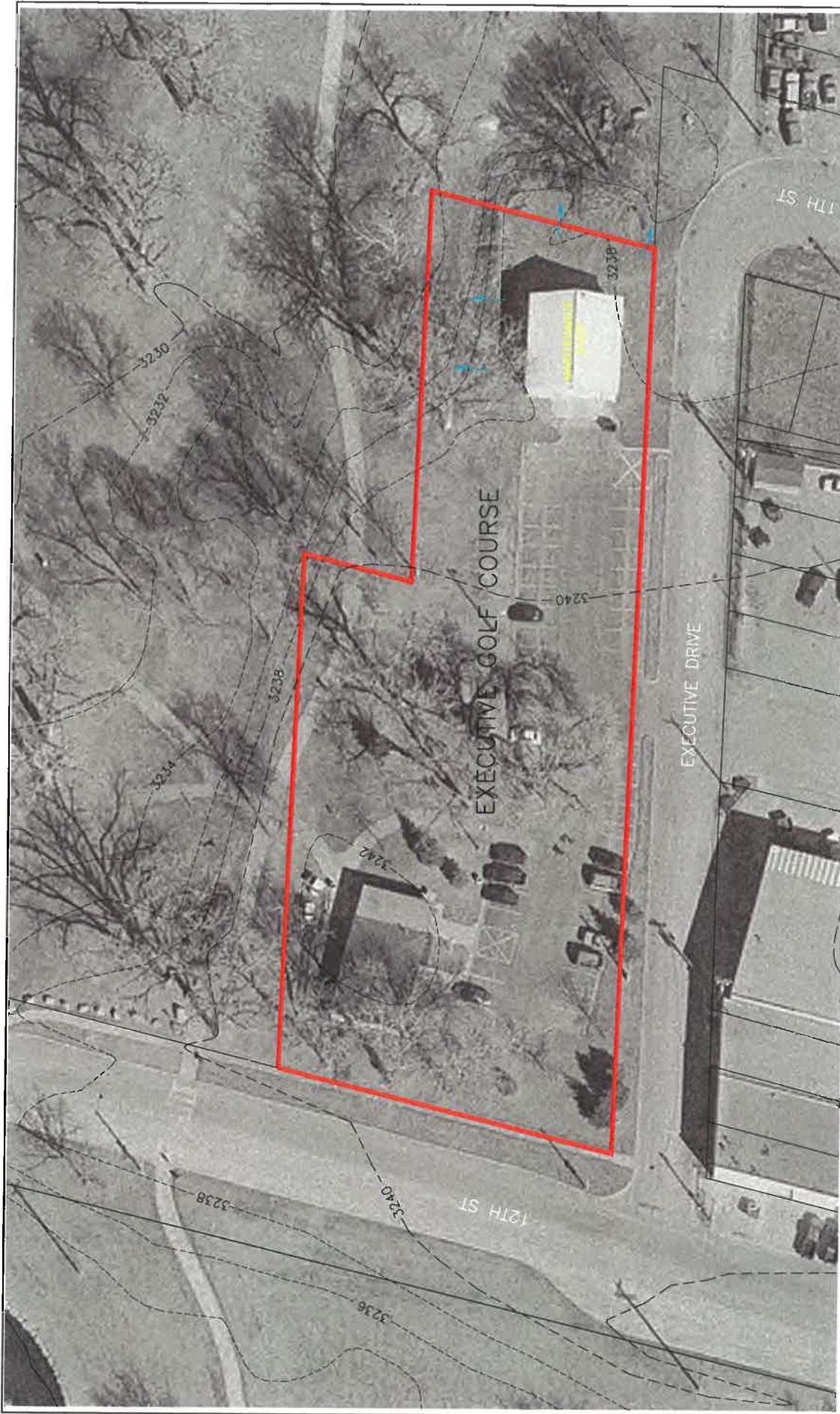
STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
GOLF COURSE MAINTENANCE
 EXISTING CONDITIONS



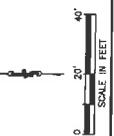
LEGEND

	PROPERTY LINE
	SITE
	100' MAJOR CONTOUR
	MINOR CONTOUR
	DRAINAGE FLOW

FIGURE 1

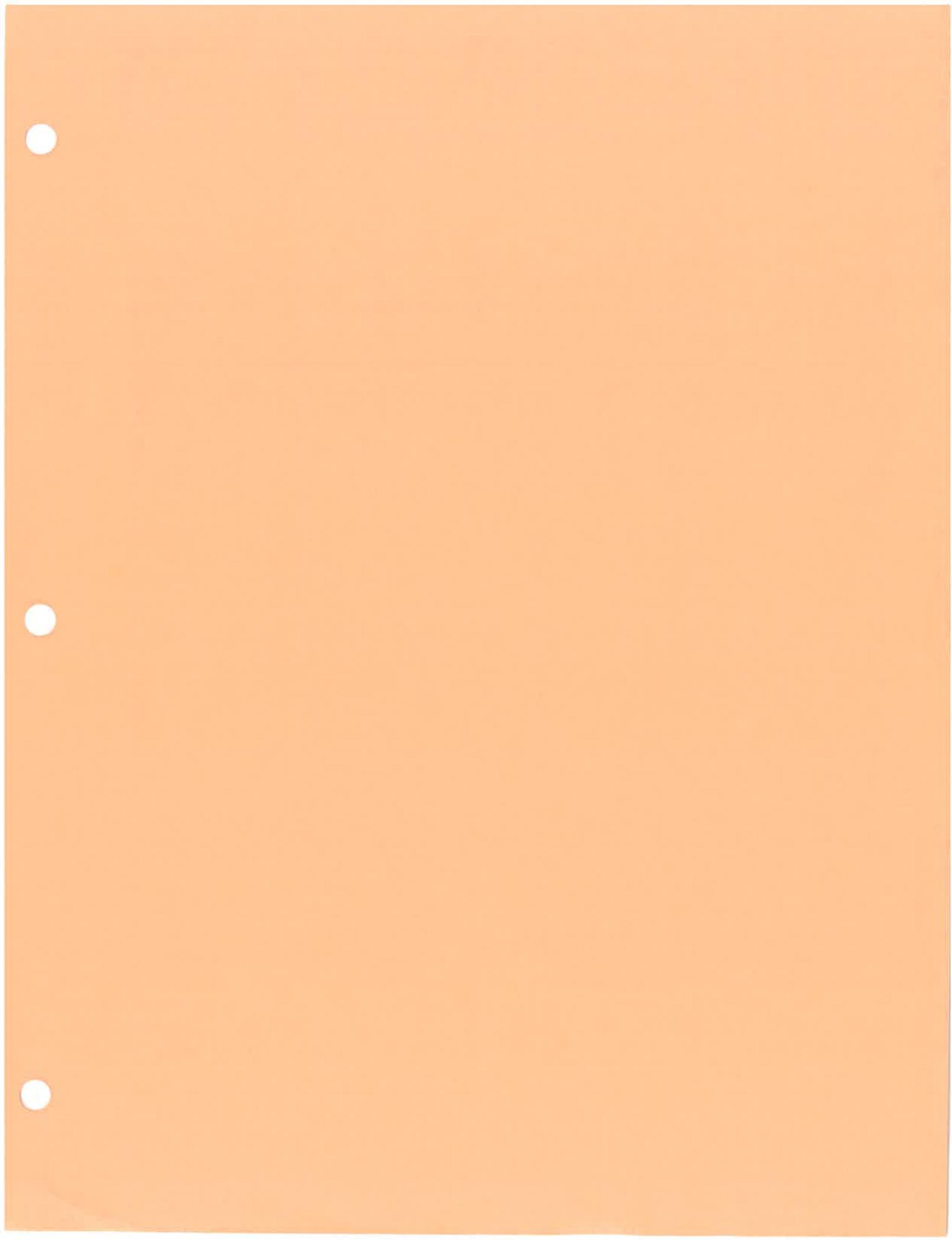


STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
EXECUTIVE GOLF COURSE
 EXISTING CONDITIONS



- LEGEND**
- PROPERTY LINE
 - SITE
 - 100' MAJOR CONTOUR
 - MINOR CONTOUR
 - DRAINAGE FLOW

FIGURE 1



Storm Water Pollution Prevention Plan City of Rapid City, South Dakota

Parks Department

Address:

2915 Canyon Lake Drive
Rapid City, SD 57702

Legal Location:

SW ¼, Sec 3, R7E, T1N
44° 4.5' N lat, 103° 16' W long

Facility Contact:

Lon Van Deusen
Parks Division Manager
605-394-4175 (Office)
605-394-5307 (Fax)

Owner:

City of Rapid City

Operator:

Rapid City Parks Department

Receiving Waters:

Rapid Creek

Prepared By:

HDR Engineering
3/7/08

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 - 3.6 Other Materials
 - 3.7 List of Past Spills and Leaks
 - 3.8 Summary of Sampling Data

- 4.0 Existing Best Management Practices
 - 4.1 Structural BMPs
 - 4.2 Buffer Strips
 - 4.3 Non-Structural BMPs

- 5.0 Proposed Physical BMPs

- 6.0 Proposed Management BMPs
 - 6.1 Spill Control
 - 6.2 Vehicle and Equipment Fluid Leak Cleanup
 - 6.4 Preventative Maintenance Program and Inspections
 - 6.5 Employee Training

- 7.0 BMP Implementation Schedule

- 8.0 Responsible City Officials

Appendix A – Site Photos

Appendix B – Reporting & Inspection Form Examples

GENERAL FACILITY INFORMATION

Name of Facility: Rapid City Parks Department

Facility Address: 2915 Canyon Lake Drive

Rapid City, SD 57702

Legal Location: SW ¼, Section 3, R7E, T1N

44° 4.5' lat, 103° 16' long

Facility Contact:

Name: Lon Van Deusen

Title: Parks Division Manager

Telephone: (605) 394-4175 Fax: (605) 394-5307

Mailing Address: 2915 Canyon Lake Drive

Rapid City, SD 57702

Owner: City of Rapid City

Operator: Rapid City Parks Department
(if different from Owner)

Standard Industrial classification (SIC) Code: 7538, 4225

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Lon Van Deusen

Telephone: (605) 394-4175

1.0 Introduction

The Rapid City Parks Department is a multipurpose site located in the City of Rapid City, South Dakota. The subject site is used by the City to store and stockpile a variety of materials, parks maintenance materials, and the parks greenhouse. Vehicle maintenance and fueling occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Parks Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Parks Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Parks Department

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Parks Department.

The member(s) 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

2.0 Site Drainage Map

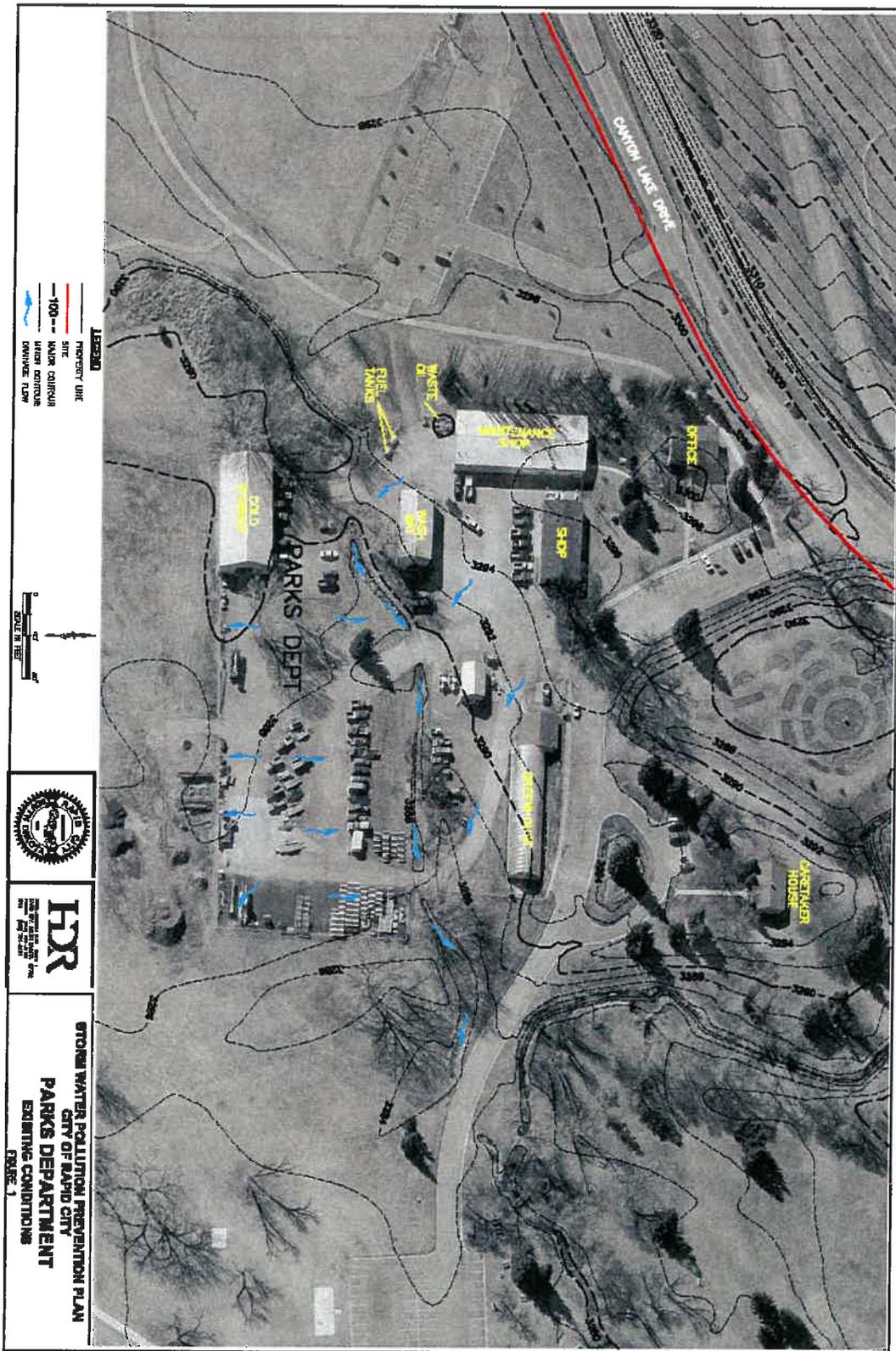


Figure 1 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Topsoil
2. Mulch
3. Sand
4. Fertilizer

At the southwest corner of the yard there are several small stockpiles of topsoil, mulch, and sand used by the parks department. These piles have no physical covers to protect them from runoff. Bagged fertilizer is stored inside the cold storage building and is therefore protected from storm water runoff.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. There is a large storage tank for used oil on the south side of the main maintenance shop. The used oil is hauled to the landfill and disposed of periodically. New oil is stored in the maintenance shop in drums with drip pans to catch spills.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are parked on site awaiting service. The maintenance shop on site performs maintenance on all of the parks department's vehicles and equipment. Vehicles and equipment used by the parks department are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.8 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

There are floor drains in the maintenance shop that will contain any spills within the shops. These are connected to a sump that will trap any solids and separate water from oil. The water then dumps into the sanitary sewer system.

4.2 Buffer Strips

Between the material stockpiles at the southwest corner of the yard and Rapid Creek there is a large vegetated buffer. This vegetative buffer will trap any sediment washed from these stockpiles and prevent it from reaching Rapid Creek.

4.3 Non-Structural BMPs

The double walled above ground storage tanks at the fueling stations are also examples of non-structural BMPs that minimize the potential for storm water pollution. The waste oil storage tank on the south side of the maintenance building is a double walled steel tank.

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks in the maintenance shop and near the fuel tanks. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using proper procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that shop dry and containment socks are available in the maintenance shop and near the fuel tanks.
- Floor drains in the maintenance shop pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Lon Van Deusen, Parks Division Manager:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

APPENDIX A



























APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____
(printed)

(Signature)

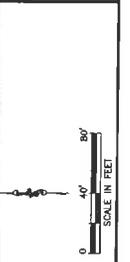
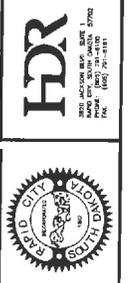
Attendees (names, printed):

Signature:

Topics Covered: _____

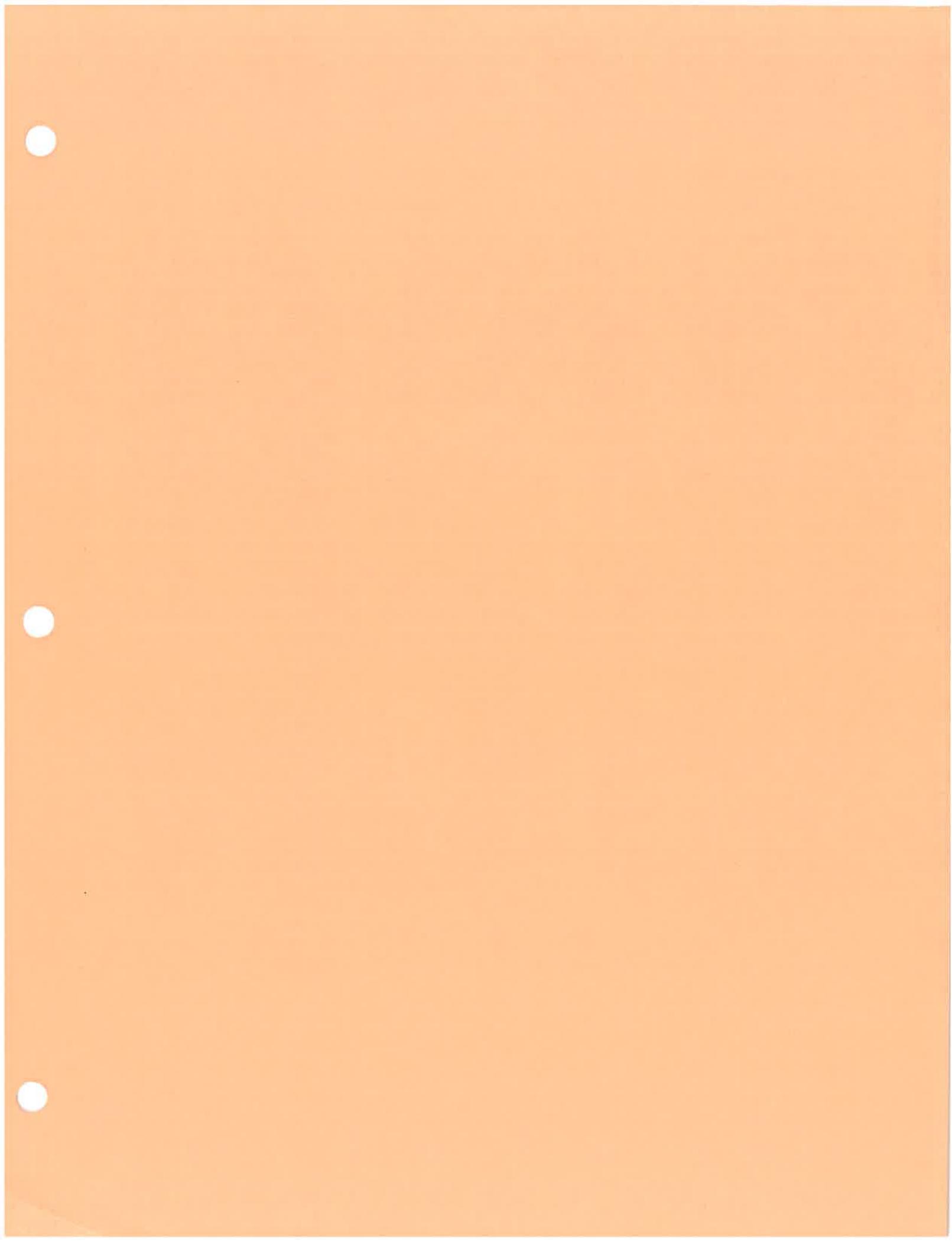


STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
PARKS DEPARTMENT
 EXISTING CONDITIONS



