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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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:

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</table>
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.

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<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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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.
<table>
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<th>Best Management Practice</th>
<th>Implementation</th>
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<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
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</tbody>
</table>

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.
SIGNIFICANT SPILL REPORT

Date of Occurrence: ________________________________

Discovered by Whom: _______________________________

Location: _______________________________________

Material Type & Volume: ____________________________

Cause of Spill: ___________________________________

Corrective Action Taken: ____________________________

Agencies/Potential 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):

____________________________________

____________________________________

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Topics Covered:

____________________________________

____________________________________

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GOOD HOUSEKEEPING

Date: __________________________  Time: __________________________

Inspected by (printed): ________________________________________

Signature: ____________________________________________________

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<th>Observations</th>
<th>Actions Taken</th>
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<td>outfalls</td>
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<td>Isles &amp; walkways</td>
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<td>dumpsters</td>
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<td>grounds (in general)</td>
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# PREVENTIVE MAINTENANCE

Date: ____________________  Time: ____________________

Inspected by (printed): ____________________________________________

Signature: ________________________________________________________

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## COMPREHENSIVE INSPECTION

Date: ___________________       Time: ___________________

Inspected by (printed): ___________________________________

Signature: _____________________________________________

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<th>Observations</th>
<th>Actions Taken</th>
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<td>waste storage areas</td>
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<td>equipment</td>
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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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  1.2 Purpose  
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  2.2 Discharge Conveyances  
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  3.2 Used Oil Storage  
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  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 ¾, 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:

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</table>
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.
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

The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan be included in the plan. Also include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

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<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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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 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 o 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.

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<thead>
<tr>
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<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
</tr>
</tbody>
</table>
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
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: ______________________________________________________________________________________

_________________________________________________________________________________________

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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):

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Signature:

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Topics Covered: __________________________

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# GOOD HOUSEKEEPING

Date: __________________________  Time: __________________________

Inspected by (printed): ____________________________________________

Signature: _______________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>parking areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fuel pumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>outfalls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isles &amp; walkways</td>
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<td></td>
</tr>
<tr>
<td>dumpsters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grounds (in general)</td>
<td></td>
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</tr>
</tbody>
</table>
# PREVENTIVE MAINTENANCE

Date: __________________   Time: __________________

Inspected by (printed): __________________________________________

Signature: ______________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
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</table>
## COMPREHENSIVE INSPECTION

Date: ___________  Time: ___________

Inspected by (printed): ___________________________________________________________________

Signature: _____________________________________________________________________________

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<th>Areas Inspected</th>
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<th>Actions Taken</th>
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<tr>
<td>grounds (in general)</td>
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</tr>
<tr>
<td>parking lots</td>
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<tr>
<td>storage areas</td>
<td></td>
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<tr>
<td>dumpsters</td>
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<tr>
<td>waste storage areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>equipment</td>
<td></td>
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</tbody>
</table>
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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General Facility Information

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   1.1 Goal
   1.2 Purpose
   1.3 Scope
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   2.1 Drainage Patterns
   2.2 Discharge Conveyances
   2.3 Non-Storm Water Discharges and Permits

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   3.2 Used Oil Storage
   3.3 Vehicle Maintenance and Parking
   3.4 Vehicle Wash Area
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   3.6 Other Materials
   3.7 List of Past Spills and Leaks
   3.8 Summary of Sampling Data

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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:

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<thead>
<tr>
<th>Name &amp; Title</th>
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</table>
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.
3.4 Vehicle Wash Area
A vehicle wash bay is located to the southwest of the maintenance 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 of in the proper manner.

3.7 List of Past Spills and Leaks

The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan be included in the plan. Also include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

<table>
<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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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.