- LEGEND**
- PROPERTY LINE
 - SITE
 - MAJOR CONTOUR
 - MINOR CONTOUR
 - STORMWATER FLOW

FIGURE 1



Storm Water Pollution Prevention Plan City of Rapid City, South Dakota

Street Department

Address:

605 Steele Avenue
Rapid City, SD 57701

Legal Location:

NW ¼, Sec 6, R8E, T1N
44° 5' N lat, 103° 12.5' W long

Facility Contact:

Don Brumbaugh
Superintendent
605-394-4152 (Office)

Owner:

City of Rapid City

Operator:

Street Department

Receiving Waters:

Rapid Creek

Prepared By:

HDR Engineering
3/5/08

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 - 1.2 Purpose
 - 1.3 Scope
 - 1.4 Storm Water Pollution Prevention Team

- 2.0 Site Drainage Map
 - 2.1 Drainage Patterns
 - 2.2 Discharge Conveyances
 - 2.3 Non-Storm Water Discharges and Permits

- 3.0 Inventory of Significant Materials
 - 3.1 Material Stockpiles
 - 3.2 Used Oil Storage
 - 3.3 Vehicle Maintenance and Parking
 - 3.4 Vehicle Wash Area
 - 3.5 Yard Surface
 - 3.6 Other Materials
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 - 6.4 Preventative Maintenance Program and Inspections
 - 6.5 Employee Training

- 7.0 BMP Implementation Schedule

- 8.0 Responsible City Officials

Appendix A – Site Photos

Appendix B – Reporting & Inspection Form Examples

Appendix C – SPCCC

GENERAL FACILITY INFORMATION

Name of Facility: Street Department

Facility Address: 605 Steele Avenue
Rapid City, SD 57701

Legal Location: NW ¼, Section 6, R8E, T1N
44° 5' lat, 103° 12.5' long

Facility Contact:

Name: Don Brumbaugh

Title: Superintendent

Telephone: (605) 394-4152

Mailing Address: 605 Steele Avenue
Rapid City, SD 57701

Owner: City of Rapid City

Operator: Street Department
(if different from Owner)

Standard Industrial classification (SIC) Code: 3531, 7538

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Don Brumbaugh

Telephone: (605) 394-4152

1.0 Introduction

The Street Department is a multipurpose site located in the City of Rapid City, South Dakota. The subject site is used by the City to store and stockpile a variety of soils, road and utility construction materials, and deicing agents. Vehicle maintenance occurs on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Street Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Street Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Street Department

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site
- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

2.0 Site Drainage Map

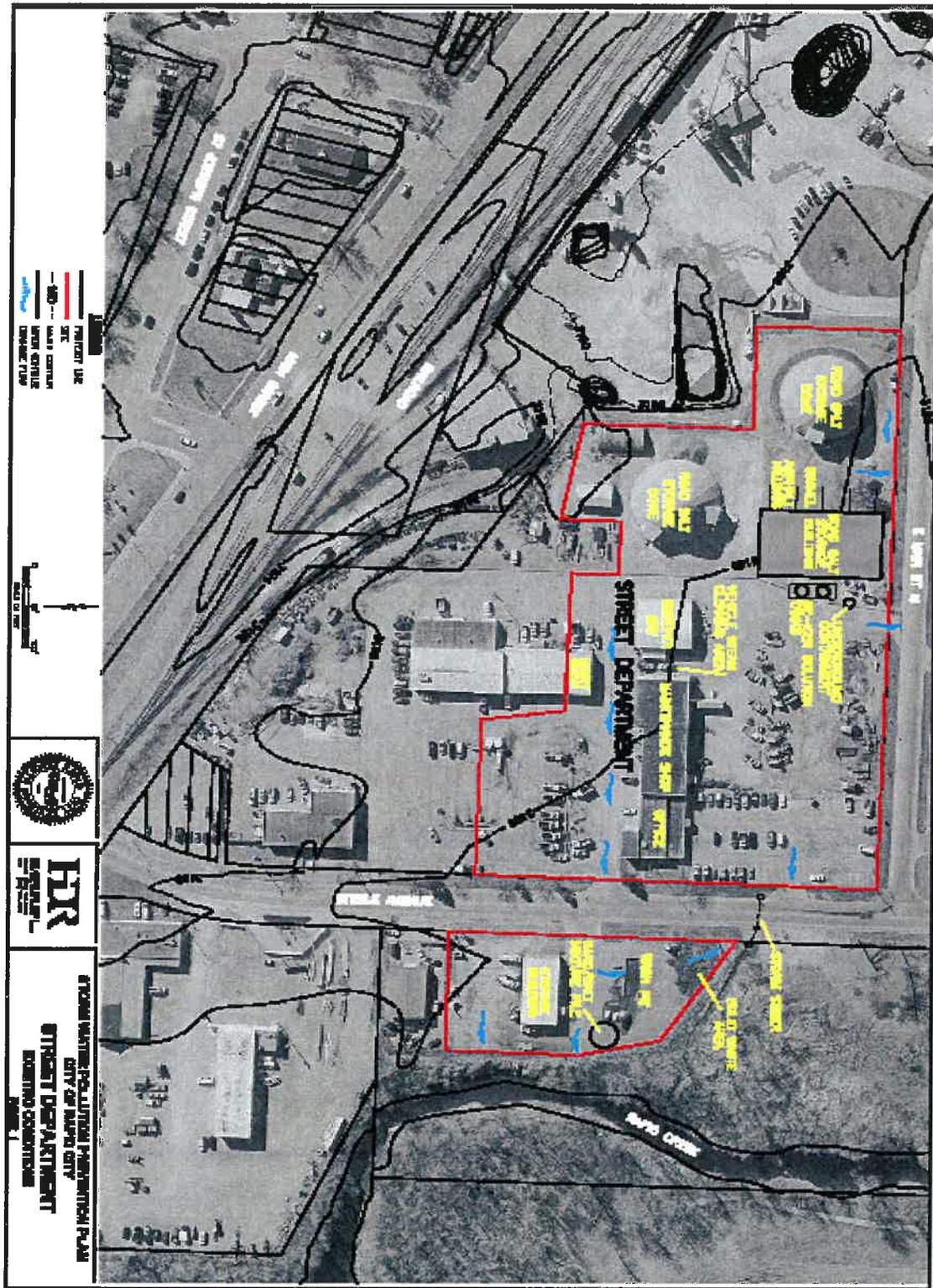


Figure 1 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water

runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water.

Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Road Salt
2. Gravel
3. Asphalt Millings
4. Sand/Road Salt Mixture
5. Solid Waste

The road salt is housed in two domes and a large storage building. The salt is brought in on trucks from Nebraska Salt and dumped in the yard near the domes and storage building. The streets department then uses loaders to move the salt into the domes and storage building. Any remaining salt is swept up with the street sweepers and placed in the domes. These stockpiles are protected from direct contact with storm water runoff. However, the sand/salt deicing mixture is tracked and or spilled on exposed yard allowing storm water contact.

There are small piles of gravel and asphalt millings on the west side of the road salt storage building. The piles are sectioned off using concrete blocks on three sides but are open on the west side. The quantity of material at any given time may vary depending on the nature of ongoing City projects.

Near the vehicle wash area there is a pile of the old sand/road salt mixture that is no longer used by the streets department. This pile is covered with tarps and ballasted with used tires. This pile will be sold or be placed in the domes in the Spring of 2008. There is a drain apron that dumps almost directly into Rapid Creek just to the southwest of this pile.

3.8 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

The City of Rapid City, South Dakota has implemented structural BMPs at the subject site to eliminate or reduce storm water pollution by source reduction. Structural BMPs include covering the road salt stockpiles. The structures built over the road salt stockpiles have essentially eliminated storm water pollution from this activity. Clean-up of occasional spills/tracking of the road salt outside of the structure are discussed below.

The deicing chemical storage tanks have a concrete containment structure built around them. Also there is a drainage apron in front of the tanks that leads to an underground storage tank to catch any spillage that may occur during loading or unloading.

There are floor drains in the maintenance shops that will contain any spills within the shops. These are pumped out and contaminated material is disposed of at the landfill.

4.2 Non-Structural BMPs

Solid waste generated at the subject site from the street sweepers and other debris is piled near the vehicle wash area and periodically trucked to the landfill. There is a concrete wall surrounding the area where the waste is piled that has several weepholes. On the outside of the weepholes the city has placed some rip-rap to trap any debris.

The waste oil storage tank on the north side of the maintenance building is a double walled steel tank. It contains the necessary atmospheric venting and emergency vents for primary and secondary compartments. The tank is equipped with an overfill sensing tank gauge connected to a visual alarm located inside of the maintenance building.

The three waste oil heating tanks all have open top secondary containment on the outside of the tanks. These tanks are all designed to contain a minimum of 110% of the tanks capacity.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Prevention Control and Countermeasure Plan (SPCC)

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. A SPCC Plan has been developed and implemented that includes spill control and prevention measures. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks at the two areas where maintenance vehicles are parked and in the maintenance shops.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using SPCC Plan procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Loadout Spill/Tracking Cleanup

The City will sweep up materials exposed to runoff outside of storage sheds at the end of a load-out activity.

6.4 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that the spill kits at the vehicle parking stations are stocked with shop dry and containment socks.
- The structural integrity of the salt/sand deicing mixture sheds should be inspected.
- Floordrains in the maintenance shops pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.
- Adequate materials for SPCC Plan.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace

deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.5 Employee Training

Employees who are directly involved with storm water management issues or SPCC Plan duties will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices. The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP, SPCC, or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Don Brumbaugh, Superintendent:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0. Also, SPCC Plan and response procedures described in Section 6.0 have been implemented.

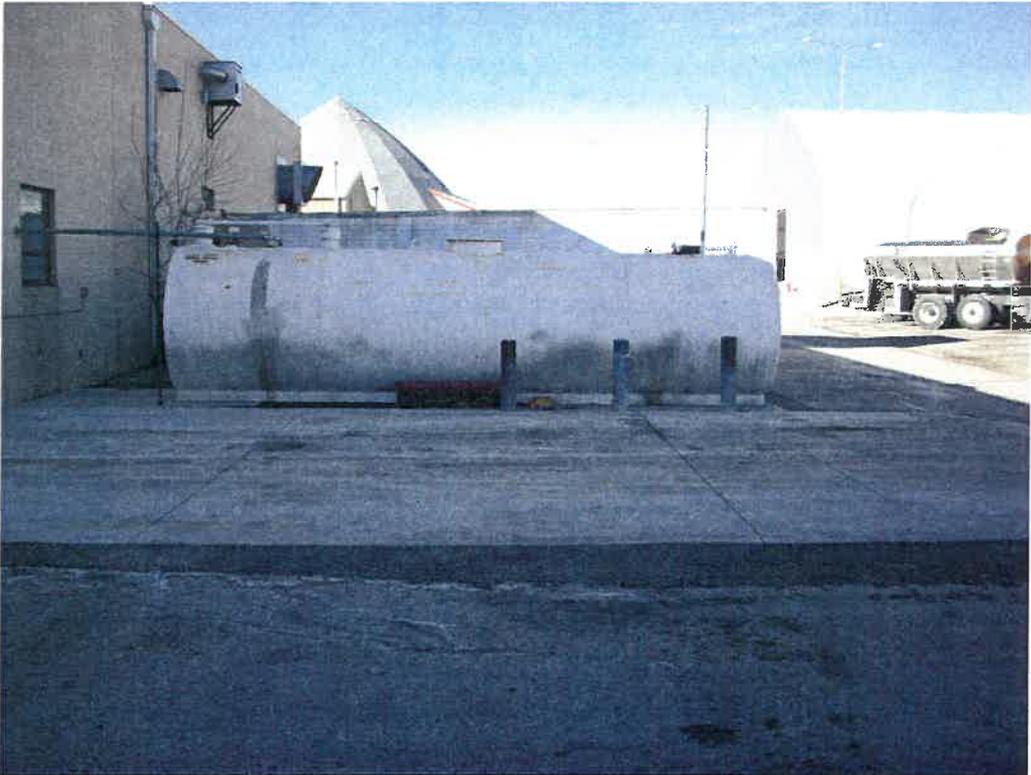
An employee training program should be implemented as described in Section 6.5. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