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<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
</tr>
</tbody>
</table>

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 B
SIGNIFICANT SPILL REPORT

Date of Occurrence: ______________________________________

Discovered by Whom: ______________________________________

Location: _______________________________________________

Material Type & Volume: ____________________________________

Cause of Spill: ___________________________________________

Corrective Action Taken: __________________________________

Agencies/Patrons 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):

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Topics Covered: ___________________________

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Signature: ___________________________

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GOOD HOUSEKEEPING

Date: _______________  Time: _______________

Inspected by (printed): ______________________________________

Signature: ________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
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<tbody>
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# PREVENTIVE MAINTENANCE

**Date:** ____________________  **Time:** ____________________

**Inspected by (printed):** __________________________________________

**Signature:** ______________________________________________________

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# COMPREHENSIVE INSPECTION

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<td>equipment</td>
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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

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   2.1 Drainage Patterns
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3.0 Inventory of Significant Materials
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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
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 Street 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:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Brumbaugh Superintendent</td>
<td>Implementing, Submitting reports, Annual Eval., Certs</td>
</tr>
<tr>
<td>John Bloom</td>
<td>All except signing certs</td>
</tr>
<tr>
<td>Street Maint. Superintendent</td>
<td></td>
</tr>
<tr>
<td>Darryl Mink</td>
<td>All except signing certs</td>
</tr>
<tr>
<td>Equip. Maint. Superintendent</td>
<td></td>
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</tbody>
</table>
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.
Waste materials such as street sweepings and used shop dry are periodically trucked off-site for disposal. Any potentially contaminated wastes are hauled to the landfill for haz-mat disposal.

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 north side of the main maintenance shop. The used oil is burned in oil heaters in the maintenance shop, the sweeper bay, and the storage shed by the wash pit. At these three locations there are smaller used oil storage tanks that are filled from the large tank. In the maintenance shop there are several drums of new oil inside the building.

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 city vehicles including the police 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 pit with two bays is located on the east side of Steele Avenue. Also a vehicle steam cleaning station is located between the sweeper bay and the maintenance shop. The waste wash water is drained into the sanitary waste system.

3.5 Yard Surface
The yard surface is a combination of asphalt and concrete.

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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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</table>
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.
- Floor drains 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.

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<td>Training</td>
<td>12 months</td>
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<td>Inspection</td>
<td>Bi-monthly</td>
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### 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 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: _____________________________________________________

_____________________________________________________________________
_____________________________________________________________________
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_____________________________________________________________________
_____________________________________________________________________

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: ____________________________  (Signature)
(printed)

Attendees (names, printed):

______________________________________  ________________________________
______________________________________  ________________________________
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Topics Covered:

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GOOD HOUSEKEEPING

Date: ___________________________  Time: ___________________________

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PREVENTIVE MAINTENANCE

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COMPREHENSIVE INSPECTION

Date: ______________________  Time: ______________________

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Signature: __________________________________________________

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<td>equipment</td>
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</table>
APPENDIX C
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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   2.2 Discharge Conveyances
   2.3 Non-Storm Water Discharges and Permits

3.0 Inventory of Significant Materials
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   3.2 Vehicle Maintenance and Parking
   3.3 Yard Surface
   3.4 List of Past Spills and Leaks
   3.5 Summary of Sampling Data

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

5.0 Proposed Physical BMPs
   5.1 Rip Rap Placement

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: Transit

Facility Address: 333 6th Street
Rapid City, SD 57701

Legal Location: SW 1/4, 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:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
Figure 1 – Site #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
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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Best Management Practice</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
</tr>
</tbody>
</table>
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 ________________________________________________________
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
GOOD HOUSEKEEPING

Date: ___________________________  Time: ___________________________

Inspected by (printed): ____________________________________________

Signature: _______________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>parking areas</td>
<td></td>
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<tr>
<td>fuel pumps</td>
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<tr>
<td>outfalls</td>
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<tr>
<td>Isles &amp; walkways</td>
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<td></td>
</tr>
<tr>
<td>dumpsters</td>
<td></td>
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<tr>
<td>grounds (in general)</td>
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</tbody>
</table>
# PREVENTIVE MAINTENANCE

Date: ____________________  Time: ____________________

Inspected by (printed): ____________________________________________

Signature: _________________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
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<th>Actions Taken</th>
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</table>
# COMPREHENSIVE INSPECTION