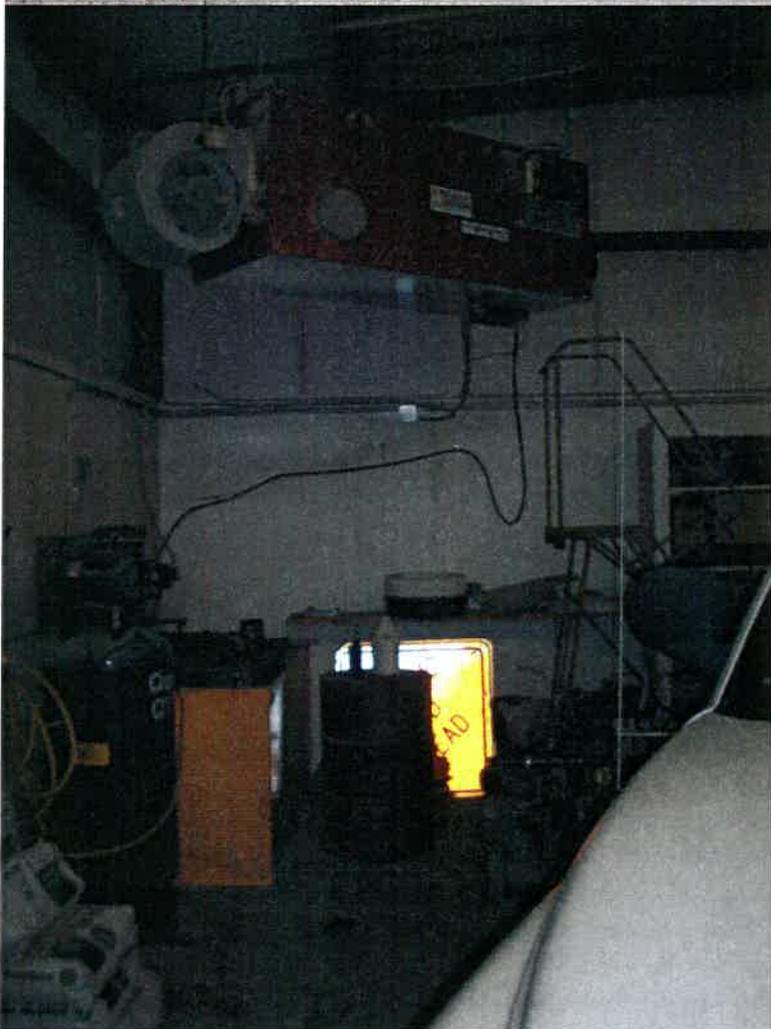
APPENDIX A

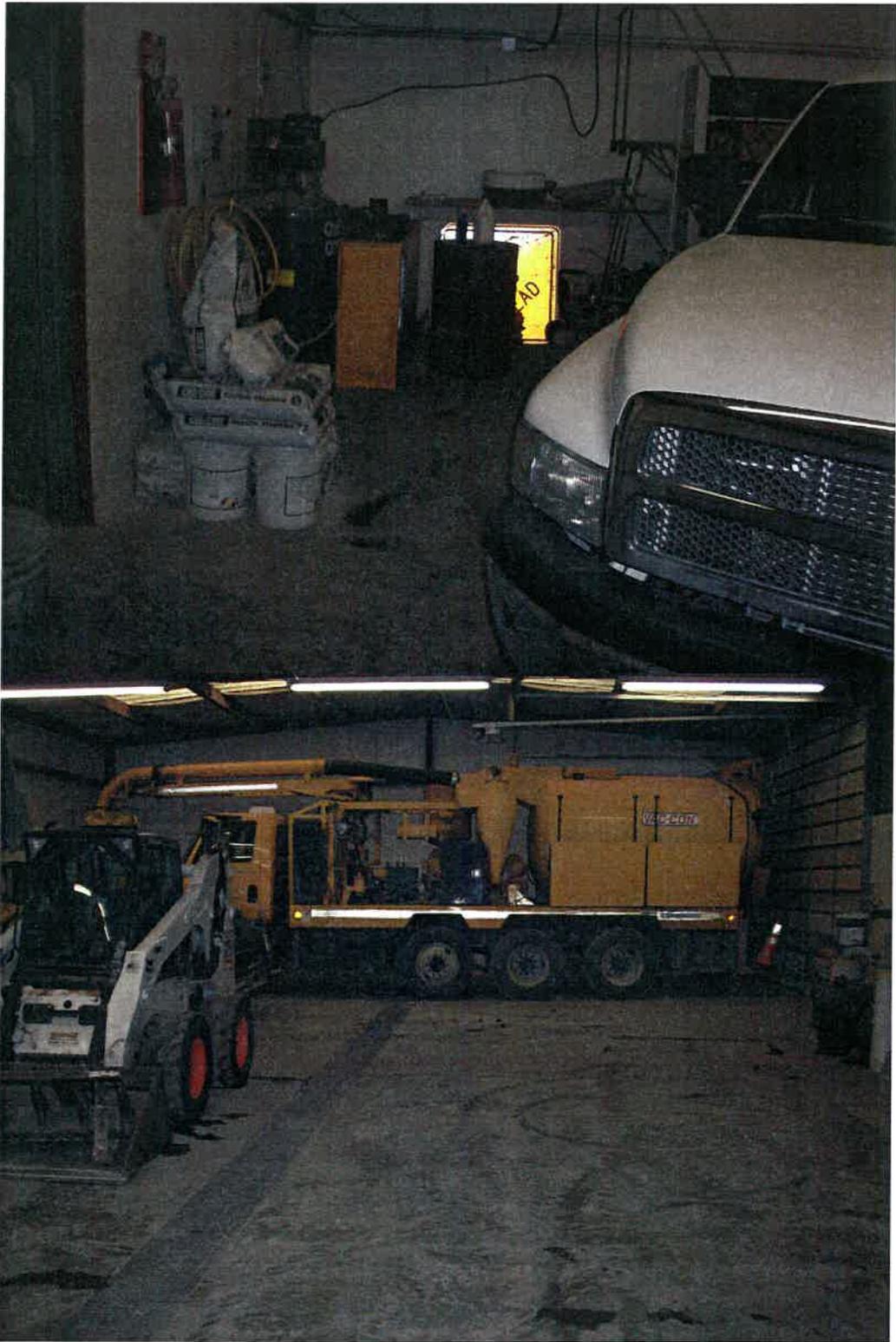








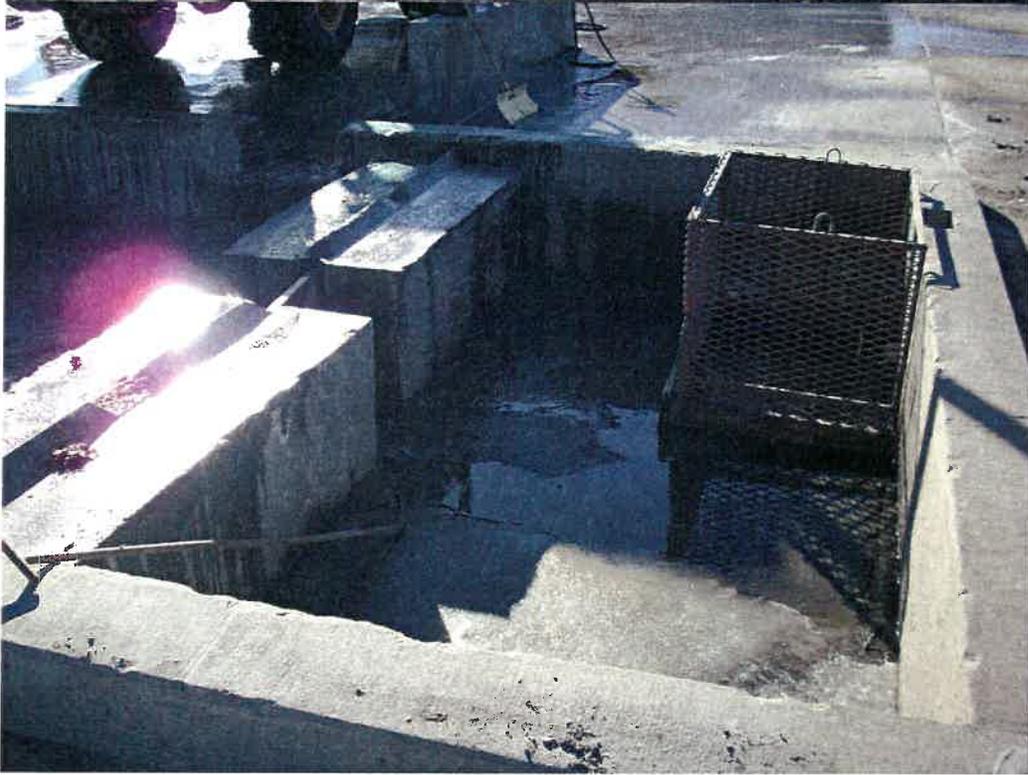










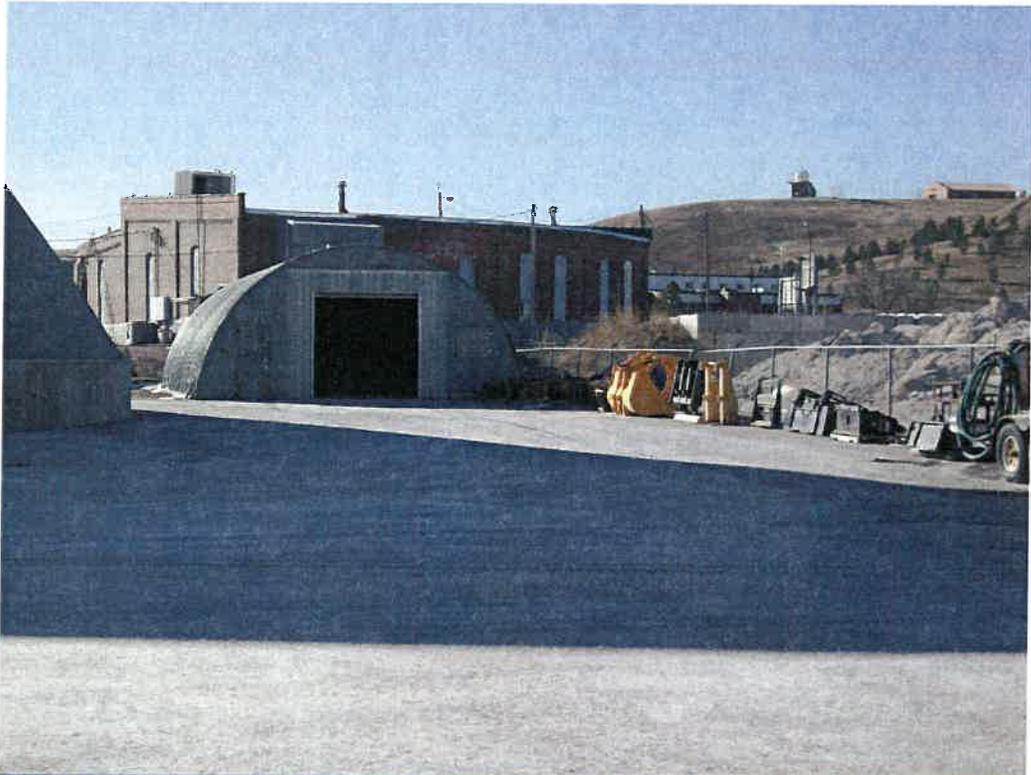




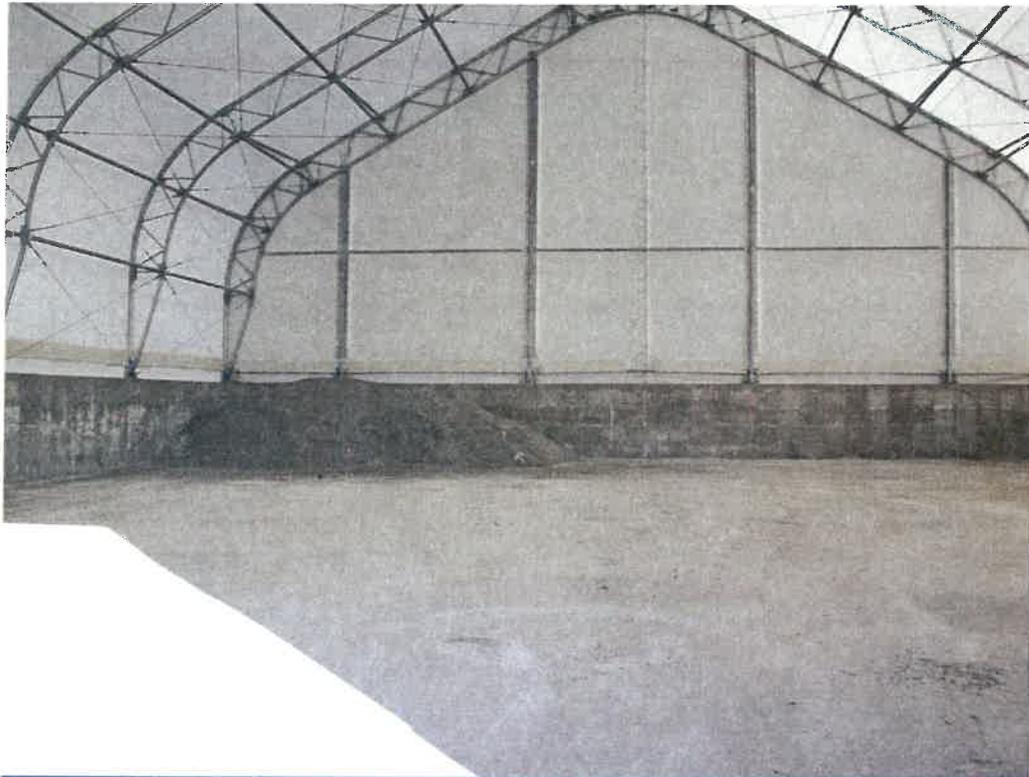


































APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____
(printed)

(Signature)

Attendees (names, printed):

Signature:

Topics Covered: _____

GOOD HOUSEKEEPING

Date: _____

Time: _____

Inspected by (printed): _____

Signature: _____

Areas Inspected	Observations	Actions Taken
parking areas		
fuel pumps		
outfalls		
Isles & walkways		
dumpsters		
grounds (in general)		

COMPREHENSIVE INSPECTION

Date: _____

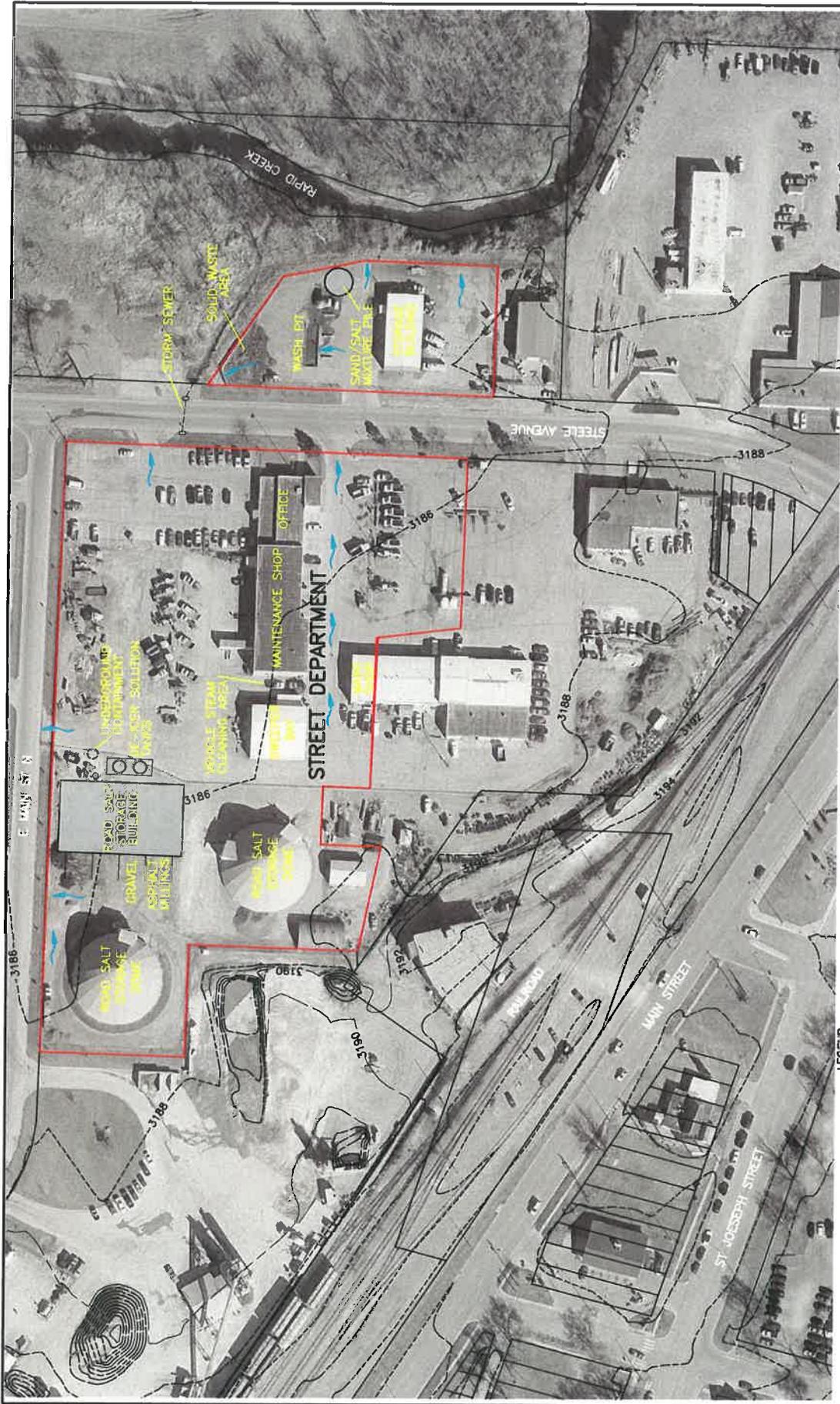
Time: _____

Inspected by (printed): _____

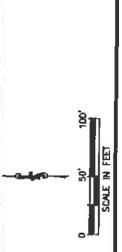
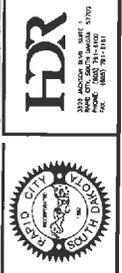
Signature: _____

Areas Inspected	Observations	Actions Taken
storm water outfalls		
property boundaries		
grounds (in general)		
parking lots		
storage areas		
dumpsters		
waste storage areas		
equipment		

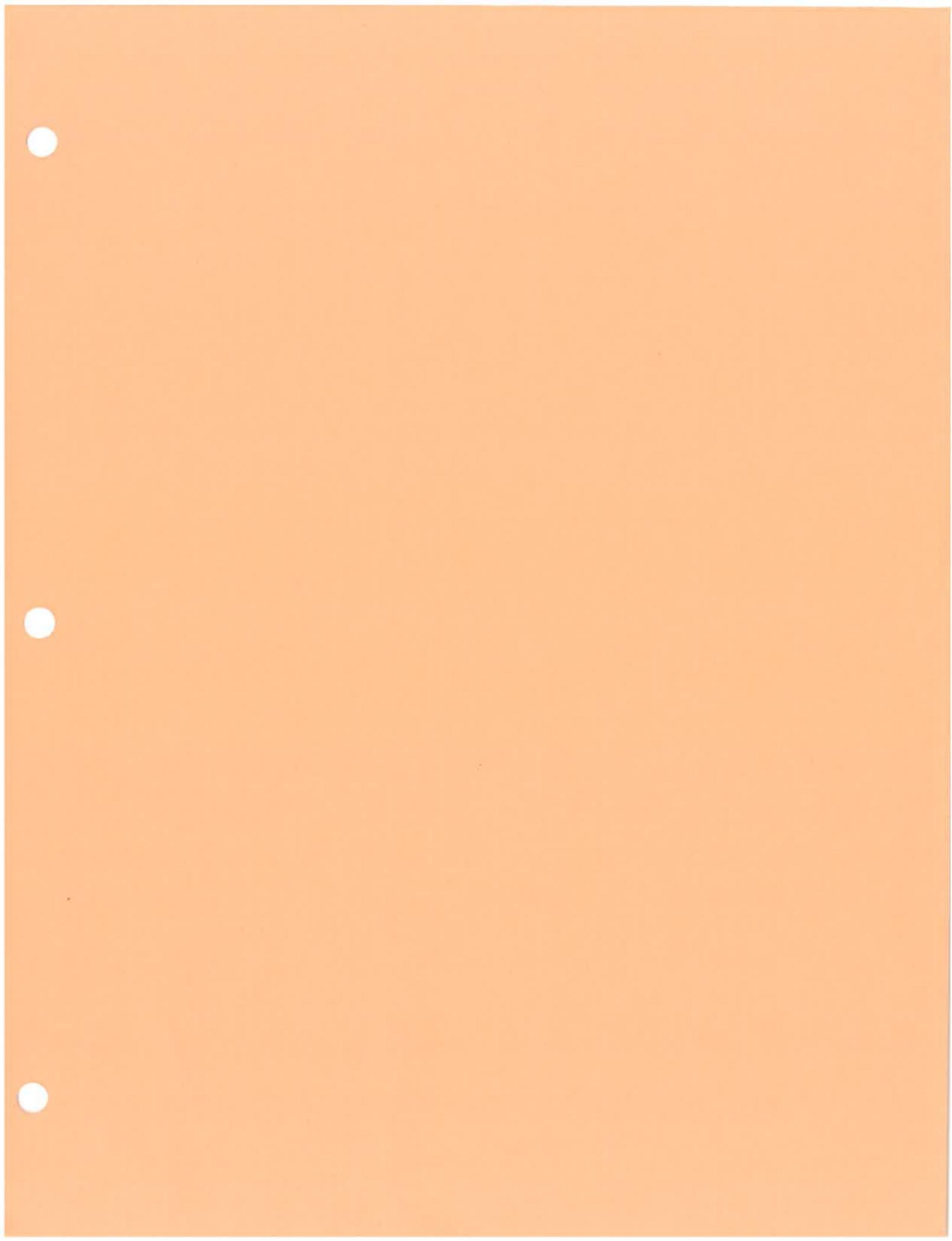
APPENDIX C



STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
STREET DEPARTMENT
 EXISTING CONDITIONS
 FIGURE 1



- LEGEND**
- PROPERTY LINE
 - SITE
 - - - 100' MAJOR CONTOUR
 - - - MINOR CONTOUR
 - DRAINAGE FLOW



Storm Water Pollution Prevention Plan

City of Rapid City, South Dakota

Transit Division

Address:
333 6th Street
Rapid City, SD 57701

Legal Location:
SW ¼, Sec 36, R7E, T2N
44° 5' N lat, 103° 13.5' W long

Facility Contact:
Rich Sagen
Transit Manager
605-394-6631 (Office)

Owner:
City of Rapid City

Operator:
Transit Division

Receiving Waters:
Rapid Creek

Prepared By:
HDR Engineering
3/5/08

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Appendix A – Site Photos

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GENERAL FACILITY INFORMATION

Name of Facility: Transit

Facility Address: 333 6th Street

Rapid City, SD 57701

Legal Location: SW ¼, Section 36, R7E, T2N

44° 5' lat, 103° 13.5' long &

Facility Contact:

Name: Rich Sagen

Title: Transit Manager

Telephone: (605) 394-6631

Mailing Address: 333 6th Street

Rapid City, SD 57701

Owner: City of Rapid City

Operator: Transit Division
(if different from Owner)

Standard Industrial classification (SIC) Code: 4173, 4111, 4141

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Rich Sagen

Telephone: (605) 394-6631

1.0 Introduction

The Transit Department has two building locations in the City of Rapid City, South Dakota. One subject site houses the offices and is at the bus depot. The other site is where the busses are parked while not in use. Vehicle maintenance and fueling do not occur on either site and vehicles are parked at the storage site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Transit Division.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Transit Division.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Transit Division

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Transit Division.

The member(s) 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

2.0 Site Drainage Map

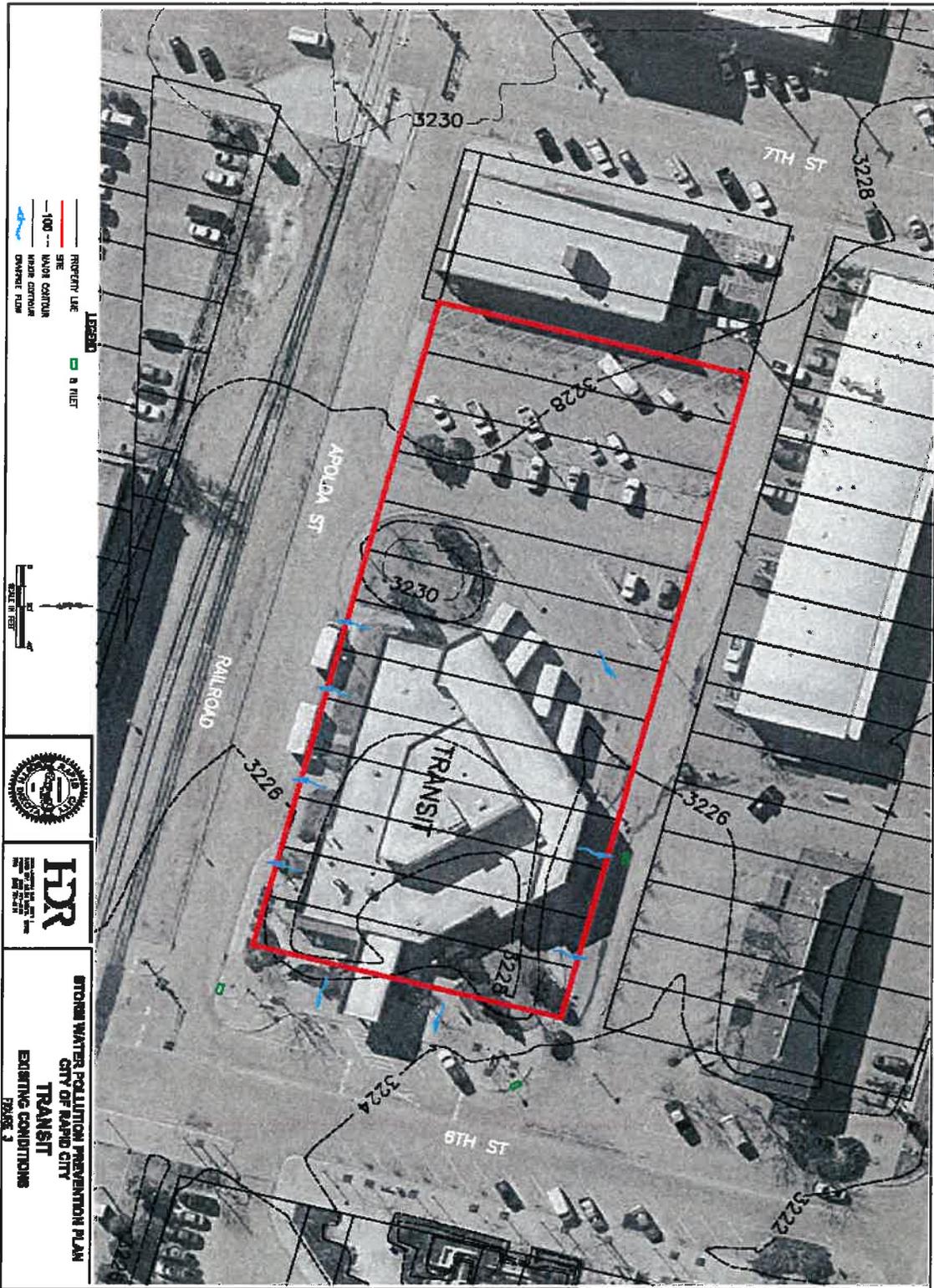


Figure 1 – Site #1 Existing Conditions

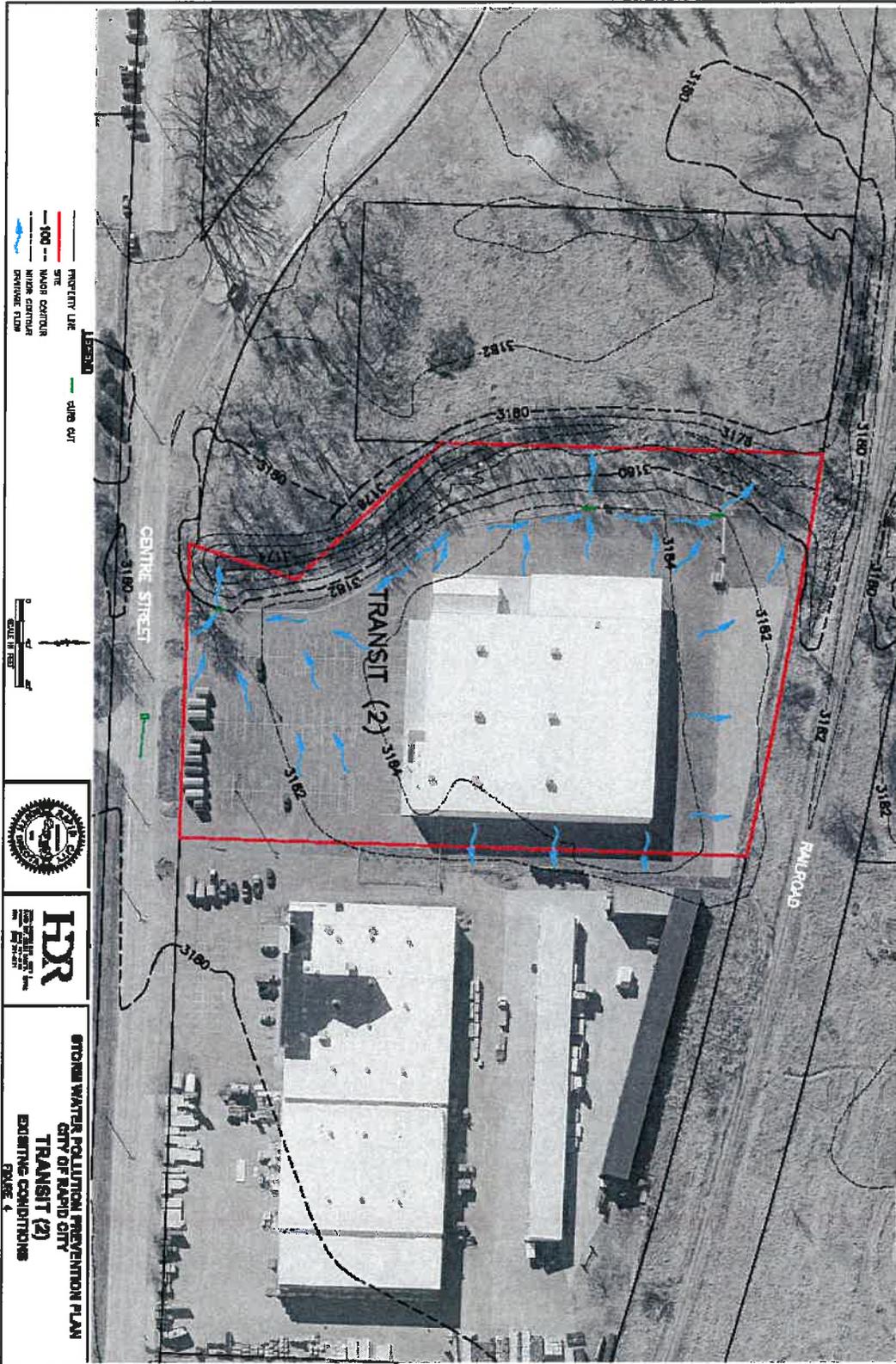


Figure 2 – Site #2 Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

There are no materials stockpiled at either site.

3.2 Vehicle Maintenance and Parking

City vehicles in need of maintenance and repair are taken to the Streets Department for service. Employee and customer vehicles are parked at the office site during the business day. The busses are parked at the storage facility when not in use. Fluid leaks from all of these vehicles may occur.

3.3 Yard Surface

The yard surface is a combination of asphalt and concrete with grass and trees around the perimeter of the lot.

3.4 List of Past Spills and Leaks

There have been no spills of polluting materials at this location in the past three years.

DATE	MATERIAL	VOLUME	LOCATION	ACTIONS TAKEN

3.5 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

There are no structural BMPs in place at this time. All storm water runoff from the bus depot drains into the storm sewer system. At the storage facility the site drains directly into a drainageway that leads to Rapid Creek.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures will include providing an absorbent material such as oil dry to absorb small spills. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles on site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks. The City will catch and contain fluids from vehicles, properly dispose of fluids promptly, and clean up spilled fluids using proper procedures.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at

the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that absorbent material is readily available in case of a spill.
- Material in inlet basket.
- Check for leaks from city vehicles on site.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Rich Sagen, Transit Manager:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

APPENDIX A

APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

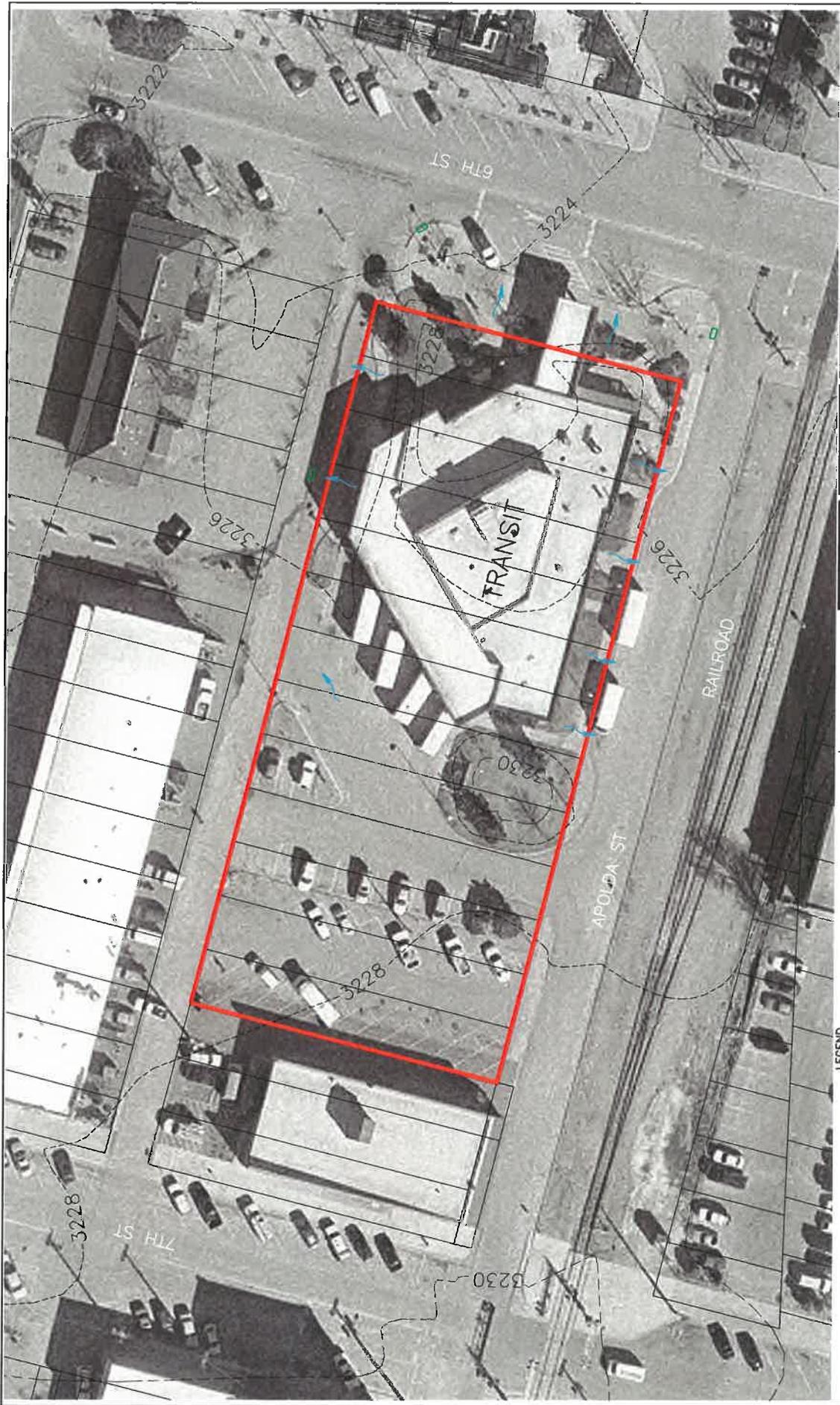
Trainer : _____
(printed)

(Signature)

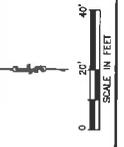
Attendees (names, printed):

Signature:

Topics Covered: _____



STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
TRANSIT
 EXISTING CONDITIONS
 FIGURE 3



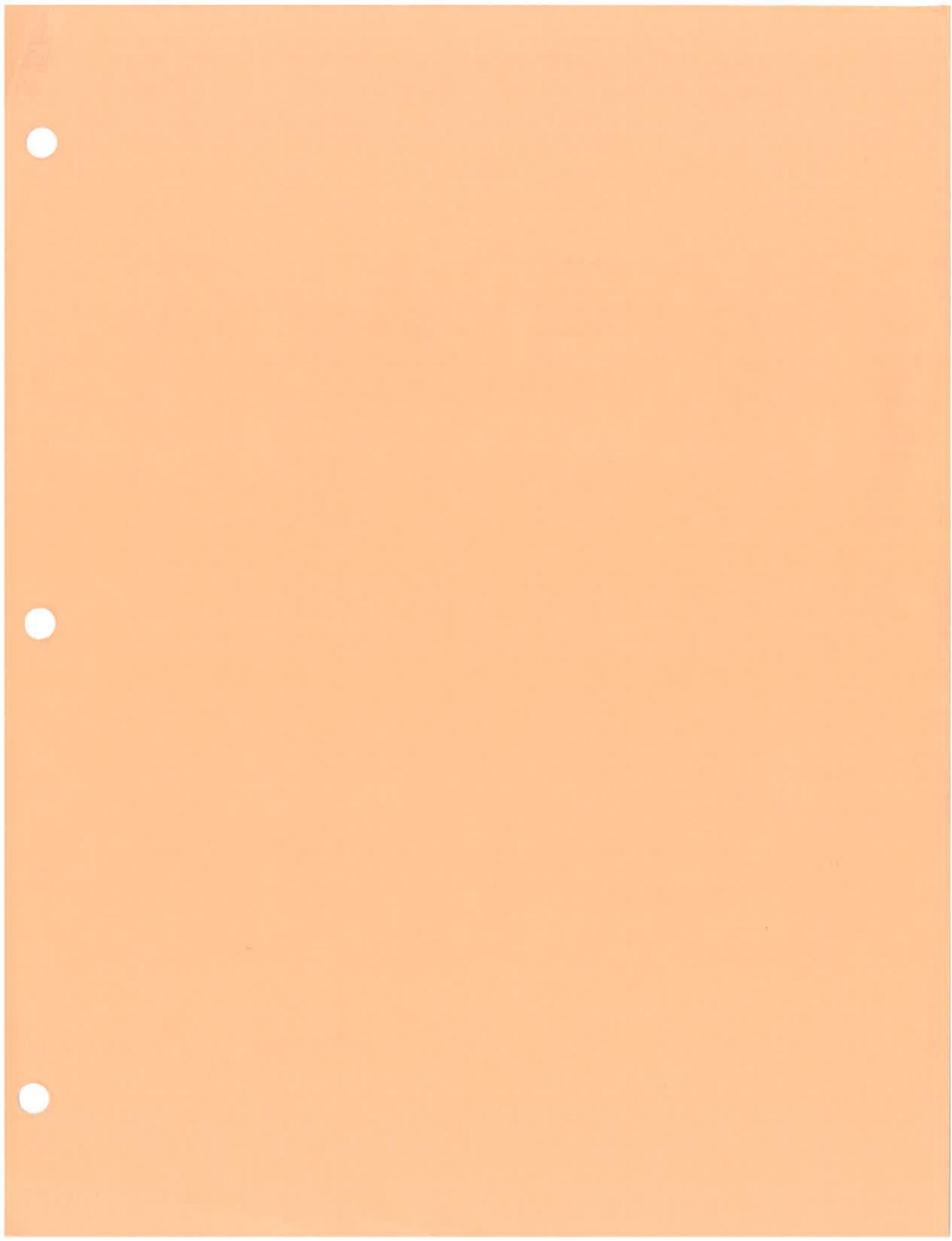
- LEGEND**
- PROPERTY LINE
 - SITE
 - - - MAJOR CONTOUR
 - - - MINOR CONTOUR
 - DRAINAGE FLOW
 - INLET



- LEGEND**
- PROPERTY LINE
 - SITE
 - 100' MAJOR CONTOUR
 - MINOR CONTOUR
 - CURB CUT
 - DRAINAGE FLOW



STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
TRANSIT (2)
 EXISTING CONDITIONS
 FIGURE 4



Storm Water Pollution Prevention Plan
City of Rapid City, South Dakota
Water/Sewer Maintenance Department

Address:

605 Steele Avenue
Rapid City, SD 57701

Legal Location:

NW ¼, Sec 6, R8E, T1N
44° 5' N lat, 103° 12.5' W long

Facility Contact:

Chip Petrik
Utility Maintenance Supervisor
605-394-4163 (Office)

Owner:

City of Rapid City

Operator:

Water/Sewer Maintenance Department

Receiving Waters:

Rapid Creek

Prepared By:
HDR Engineering
3/7 /08

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- 3.0 Inventory of Significant Materials
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 - 3.2 Used Oil Storage
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 - 3.4 Vehicle Wash Area
 - 3.5 Yard Surface
 - 3.6 Other Materials
 - 3.7 List of Past Spills and Leaks
 - 3.8 Summary of Sampling Data

- 4.0 Existing Best Management Practices
 - 4.1 Structural BMPs
 - 4.2 Non-Structural BMPs

- 5.0 Proposed Physical BMPs

- 6.0 Proposed Management BMPs
 - 6.1 Spill Control
 - 6.2 Vehicle and Equipment Fluid Leak Cleanup
 - 6.3 Preventative Maintenance Program and Inspections
 - 6.4 Employee Training

- 7.0 BMP Implementation Schedule

- 8.0 Responsible City Officials

Appendix A – Site Photos

Appendix B – Reporting & Inspection Form Examples

GENERAL FACILITY INFORMATION

Name of Facility: Water/Sewer Maintenance Department

Facility Address: 605 Steele Avenue

Rapid City, SD 57701

Legal Location: NW ¼, Section 6, R8E, T1N

44° 5' lat, 103° 12.5' long

Facility Contact:

Name: Chip Petrik

Title: Utility Maintenance Supervisor

Telephone: (605) 394-4163

Mailing Address: 605 Steele Avenue

Rapid City, SD 57701

Owner: City of Rapid City

Operator: Water/Sewer Maintenance Department
(if different from Owner)

Standard Industrial classification (SIC) Code: 4225

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Chip Petrik

Telephone: (605) 394-4163

1.0 Introduction

The Water/Sewer Maintenance Department is a multipurpose site located in the City of Rapid City, South Dakota. The subject site is used by the City to store and stockpile a variety of soils and utility construction materials. Vehicle maintenance and fueling do not occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Water/Sewer Maintenance Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Water/Sewer Maintenance Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Water/Sewer Maintenance Department

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Water/Sewer Maintenance Department.