Date: __________________________ Time: __________________________

Inspected by (printed): ________________________________________

Signature: ____________________________________________________

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<th>Areas Inspected</th>
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<th>Actions Taken</th>
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<tr>
<td>storm water outfalls</td>
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</tr>
<tr>
<td>property boundaries</td>
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<tr>
<td>grounds (in general)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>parking lots</td>
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<td></td>
</tr>
<tr>
<td>storage areas</td>
<td></td>
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</tr>
<tr>
<td>dumpsters</td>
<td></td>
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</tr>
<tr>
<td>waste storage areas</td>
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<tr>
<td>equipment</td>
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</tr>
</tbody>
</table>
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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  1.2 Purpose
  1.3 Scope
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  2.1 Drainage Patterns
  2.2 Discharge Conveyances
  2.3 Non-Storm Water Discharges and Permits

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  3.3 Vehicle Maintenance and Parking
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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:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Catlette</td>
<td>Testing for non-storm water discharges</td>
</tr>
<tr>
<td>Chris Catlette</td>
<td>Conducting Inspections</td>
</tr>
<tr>
<td>Chris Catlette</td>
<td>Conducting the annual compliance evaluation</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Maintaining, Record Keeping</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Submitting Reports</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Signing the required certifications</td>
</tr>
<tr>
<td>Bud Wilcox</td>
<td>Employee Training</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Employee Training</td>
</tr>
<tr>
<td>Bud Wilcox</td>
<td>Conducting Inspections</td>
</tr>
</tbody>
</table>
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 andLeaks

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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</tbody>
</table>

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.
- Floor drains 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.

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<tr>
<th>Best Management Practice</th>
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<tbody>
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<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
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<tr>
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<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
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</tr>
</tbody>
</table>

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: _________________________________________________

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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):

____________________________________

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Topics Covered: __________________________

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Signature: ____________________________
## GOOD HOUSEKEEPING

**Date:** ___________________  
**Time:** ___________________

**Inspected by (printed):** ____________________________________________

**Signature:** _________________________________________________________

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<th>Observations</th>
<th>Actions Taken</th>
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# PREVENTIVE MAINTENANCE

Date: ___________________  Time: ___________________

Inspected by (printed): __________________________________________

Signature: ____________________________________________________

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</table>
COMPREHENSIVE INSPECTION

Date: ___________________  Time: ___________________

Inspected by (printed): __________________________________________

Signature: ______________________________________________________

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<td></td>
<td></td>
</tr>
<tr>
<td>waste storage areas</td>
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<tr>
<td>equipment</td>
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</tr>
</tbody>
</table>
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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   1.2 Purpose
   1.3 Scope
   1.4 Storm Water Pollution Prevention Team

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

3.0 Inventory of Significant Materials
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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:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Catlette</td>
<td>Testing for non-storm water discharges</td>
</tr>
<tr>
<td>Chris Catlette</td>
<td>Conducting Inspections</td>
</tr>
<tr>
<td>Chris Catlette</td>
<td>Conducting the annual compliance evaluation</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Maintaining, Record Keeping</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Submitting Reports</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Signing the required certifications</td>
</tr>
<tr>
<td>Bud Wilcox</td>
<td>Employee Training</td>
</tr>
<tr>
<td>Chip Petrik</td>
<td>Employee Training</td>
</tr>
<tr>
<td>Bud Wilcox</td>
<td>Conducting Inspections</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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.
- Floor drains 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.

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<tr>
<th>Best Management Practice</th>
<th>Implementation</th>
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<tbody>
<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
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</table>

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
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: __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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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: ___________________________  (Signature)
    (printed)

Attendees (names, printed):

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Topics Covered:

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# GOOD HOUSEKEEPING

**Date:** ____________________________  **Time:** ____________________________

**Inspected by (printed):** ________________________________________________

**Signature:** ____________________________________________________________

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**PREVENTIVE MAINTENANCE**

Date: ___________________________    Time: ___________________________

Inspected by (printed): ______________________________________________

Signature: __________________________________________________________

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# COMPREHENSIVE INSPECTION

Date: ________________________  Time: ________________________

Inspected by (printed): __________________________________________

Signature: ______________________________________________________

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<td>equipment</td>
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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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   1.2 Purpose
   1.3 Scope
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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:

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<thead>
<tr>
<th>Name &amp; Title</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Ron Barber</td>
<td>Annual Evaluation, Signing Required Certifications</td>
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<tr>
<td>Bill Gust</td>
<td>Employee Training, Records Keeping</td>
</tr>
<tr>
<td>Tim Weber</td>
<td>Conducting Inspections, Submitting Reports</td>
</tr>
</tbody>
</table>

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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.