The member(s) 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
Chris Catlette	Testing for non-storm water discharges
Chris Catlette	Conducting Inspections
Chris Catlette	Conducting the annual compliance evaluation
Chip Petrik	Maintaining, Record Keeping
Chip Petrik	Submitting Reports
Chip Petrik	Signing the required certifications
Bud Wilcox	Employee Training
Chip Petrik	Employee Training
Bud Wilcox	Conducting Inspections

2.0 Site Drainage Map

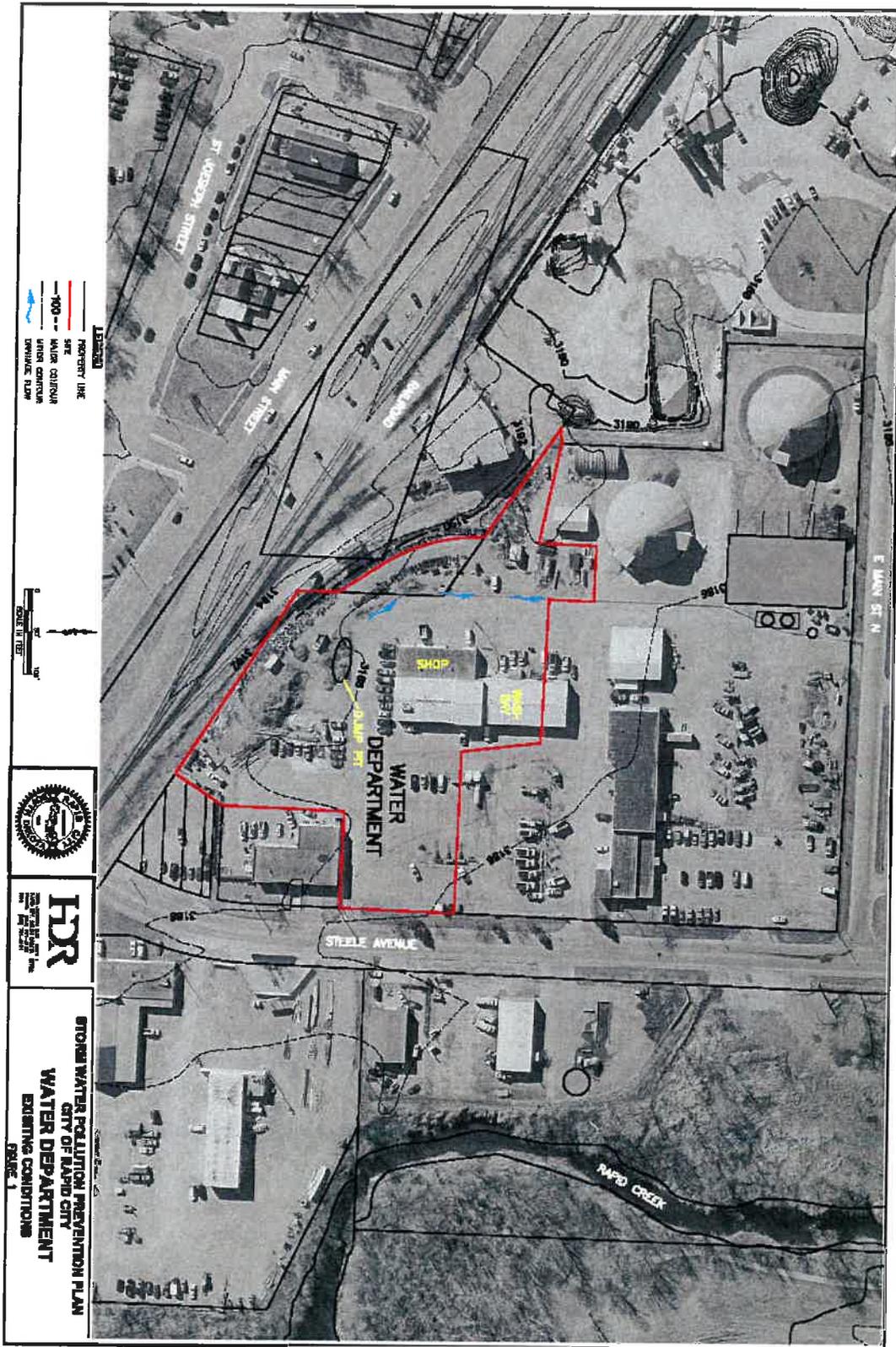


Figure 1 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Backfill Soil
2. Gravel
3. Asphalt Millings

There are small piles of gravel and asphalt millings to the southwest of the shop. The piles are not contained but the area they are in will be paved soon. The quantity of material at any given time may vary depending on the nature of ongoing City projects.

To the southeast of the Dump Pit there is a large pile of soil that is used for backfill on utility maintenance projects. This pile is not contained but drains into the Dump Pit so no contaminated storm water escapes.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. The used oil is hauled to the landfill and disposed of periodically. New oil is stored in the shop in small quantities.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are not parked on site awaiting service. The maintenance shop at the Street Department performs maintenance on all of the

Water/Sewer Maintenance Department's vehicles. Vehicles and equipment used in City projects are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.4 Vehicle Wash Area

A vehicle wash bay is located on the north side of the shop. The waste wash water is drained into the sanitary waste system.

3.5 Yard Surface

The yard surface is a combination of asphalt, concrete, and gravel.

3.6 Other Materials

New and used parts, equipment, and fluids are stored inside and waste products are disposed in the proper manner with one minor exception. An old lawn mower was stored outside.

3.7 List of Past Spills and Leaks

There have been no spills of polluting materials at this location in the past three years.

DATE	MATERIAL	VOLUME	LOCATION	ACTIONS TAKEN

3.8 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

There are floor drains in the shop that will contain any spills within the shop. These are connected to a sump that will trap any solids and separate water from oil. The water then dumps into the sanitary sewer system.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks in the shop. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using proper procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that shop dry and containment socks are available in the shop.
- Floordrains in the maintenance shops pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The

inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage.

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Chip Petrik, Utility Maintenance Supervisor:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

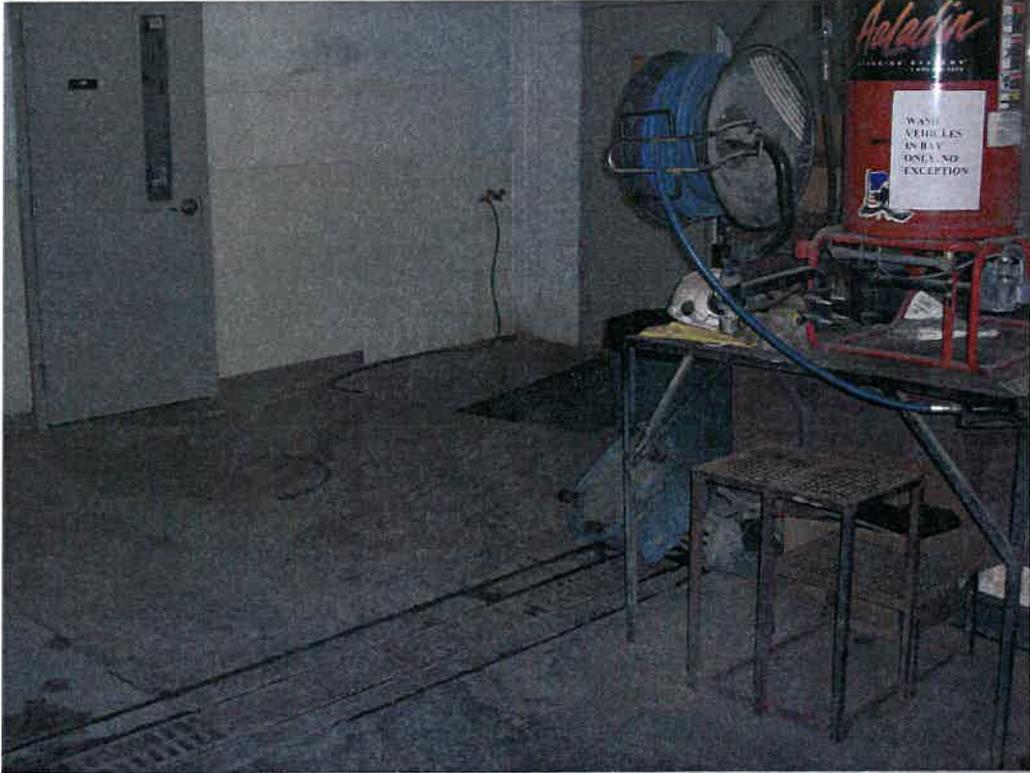
APPENDIX A











APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____
(printed)

(Signature)

Attendees (names, printed):

Signature:

Topics Covered: _____

GOOD HOUSEKEEPING

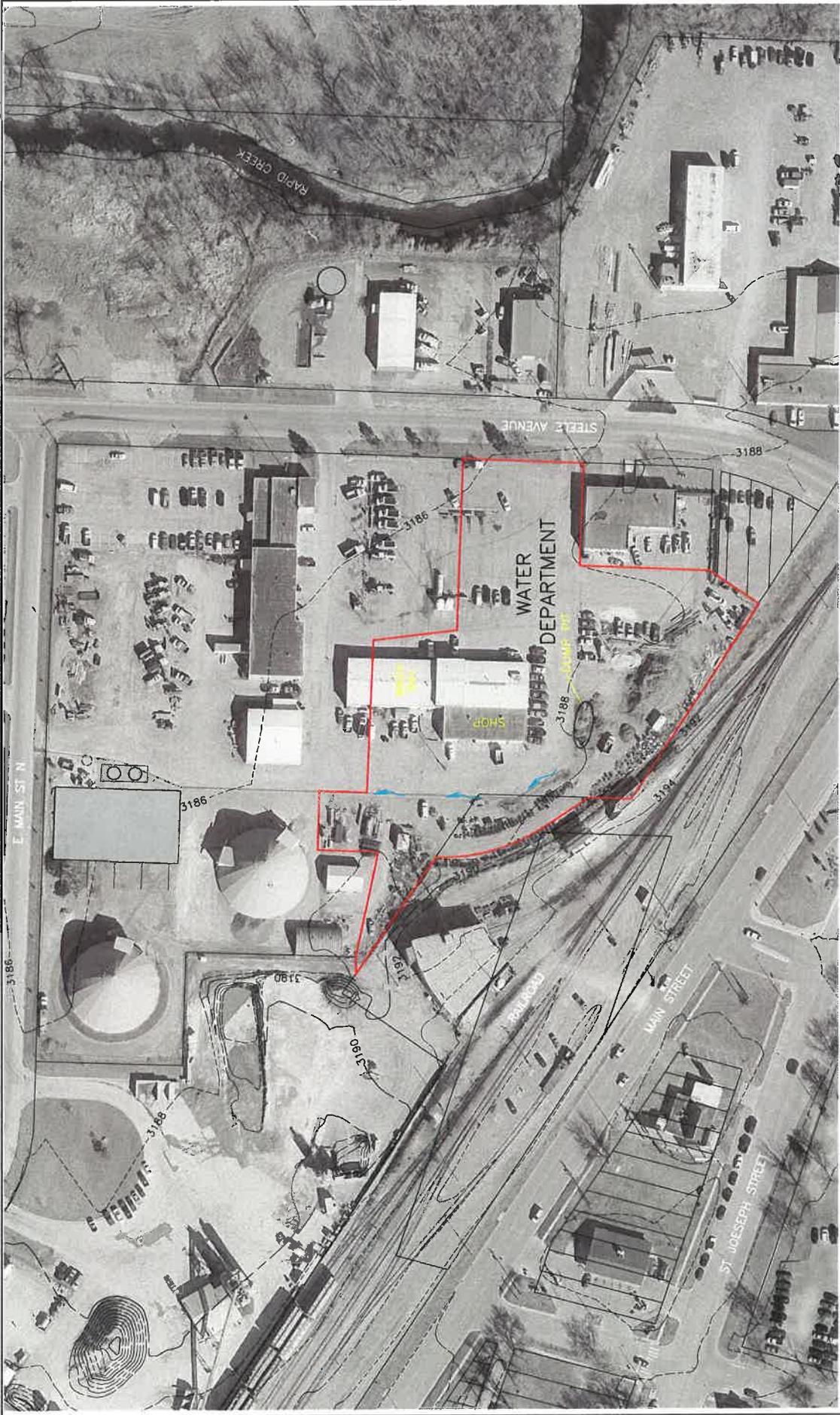
Date: _____

Time: _____

Inspected by (printed): _____

Signature: _____

Areas Inspected	Observations	Actions Taken
parking areas		
fuel pumps		
outfalls		
Isles & walkways		
dumpsters		
grounds (in general)		



STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
WATER DEPARTMENT
 EXISTING CONDITIONS

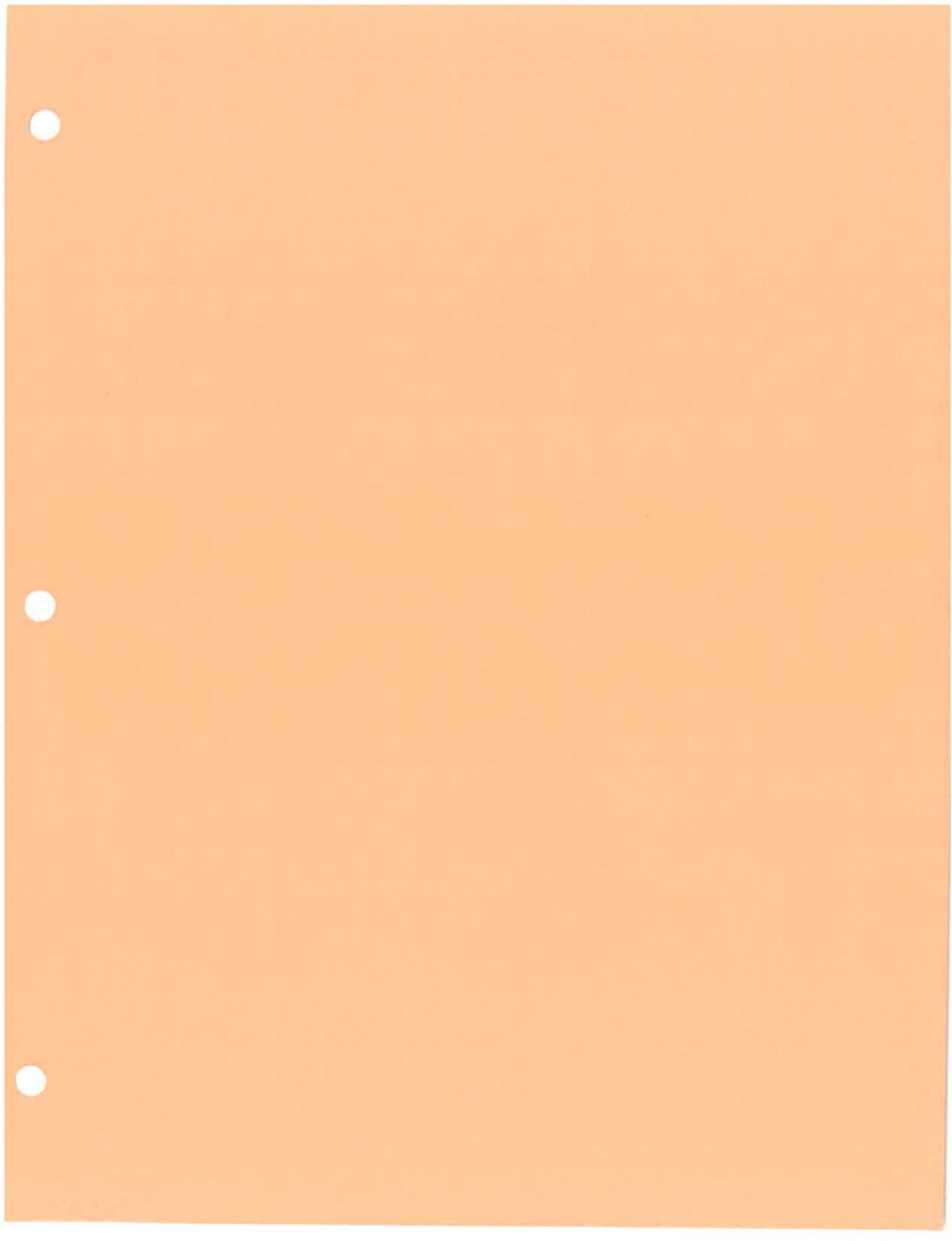
FIGURE 1



3185 JACKSON BL., SUITE 200
 RAPID CITY, SD 57702
 PHONE (605) 791-4100
 FAX (605) 791-4141



- LEGEND**
- PROPERTY LINE
 - SITE
 - 100' MAJOR CONTOUR
 - MINOR CONTOUR
 - DRAINAGE FLOW



Storm Water Pollution Prevention Plan
City of Rapid City, South Dakota
Water/Sewer Maintenance Department

Address:

605 Steele Avenue
Rapid City, SD 57701

Legal Location:

NW ¼, Sec 6, R8E, T1N
44° 5' N lat, 103° 12.5' W long

Facility Contact:

Chip Petrik
Utility Maintenance Supervisor
605-394-4163 (Office)

Owner:

City of Rapid City

Operator:

Water/Sewer Maintenance Department

Receiving Waters:

Rapid Creek

Prepared By:

HDR Engineering
3/7 /08

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GENERAL FACILITY INFORMATION

Name of Facility: Water/Sewer Maintenance Department

Facility Address: 605 Steele Avenue
Rapid City, SD 57701

Legal Location: NW ¼, Section 6, R8E, T1N
44° 5' lat, 103° 12.5' long

Facility Contact:

Name: Chip Petrik

Title: Utility Maintenance Supervisor

Telephone: (605) 394-4163

Mailing Address: 605 Steele Avenue
Rapid City, SD 57701

Owner: City of Rapid City

Operator: Water/Sewer Maintenance Department
(if different from Owner)

Standard Industrial classification (SIC) Code: 4225

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Chip Petrik

Telephone: (605) 394-4163

1.0 Introduction

The Water/Sewer Maintenance Department is a multipurpose site located in the City of Rapid City, South Dakota. The subject site is used by the City to store and stockpile a variety of soils and utility construction materials. Vehicle maintenance and fueling do not occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Water/Sewer Maintenance Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Water/Sewer Maintenance Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the
Rapid City Water/Sewer Maintenance Department
comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Water/Sewer Maintenance Department.

The member(s) 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
Chris Catlette	Testing for non-storm water discharges
Chris Catlette	Conducting Inspections
Chris Catlette	Conducting the annual compliance evaluation
Chip Petrik	Maintaining, Record Keeping
Chip Petrik	Submitting Reports
Chip Petrik	Signing the required certifications
Bud Wilcox	Employee Training
Chip Petrik	Employee Training
Bud Wilcox	Conducting Inspections

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Backfill Soil
2. Gravel
3. Asphalt Millings

There are small piles of gravel and asphalt millings to the southwest of the shop. The piles are not contained but the area they are in will be paved soon. The quantity of material at any given time may vary depending on the nature of ongoing City projects.

To the southeast of the Dump Pit there is a large pile of soil that is used for backfill on utility maintenance projects. This pile is not contained but drains into the Dump Pit so no contaminated storm water escapes.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. The used oil is hauled to the landfill and disposed of periodically. New oil is stored in the shop in small quantities.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are not parked on site awaiting service. The maintenance shop at the Street Department performs maintenance on all of the

Water/Sewer Maintenance Department's vehicles. Vehicles and equipment used in City projects are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.4 Vehicle Wash Area

A vehicle wash bay is located on the north side of the shop. The waste wash water is drained into the sanitary waste system.

3.5 Yard Surface

The yard surface is a combination of asphalt, concrete, and gravel.

3.6 Other Materials

New and used parts, equipment, and fluids are stored inside and waste products are disposed in the proper manner with one minor exception. An old lawn mower was stored outside.

3.7 List of Past Spills and Leaks

There have been no spills of polluting materials at this location in the past three years.

DATE	MATERIAL	VOLUME	LOCATION	ACTIONS TAKEN

3.8 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

There are floor drains in the shop that will contain any spills within the shop. These are connected to a sump that will trap any solids and separate water from oil. The water then dumps into the sanitary sewer system.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks in the shop. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using proper procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that shop dry and containment socks are available in the shop.
- Floordrains in the maintenance shops pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The

inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage.

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Chip Petrik, Utility Maintenance Supervisor:

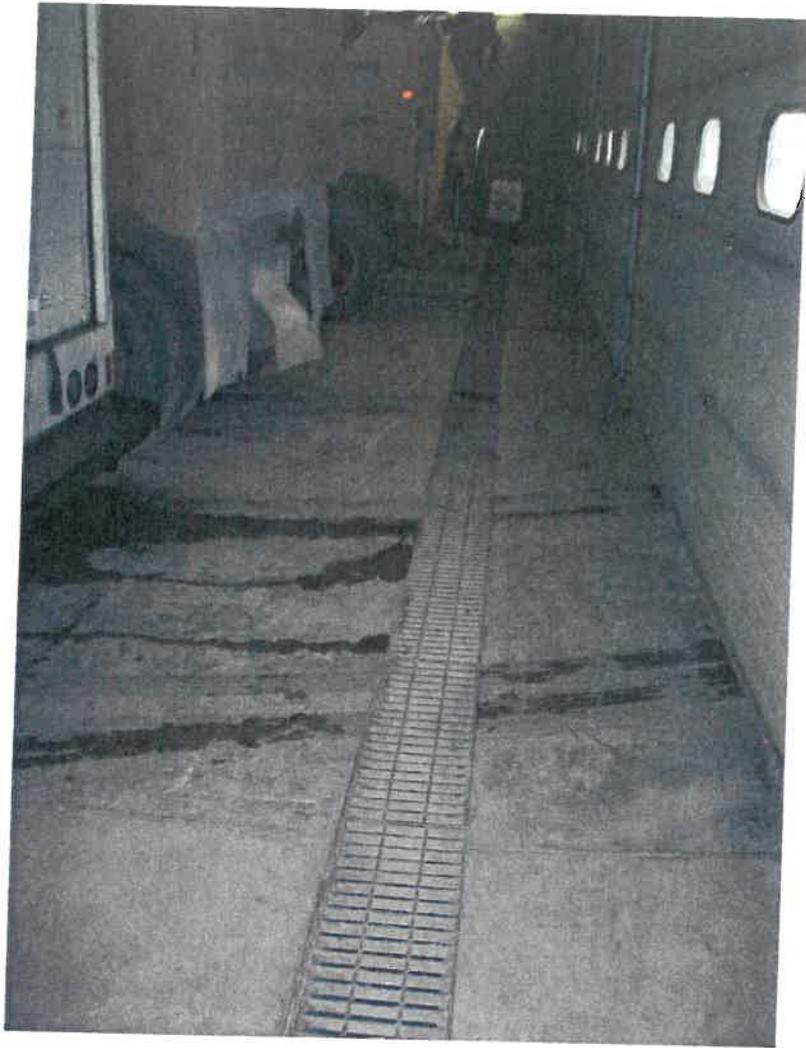
- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

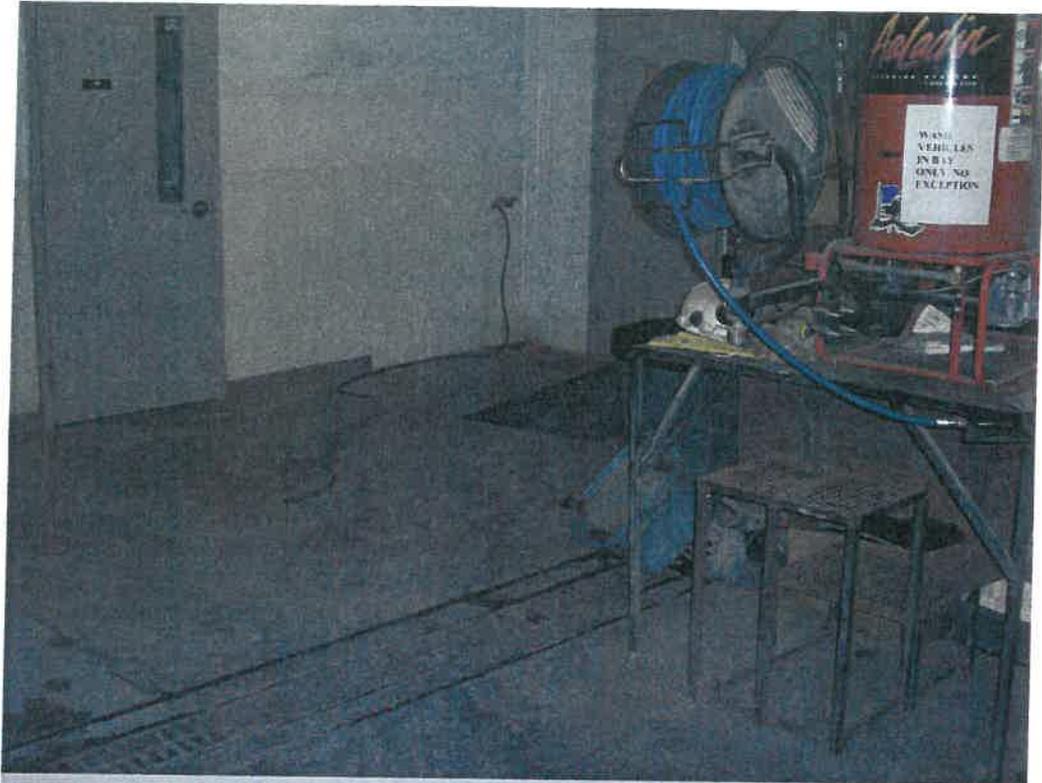
APPENDIX A











APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

NON-STORM WATER INSPECTION REPORT

Date of Inspection: _____ Time: _____

Inspected by (printed name): _____

Signature: _____

Description of type of inspection (check those that apply):

- visual observation dye tests smoke tests TV line survey
 analysis of accurate schematics sampling/monitoring

Observations/Results: _____

Are there any non-storm water discharges? yes no

Is the discharge authorized under this permit? yes no

Is the discharge covered under another National Pollutant Discharge Elimination System (NPDES) permit? yes no

Are significant structural changes required to eliminate the discharge? yes no

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____

(printed)

(Signature)

Attendees (names, printed):

Signature:

Topics Covered: _____

GOOD HOUSEKEEPING

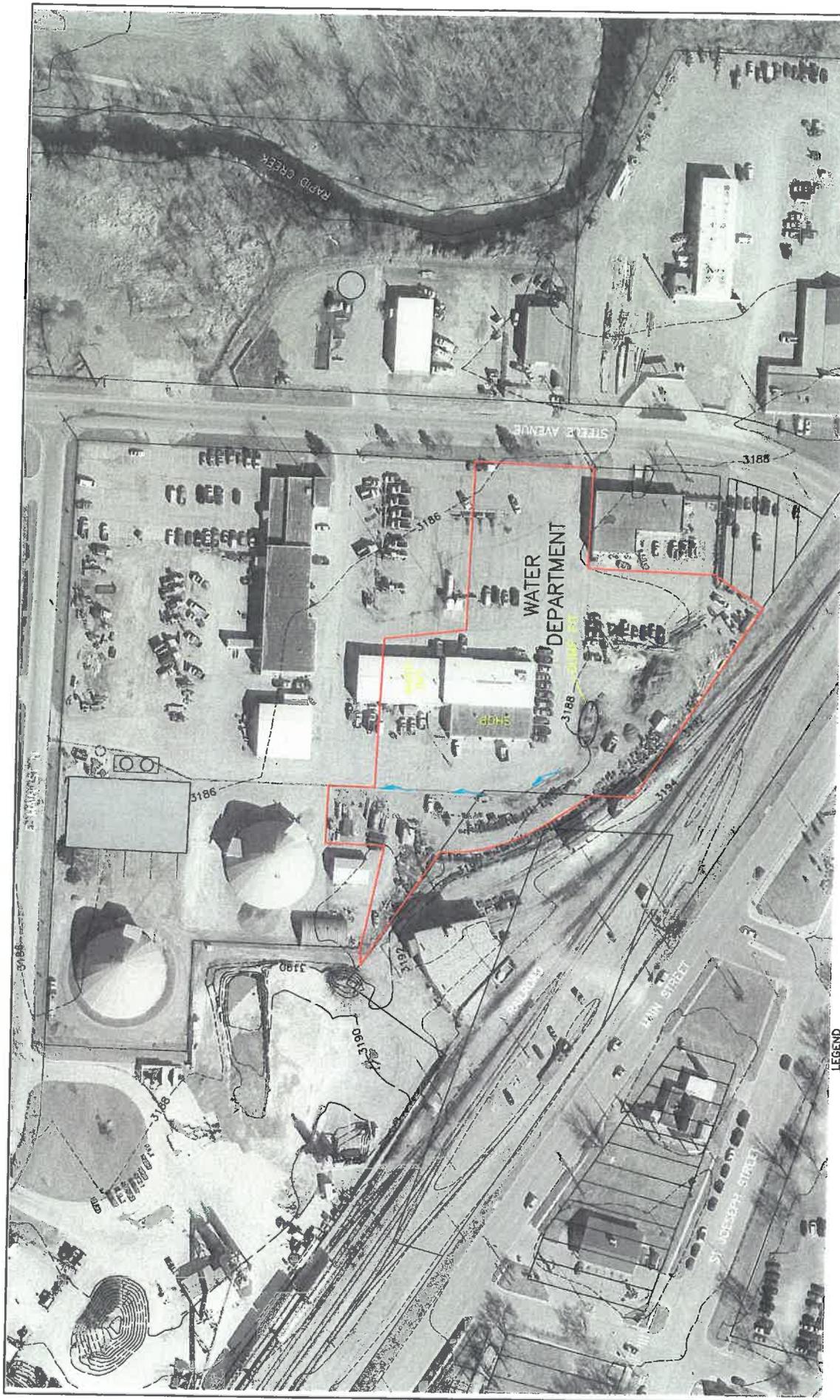
Date: _____

Time: _____

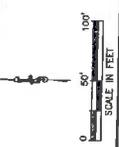
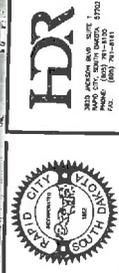
Inspected by (printed): _____

Signature: _____

Areas Inspected	Observations	Actions Taken
parking areas		
fuel pumps		
outfalls		
Isles & walkways		
dumpsters		
grounds (in general)		

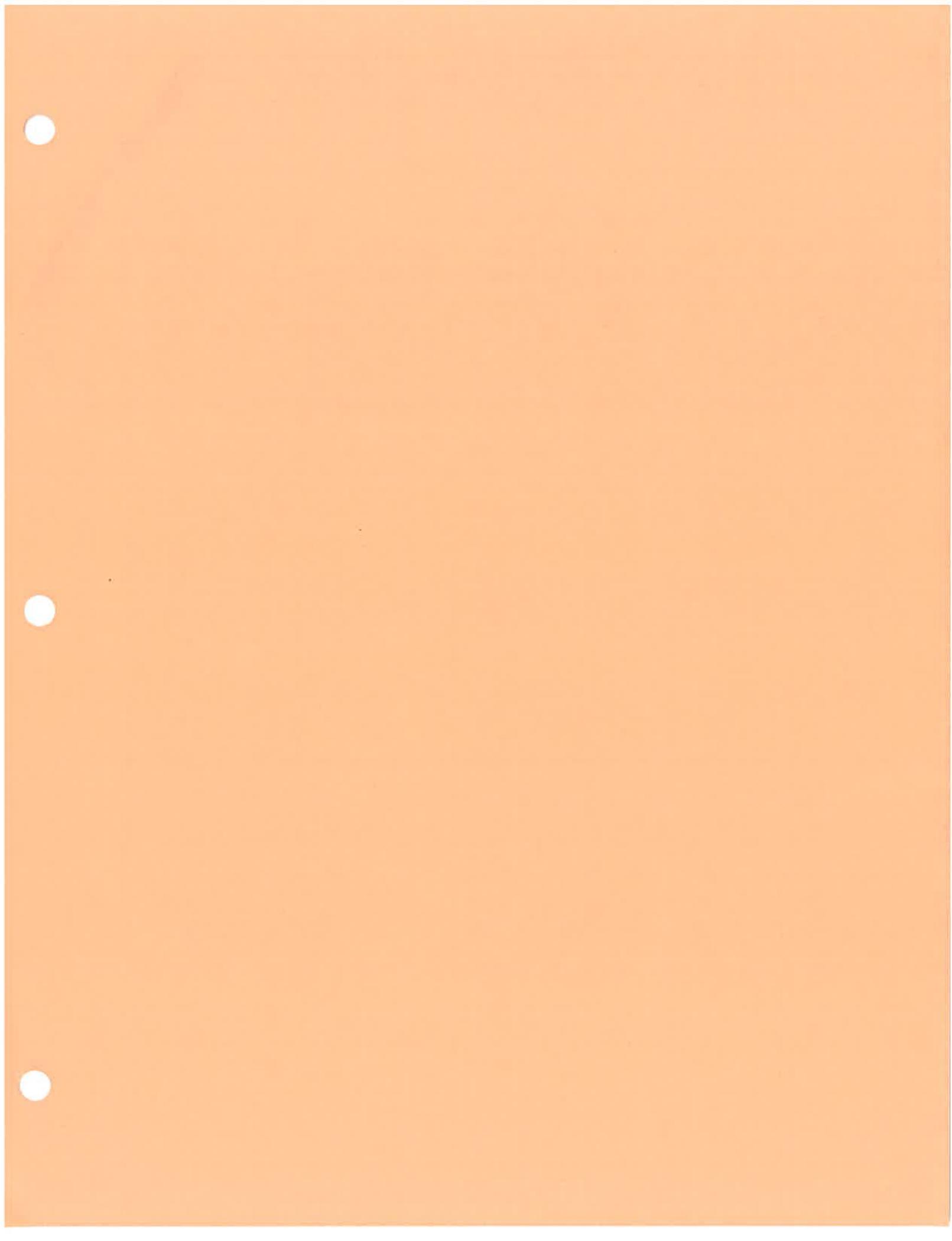


STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
WATER DEPARTMENT
 EXISTING CONDITIONS



- LEGEND**
- PROPERTY LINE
 - SITE
 - - - MAJOR CONTOUR
 - MINOR CONTOUR
 - DRAINAGE FLOW

FIGURE 1



Storm Water Pollution Prevention Plan

City of Rapid City, South Dakota

Water Plant

Address:

1111 Mountain View Road
Rapid City, SD 57702

Legal Location:

NE ¼, Sec 3, R7E, T1N
44° 4.5' N lat, 103° 15.3' W long

Facility Contact:

John Wagner
Water Superintendent
605-394-4162 (Office)

Owner:

City of Rapid City

Operator:

Water Department

Receiving Waters:

Rapid Creek

Prepared By:
HDR Engineering
3/5/08

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 - 1.1 Goal
 - 1.2 Purpose
 - 1.3 Scope
 - 1.4 Storm Water Pollution Prevention Team
- 2.0 Site Drainage Map
 - 2.1 Drainage Patterns
 - 2.2 Discharge Conveyances
 - 2.3 Non-Storm Water Discharges and Permits
- 3.0 Inventory of Significant Materials
 - 3.1 Material Stockpiles
 - 3.2 Used Oil Storage
 - 3.3 Vehicle Maintenance and Parking
 - 3.4 Yard Surface
 - 3.5 Other Materials
 - 3.6 List of Past Spills and Leaks
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- 4.0 Existing Best Management Practices
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- 5.0 Proposed Physical BMPs
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 - 6.1 Spill Control
 - 6.2 Vehicle and Equipment Fluid Leak Cleanup
 - 6.3 Preventative Maintenance Program and Inspections
 - 6.4 Employee Training
- 7.0 BMP Implementation Schedule
- 8.0 Responsible City Officials

Appendix A – Site Photos

Appendix B – Reporting & Inspection Form Examples

GENERAL FACILITY INFORMATION

Name of Facility: Water Department

Facility Address: 1111 Mountain View Road

Rapid City, SD 57702

Legal Location: NE ¼, Section 3, R7E, T1N

44° 4.5' lat, 103° 15.3' long

Facility Contact:

Name: John Wagner

Title: Water Superintendent

Telephone: (605) 394-4162

Mailing Address: 1111 Mountain View Road

Rapid City, SD 57702

Owner: City of Rapid City

Operator: Water Department
(if different from Owner)

Standard Industrial classification (SIC) Code: 4971

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: John Wagner

Telephone: (605) 394-4162

1.0 Introduction

The Water Department is the water treatment facility located in the City of Rapid City, South Dakota. The subject site is used by the City to treat water for municipal use when the demand requires. Vehicle maintenance and fueling do not occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement an Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Water Department.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Water Department.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Water Department

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site
- Evaluation of all discharge conveyances from the subject site

- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Water Department.

The member(s) 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
Ron Barber	Annual Evaluation, Signing Required Certifications
Bill Gust	Employee Training, Records Keeping
Tim Weber	Conducting Inspections, Submitting Reports

2.0 Site Drainage Map

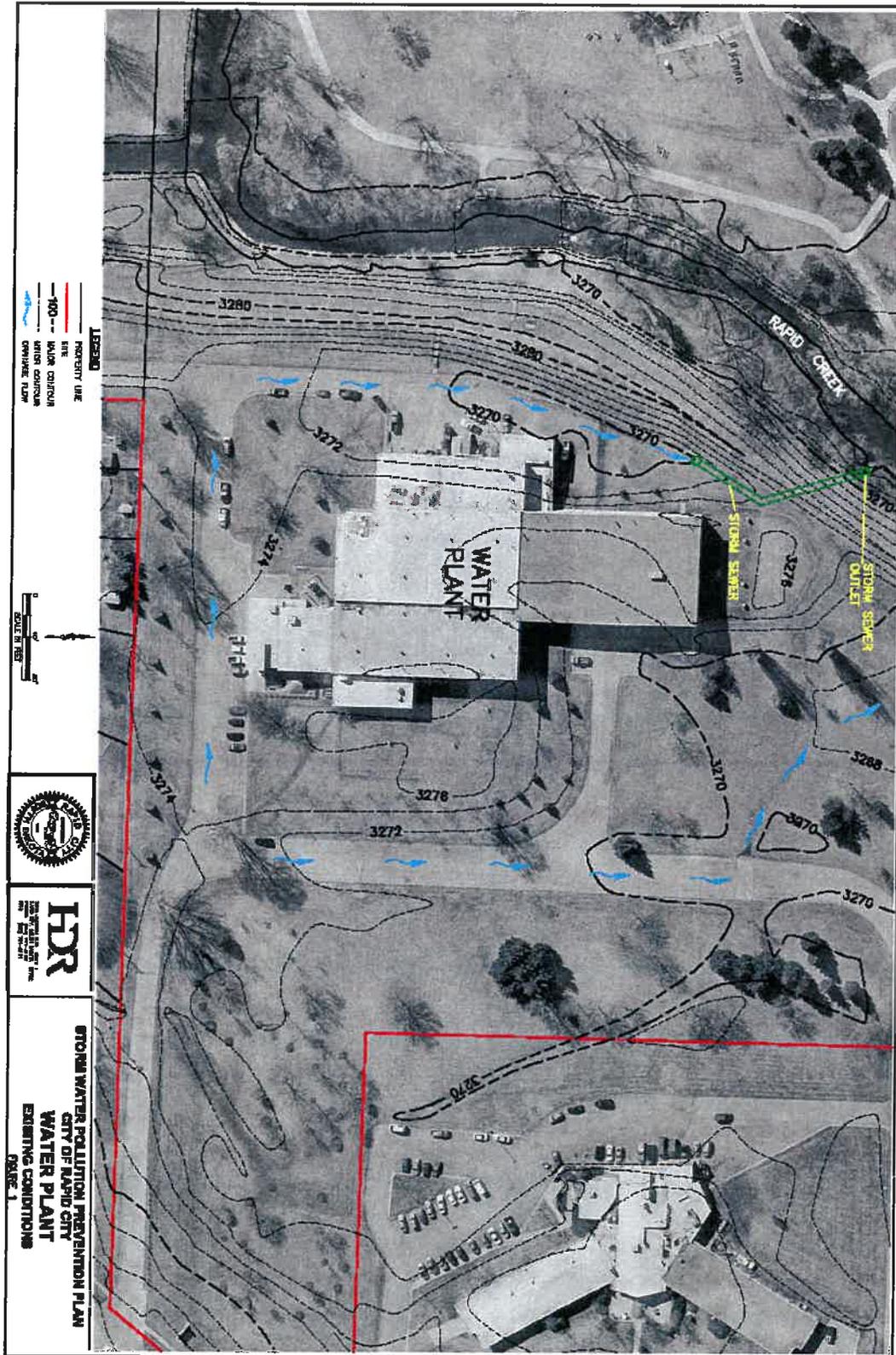


Figure 1 - Existing Conditions

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are no non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits at this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

The primary stockpile materials currently or potentially stored at the subject site include:

1. Coagulant Water Treatment Chemicals

There are three large tanks of coagulant inside the building that have secondary containment structures in place.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. The used oil is hauled to the landfill and disposed of periodically. New oil is stored in the shop in small quantities.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are not parked on site awaiting service. The maintenance shop at the Street Department performs maintenance on all of the Water Department's vehicles. Vehicles and equipment used in City projects are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.4 Yard Surface

The yard surface is a combination of asphalt, concrete, and grass.