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<tr>
<th>DATE</th>
<th>MATERIAL</th>
<th>VOLUME</th>
<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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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.
- Flooddrains 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.

<table>
<thead>
<tr>
<th>Best Management Practice</th>
<th>Implementation</th>
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</thead>
<tbody>
<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
</tr>
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</table>

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
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: ____________________________  (Signature)
       (printed)

Attendees (names, printed):

__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________

Topics Covered: ____________________

__________________________________
__________________________________
__________________________________
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__________________________________
__________________________________
GOOD HOUSEKEEPING

Date: ___________________________ Time: ___________________________

Inspected by (printed): ____________________________________________

Signature: _______________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
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<tr>
<td>fuel pumps</td>
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<td></td>
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<tr>
<td>outfalls</td>
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<tr>
<td>Isles &amp; walkways</td>
<td></td>
<td></td>
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<tr>
<td>dumpsters</td>
<td></td>
<td></td>
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<tr>
<td>grounds (in general)</td>
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# PREVENTIVE MAINTENANCE

Date: ____________________  Time: ____________________

Inspected by (printed): ____________________

Signature: ____________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
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</tbody>
</table>
# COMPREHENSIVE INSPECTION

Date: ___________________________  Time: ___________________________

Inspected by (printed): _____________________________________________

Signature: _______________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
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<td>storm water outfalls</td>
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<tr>
<td>property boundaries</td>
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<tr>
<td>grounds (in general)</td>
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<tr>
<td>parking lots</td>
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<tr>
<td>storage areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>dumpsters</td>
<td></td>
<td></td>
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<tr>
<td>waste storage areas</td>
<td></td>
<td></td>
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<tr>
<td>equipment</td>
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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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6.0 Proposed Management BMPs
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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:

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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 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
The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan be included in the plan. Also include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

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<thead>
<tr>
<th>DATE</th>
<th>MATERIAL</th>
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<th>LOCATION</th>
<th>ACTIONS TAKEN</th>
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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

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 secondary containment at all fuel tanks.
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 scepeter that contains all storm water that reaches this inlet. This storm scepeter 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.

<table>
<thead>
<tr>
<th>Best Management Practice</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leak and Spill Cleanup</td>
<td>Immediately</td>
</tr>
<tr>
<td>Training</td>
<td>12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>Bi-monthly</td>
</tr>
</tbody>
</table>

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 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**

<table>
<thead>
<tr>
<th>Date of Session: ____________________</th>
<th>Time: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer: ___________________________</td>
<td>__________________________</td>
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<tr>
<td>(printed)</td>
<td>(Signature)</td>
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</tbody>
</table>

**Attendees (names, printed):**

| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |
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| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |

**Topics Covered:**

| __________________________ |
| __________________________ |
| __________________________ |
| __________________________ |
| __________________________ |
| __________________________ |
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| __________________________ |
| __________________________ |
GOOD HOUSEKEEPING

Date: ____________________  Time: ____________________

Inspected by (printed): ____________________________________________

Signature: ________________________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>parking areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fuel pumps</td>
<td></td>
<td></td>
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<tr>
<td>outfalls</td>
<td></td>
<td></td>
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<tr>
<td>Isles &amp; walkways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>dumpsters</td>
<td></td>
<td></td>
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<tr>
<td>grounds (in general)</td>
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</tr>
</tbody>
</table>
**PREVENTIVE MAINTENANCE**

Date: ____________________  Time: ____________________

Inspected by (printed): ____________________

Signature: ____________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
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</tbody>
</table>
# COMPREHENSIVE INSPECTION

Date: ___________________  Time: ___________________

Inspected by (printed): ______________________________________

Signature: _______________________________________________

<table>
<thead>
<tr>
<th>Areas Inspected</th>
<th>Observations</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>storm water outfalls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>property boundaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grounds (in general)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>parking lots</td>
<td></td>
<td></td>
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<tr>
<td>storage areas</td>
<td></td>
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<tr>
<td>dumpsters</td>
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<tr>
<td>waste storage areas</td>
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<td></td>
</tr>
<tr>
<td>equipment</td>
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