3.5 Other Materials

New and used parts, equipment, and fluids are stored inside and waste products are disposed in the proper manner.

3.6 List of Past Spills and Leaks

There have been no spills of polluting materials at this location in the past three years.

DATE	MATERIAL	VOLUME	LOCATION	ACTIONS TAKEN

3.7 Summary of Sampling Data

There is no sampling data available for this facility.

4.0 Existing Best Management Practices

4.1 Structural BMPs

There are floor drains in the building that will contain any spills within the shop. These are connected to a sump that will trap any solids and separate water from oil. The water then dumps into the sanitary sewer system.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Control

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks in the shop. Also sand bags are stored on site to be used to prevent any spills from reaching Rapid Creek. All significant spills will be reported to the SDDENR.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using proper procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that shop dry and containment socks are available in the shop.
- Floordrains in the building pumped out and disposed of properly.
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.
- Sand bags are filled and ready to be used.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices.

The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP or site and if problems with runoff are identified. New employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is John Wagner, Water Superintendent:

- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

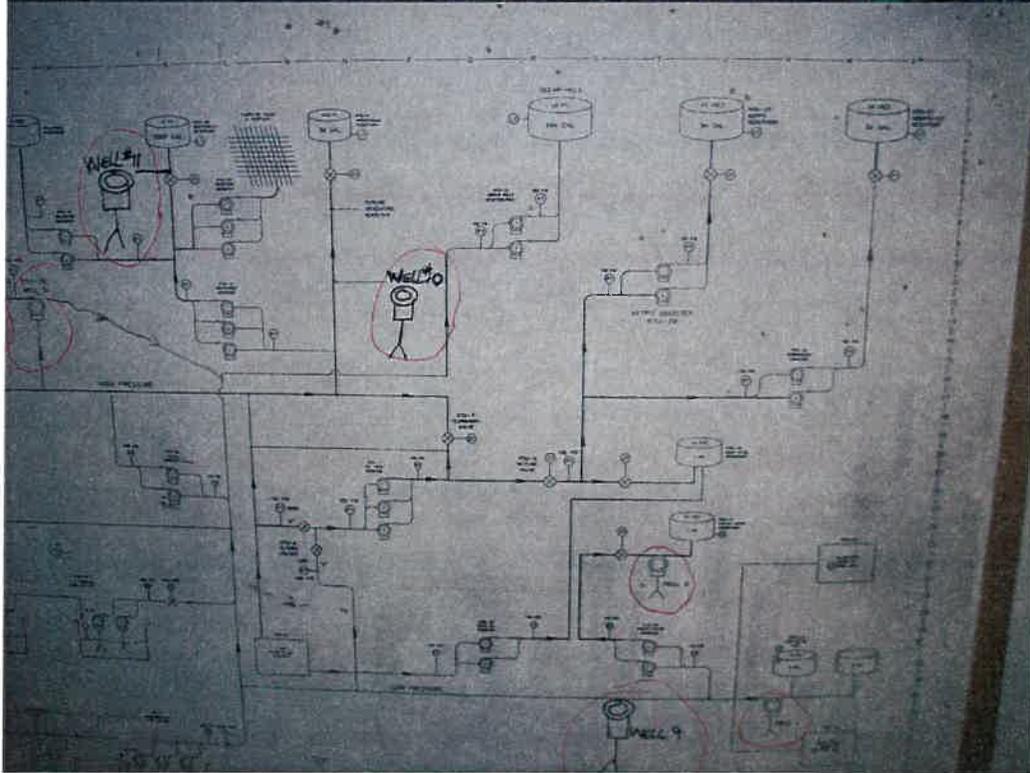
An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

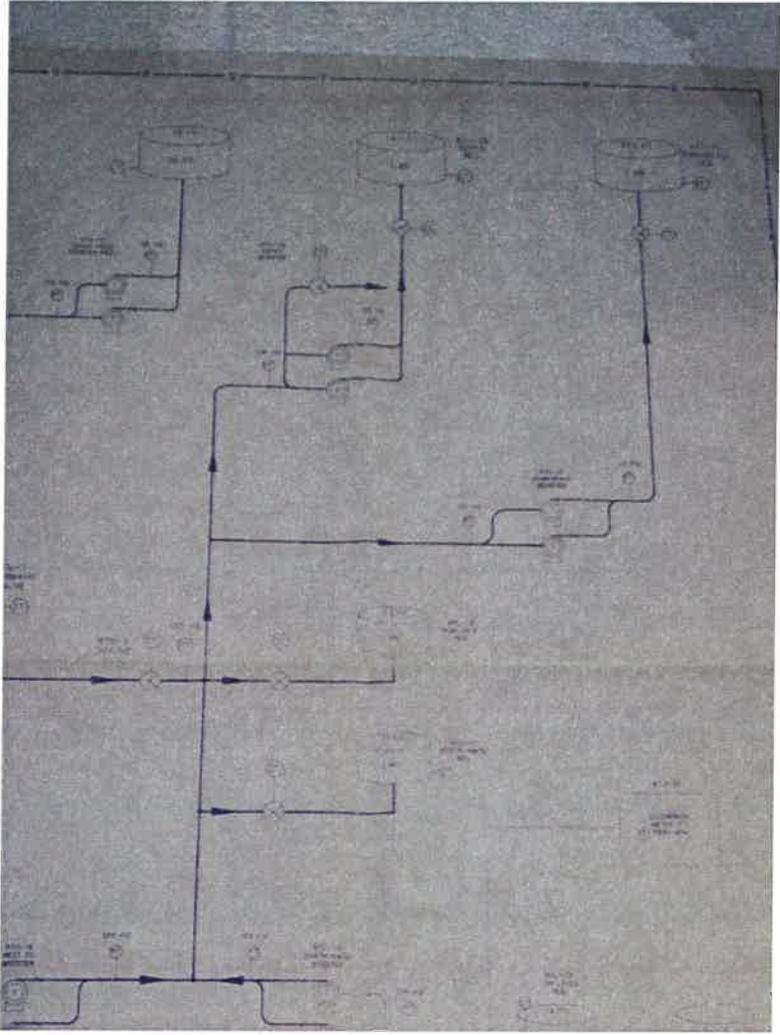
APPENDIX A



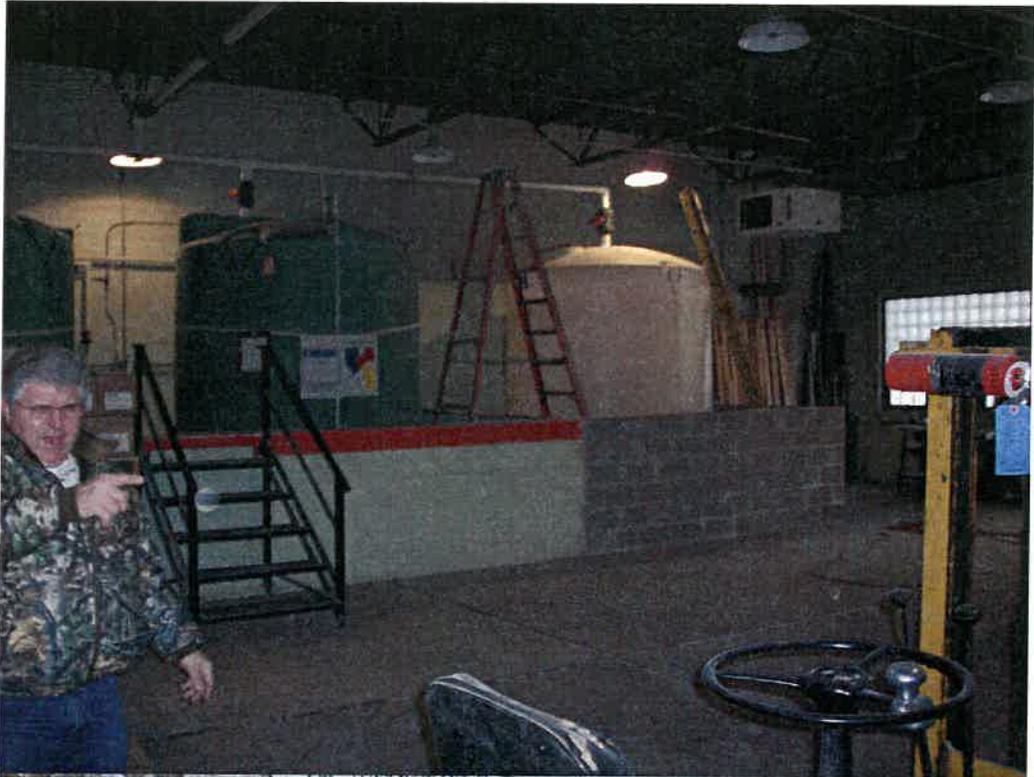


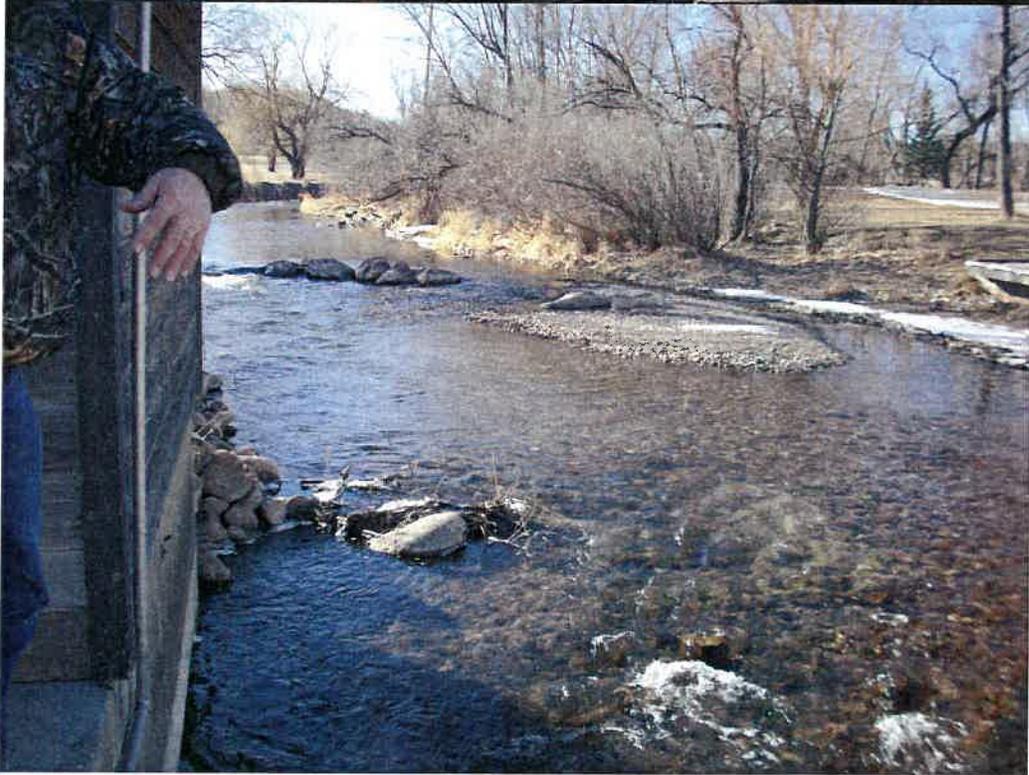


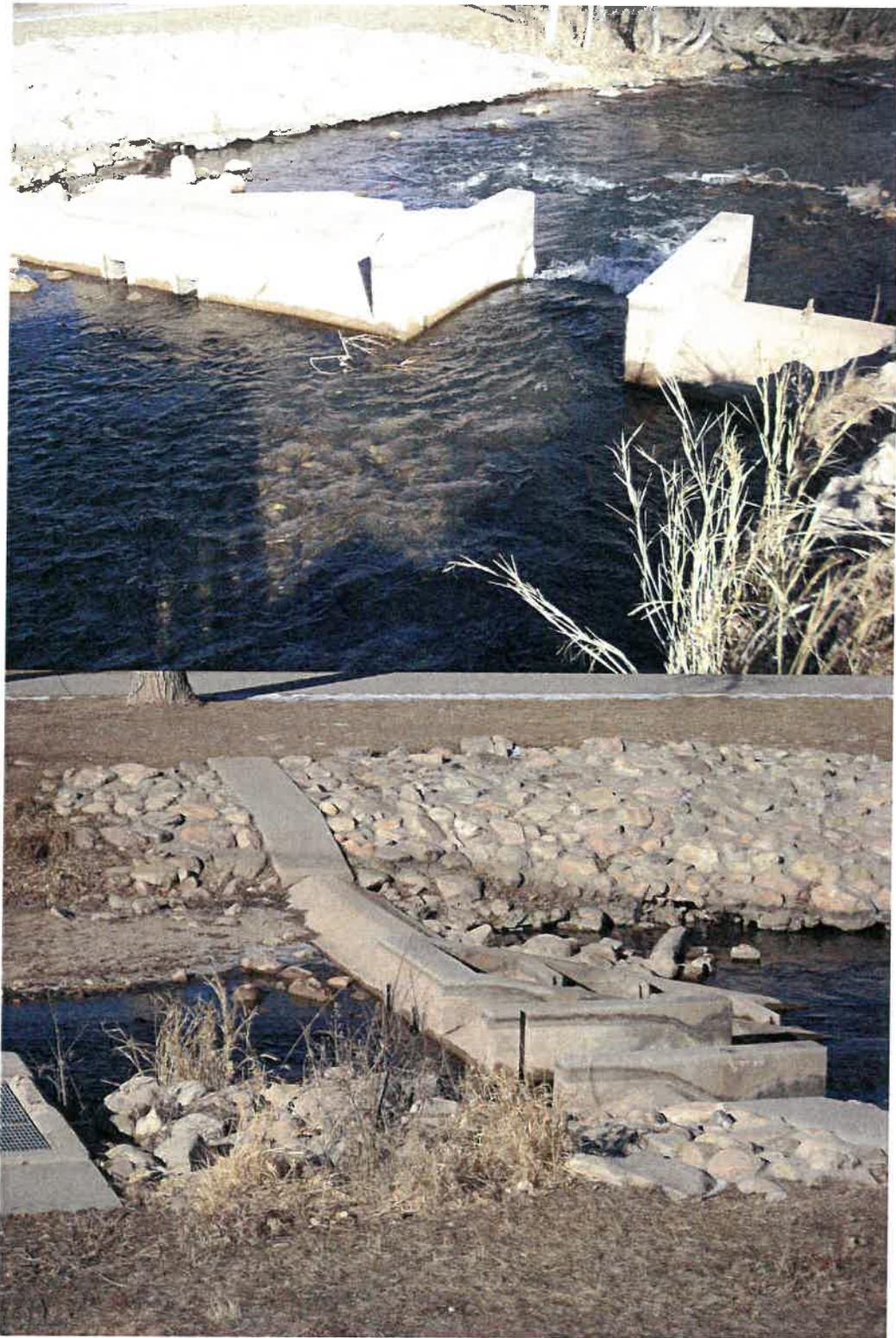






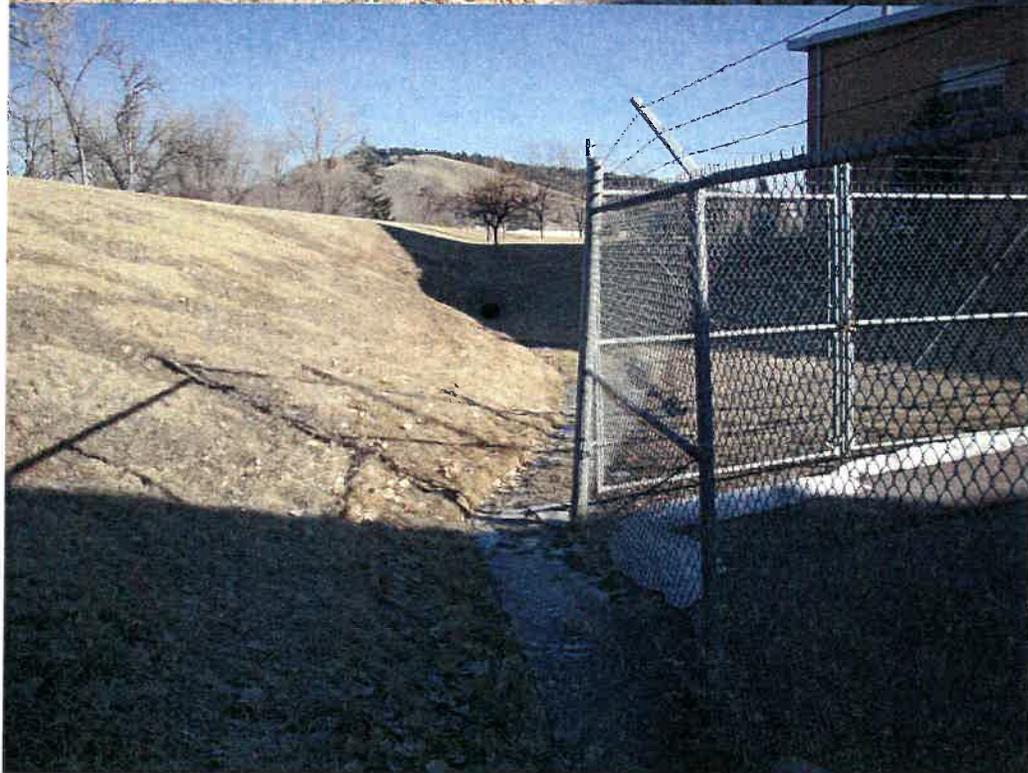
























APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

NON-STORM WATER INSPECTION REPORT

Date of Inspection: _____ Time: _____

Inspected by (printed name): _____

Signature: _____

Description of type of inspection (check those that apply):

- visual observation dye tests smoke tests TV line survey
 analysis of accurate schematics sampling/monitoring

Observations/Results: _____

Are there any non-storm water discharges? yes no

Is the discharge authorized under this permit? yes no

Is the discharge covered under another National Pollutant Discharge Elimination System (NPDES) permit? yes no

Are significant structural changes required to eliminate the discharge? yes no

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer : _____
(printed)

(Signature)

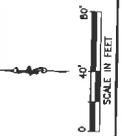
Attendees (names, printed):

Signature:

Topics Covered: _____



STORM WATER POLLUTION PREVENTION PLAN
CITY OF RAPID CITY
WATER PLANT
EXISTING CONDITIONS



- LEGEND**
- PROPERTY LINE
 - SITE
 - 100' MAJOR CONTOUR
 - - - MINOR CONTOUR
 - DRAINAGE FLOW

FIGURE 1

Storm Water Pollution Prevention Plan City of Rapid City, South Dakota Water Reclamation

Address:

7903 South Side Drive
Rapid City, SD 57703

Legal Location:

NE ¼, Sec 25, R8E, T1N
44° 1.5' N lat, 103° 5' W long

Facility Contact:

Dave VanCleave
Superintendent
605-394-4174 (Office)

Owner:

City of Rapid City

Operator:

Water Reclamation Department

Receiving Waters:

Rapid Creek

Prepared By:
HDR Engineering
3/7/08

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 - 2.2 Discharge Conveyances
 - 2.3 Non-Storm Water Discharges and Permits
- 3.0 Inventory of Significant Materials
 - 3.1 Material Stockpiles
 - 3.2 Used Oil Storage
 - 3.3 Vehicle Maintenance and Parking
 - 3.4 Yard Surface
 - 3.5 Other Materials
 - 3.6 List of Past Spills and Leaks
 - 3.7 Summary of Sampling Data
- 4.0 Existing Best Management Practices
 - 4.1 Structural BMPs
 - 4.2 Non-Structural BMPs
- 5.0 Proposed Physical BMPs
- 6.0 Proposed Management BMPs
 - 6.1 Spill Prevention Control and Countermeasures Plan (SPCC)
 - 6.2 Vehicle and Equipment Fluid Leak Cleanup
 - 6.3 Preventative Maintenance Program and Inspections
 - 6.4 Employee Training
- 7.0 BMP Implementation Schedule
- 8.0 Responsible City Officials

Appendix A – Site Photos

Appendix B – Reporting & Inspection Form Examples

Appendix C – SPCCC

GENERAL FACILITY INFORMATION

Name of Facility: Water Reclamation

Facility Address: 7903 South Side Drive

Rapid City, SD 57703

Legal Location: NE ¼, Section 25, R8E, T1N

44° 1.5' lat, 103° 5' long

Facility Contact:

Name: Dave VanCleave

Title: Superintendent

Telephone: (605) 394-4174

Mailing Address: 7903 South Side Drive

Rapid City, SD 57703

Owner: City of Rapid City

Operator: Water Reclamation
(if different from Owner)

Standard Industrial classification (SIC) Code: 4952

Permit Information:

Permit Number: NA

Effective Date of Coverage: NA

Number of Storm Water Outfalls: 1

Receiving Waters: Rapid Creek

Emergency Contact:

Name: Dave VanCleave

Telephone: (605) 394-4174

1.0 Introduction

Water Reclamation is a Municipal Sewage Treatment Plant located in the City of Rapid City, South Dakota. The subject site is used by the City to process wastewater to meet environmental standards and return the processed water to Rapid Creek. Some vehicle maintenance and fueling occur on site and trucks and equipment are parked on site when not in use.

1.1 Goal

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at the
Rapid City Water Reclamation Facility.
2. to describe best management practices (BMPs) which are to be used at the Rapid City Water Reclamation Facility.
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the

Rapid City Water Reclamation Facility

comply with the terms and conditions of their storm water discharge permit.

1.2 Purpose

This SWPPP provides written documentation of the City's policies and procedures that pertain to storm water management activities at the subject site. These policies and procedures have been implemented or will be implemented to meet the goal of this SWPPP.

1.3 Scope

The scope of work for this SWPPP includes the following:

- Completion of a site drainage map
- Completion of an inventory of significant materials that are potentially exposed to storm water
- Selection of best management practices (BMPs) that eliminate or minimize pollution of storm water at the subject site

- Evaluation of all discharge conveyances from the subject site
- Development of a preventive maintenance program and Spill Prevention Control and Countermeasure Plan
- Development of an employee training program
- Identification of personnel responsible for managing and implementing the SWPPP

1.4 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the

Rapid City Water Reclamation Facility.

The member(s) 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

2.1 Drainage Patterns

A site drainage map was prepared to identify drainage areas and directions of storm water runoff at the subject site. The site drainage map was developed based on visual observations of ground surface elevations. The approximate locations of the surface drainage /or underground storm water system and inlets are indicated on Figure 1, "Existing Conditions." Figure 1 also identifies the locations of significant materials stored at the subject site and BMPs currently being used to reduce or eliminate pollutants from entering storm water. Discharge outfalls identified at the subject site are indicated on Figure 1. The Waters of the State that receive storm water runoff from the subject site have been identified as Rapid Creek. Rapid Creek is subject to TMDL.

2.2 Discharge Conveyances

The locations of discharge conveyances at the subject site are indicated on Figure 1. These include storm water inlets to storm water piping that transport storm water off-site.

2.3 Non-Storm Water Discharges and Permits

There are non-storm water discharges (noncontact cooling water or process wastewater discharges) from the site. City does not have any other NPDES/SDS permits for this site. The City's site does not have a Hazardous Waste Generator ID # or any other permit issued by the SDDENR.

3.0 Inventory of Significant Materials

3.1 Material Stockpiles

There are no significant material stockpiles on site.

3.2 Used Oil Storage

Petroleum products including oil and used oil are stored at several locations on the site. Waste oil from minor maintenance is stored in a shop until collected by a permitted waste hauler.

3.3 Vehicle Maintenance and Parking

Vehicles and equipment in need of maintenance and repair are not parked on site awaiting service. The maintenance shop at the Street Department performs maintenance on all of the Water Reclamation vehicles. Vehicles and equipment used in City projects are parked on the site when not in use. Fluid leaks from all of these vehicles may occur.

3.4 Yard Surface

The yard surface is a combination of asphalt, grass, and concrete.

3.5 Other Materials

New and used parts, equipment, and fluids are stored inside and waste products are disposed in the proper manner.

3.6 List of Past Spills and Leaks

There are two above ground fuel tanks on site. There is a 560 gallon single wall tank with secondary containment for gasoline, and a 1000 gallon single wall tank with secondary containment for diesel fuel. There is a sump basin next to these tanks that will contain any spills that occur while loading or unloading.

There are five generators on site that also contain fuel tanks. They have a combined capacity of 7000 gallons of diesel fuel. The tanks all have engineered secondary containment that will contain spills within the tanks.

Southeast of the new office building there is a storm sewer inlet that has a manual gate to stop storm water from leaving the site. Almost all the storm water from the site drains to this point and the gate is normally left closed. If too much water is backed up behind the gate a qualified person will inspect the water and if it is not contaminated the gate will be opened. If it is contaminated the water will be pumped out and disposed of properly.

Also to the southeast of the new building at the edge of the parking lot the inlet is connected to a storm sceptor that contains all storm water that reaches this inlet. This storm sceptor is monitored and pumped out as needed.

4.2 Non-Structural BMPs

Solid waste generated at the subject site is currently deposited directly into self-contained covered dumpsters. These dumpsters eliminate the potential for storm water to contact solid waste.

5.0 Proposed Physical BMPs

At this time there are no proposed physical BMPs recommended. If operations at the site change this should be revisited.

6.0 Proposed Management BMPs

6.1 Spill Prevention Control and Countermeasure Plan (SPCC)

Small spills of significant material at the subject site are possible. A quick response to spills is critical and will determine the effectiveness of preventing storm water pollution. Spills can occur whenever fluids are handled.

Although the fire department Hazmat Team is on call to handle spills, small spills that do not warrant a HazMat call will be cleaned up. A SPCC Plan has been developed and implemented that includes spill control and prevention measures. The HazMat team is a spill response measure, not a prevention measure. Short term measures include providing an absorbent material such as oil dry to absorb small spills and containment socks at all of the fuel tanks and in the shop.

6.2 Vehicle and Equipment Fluid Leak Cleanup

The City will evaluate vehicles scheduled for maintenance as they are brought to the site for leaks and park leaking vehicles in designated locations or over drop pans to catch leaks.

The City will catch and contain fluids from stored equipment and vehicles, drain fluids prior to dismantling for repairs or salvage, properly dispose of fluids promptly and clean up spilled fluids using SPCC Plan procedures. The City will not park equipment and vehicles or store parts in areas of concentrated flow, will store parts in closed containers or under a roof and will store batteries in nonleaking, covered containers.

6.3 Preventive Maintenance Program and Inspections

The preventive maintenance program is intended to address regular inspection and maintenance of storm water management devices, as well as inspection and testing of equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to Waters of the State. The BMPs currently in place at the subject site will require minimal maintenance or testing. At a minimum, the following inspections should be completed at least once every two months during non-frozen conditions or as indicated:

- Verify that the spill kits at the fuel tanks are stocked with shop dry and containment socks.
- Fluids level in the sump basin
- Fluid levels behind the gated inlet
- Check for leaks from mechanical equipment.
- Check for leaking fluid from transformers.
- Adequate materials for SPCC Plan.

At least one inspection will be conducted during a reporting period (one calendar year) while storm water is discharging from the subject site. During this inspection, the runoff should be observed to determine if it is discolored or otherwise visibly contaminated. The inspections should be documented on forms included in Appendix B, "Site Inspection and Annual Reporting Forms."

The City will evaluate the adequacy of the SWPPP, check for the introduction of new materials or conditions and modify the SWPPP to address the change in conditions prior to the submission of the annual report.

In addition, the City will evaluate the effectiveness of BMPs, modify, correct, or replace deficient BMPs as necessary and initiate corrective actions within 30 days and restore BMPs to full operation as soon as field conditions allow.

6.4 Employee Training

Employees who are directly involved with storm water management issues or SPCC Plan duties will be properly trained regarding their responsibilities and the importance of meeting the goal of the SWPPP. Training will address each component of this SWPPP, including how and why each task is to be implemented. The training will address prevention and response, good housekeeping and materials management practices. The training will be completed annually in conjunction with training required by the NPDES MS4 storm water permit. Training may take place immediately after significant revisions to the SWPPP, SPCC, or site and if problems with runoff are identified. New

employees will be trained as part of the employee orientation. Documentation of all employees involved in the training will be maintained.

7.0 BMP Implementation Schedule

The City will meet the schedules listed in the following table. Generally, and if determined feasible and necessary, non-structural BMPs will be implemented within 12 months of receiving permit coverage and structural BMPs will be implemented with 18 months of receiving permit coverage

Best Management Practice	Implementation
Leak and Spill Cleanup	Immediately
Training	12 months
Inspection	Bi-monthly

8.0 Responsible City Officials

The individual responsible for the tasks described below is Dave VanCleave, Water Reclamation Superintendent:

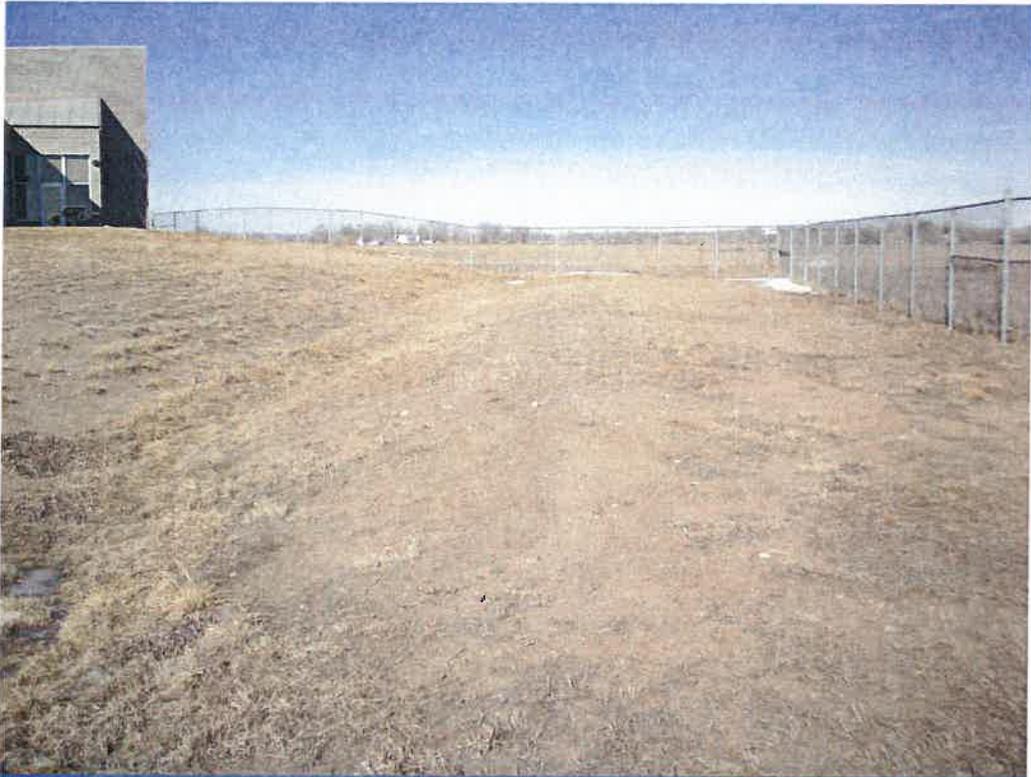
- SWPPP management and implementation:
- Permit reporting requirements:

Regular inspections should be completed as part of the preventive maintenance program described in Section 6.0. Also, a SPCC Plan has been implemented.

An employee training program should be implemented as described in Section 6.4. This training program should address training existing and new employees.

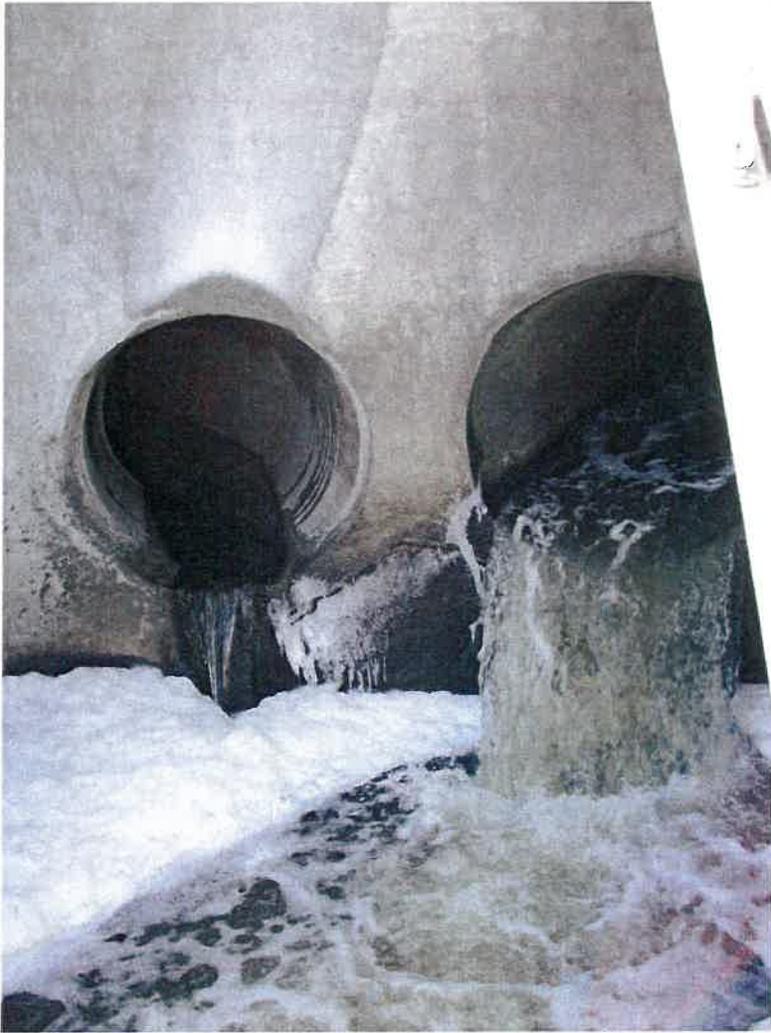
An annual report shall be completed and stored with the SWPPP. These reports shall be available to the SDDENR upon request. The first annual report shall cover the time period since the subject site received coverage under the permit to December 31st of the reporting year. Subsequent annual reports shall cover the calendar year since the previous reporting period.

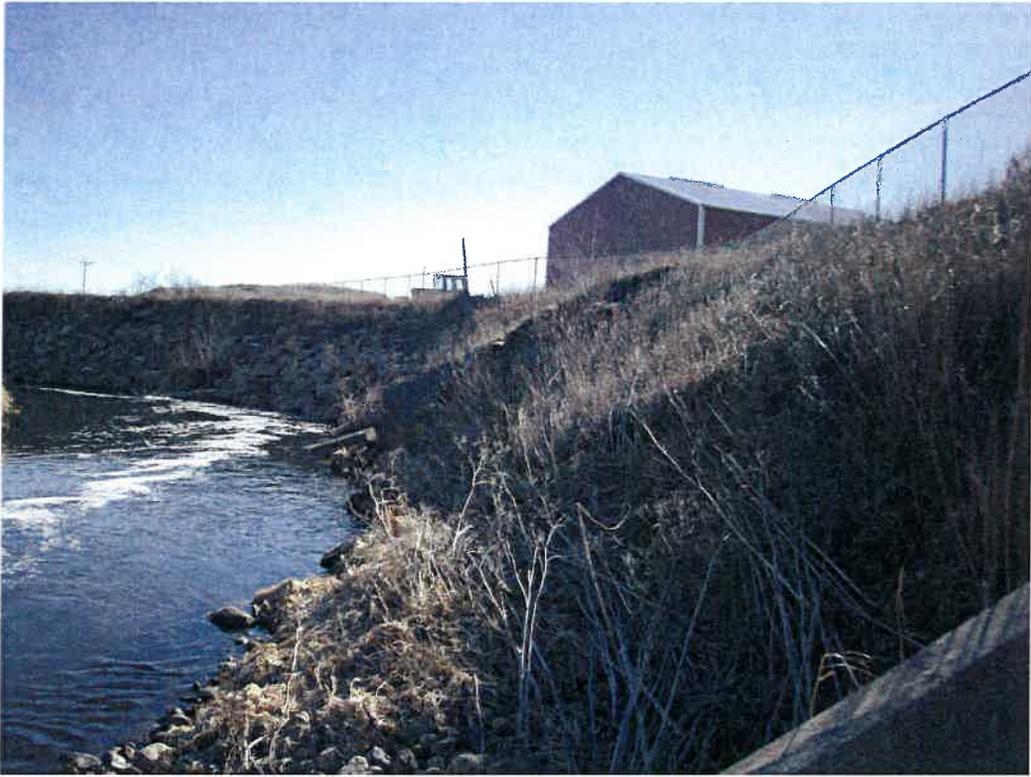
APPENDIX A





































APPENDIX B

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

Signature

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

Trainer: _____
(printed)

(Signature)

Attendees (names, printed):

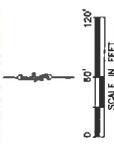
Signature:

Topics Covered: _____

APPENDIX C



- LEGEND**
- PROPERTY LINE
 - SITE
 - - - MAJOR CONTOUR
 - - - MINOR CONTOUR
 - DRAINAGE FLOW



HDR
 HEADQUARTERS: 1000 N. MISSION AVE., SUITE 2000
 RAPID CITY, SD 57701
 PHONE: (605) 771-4111
 FAX: (605) 771-4111

**STORM WATER POLLUTION PREVENTION PLAN
 CITY OF RAPID CITY
 WASTEWATER PLANT
 EXISTING CONDITIONS**

FIGURE 1

