



## **STORMWATER POLLUTION PREVENTION PLAN**

**A. DUIE PYLE  
BURLINGTON SERVICE CENTER  
513 AVENUE D  
WILLISTON, VT 05495**

Prepared:  
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## **INTRODUCTION**

This stormwater pollution prevention plan (SWPPP) covers the operations of A Duie Pyle, Inc. Burlington Service Center located at 513 Avenue D Williston, Vermont 05495. It has been developed as required under Vermont's Multi-Sector General Permit (General Permit 3-9003) dated 2011.

This SWPPP describes this facility and its operations, develops an inventory of potential pollutant sources, identifies controls and best management practices (BMP's) for reducing the discharge of pollutants in stormwater runoff, and outlines measures for implementing and reviewing this plan.

## SECTION 1: POLLUTION PREVENTION TEAM

### 1.1 Stormwater Pollution Prevention Team

The staff individuals (by name or title) that comprise A. Duie Pyle’s (ADP’s) stormwater pollution prevention team at the Burlington Service Center (Facility) are listed in Table 1. The pollution prevention team is responsible for developing, implementing, maintaining, and revising the facility’s SWPPP on an as needed basis. As such, the pollution prevention team is responsible for:

- Implementing all general permit and pollution prevention plan requirements (i.e. site compliance evaluations, quarterly visual monitoring inspections, annual compliance reporting and annual benchmark monitoring sampling, if applicable).
- Defining and agreeing upon an appropriate set of goals for the facility’s stormwater management program.
- Holding regular meetings to review the overall operation of the Best Management Practices (BMPs).
- Being aware of changes that are made in facility operations to determine whether changes must be made to the SWPPP.
- Maintaining a clear line of communication with corporate management to ensure a cooperative partnership.

<b>TABLE 1: POLLUTION PREVENTION TEAM CONTACTS</b>		
<b>TITLE</b>	<b>NAME &amp; ADDRESS</b>	<b>TELEPHONE NUMBER</b>
<b>Primary Emergency Response Coordinator (ERC)</b>	Tyler Phillips Service Center Manager 513 Avenue D Williston, VT 05495	(802) 735-2791 x 4401 (Office) (267) 619-2247 (Cell)
<b>Secondary Emergency Response Coordinator</b>	Aaron Archambeault Service Center Ops Supervisor 513 Avenue D Williston, VT 05495	(802) 735-2791 (Office) (203) 443-3724 (Cell)
<b>Additional Contacts</b>	Vince Altieri Regional Operations Director 650 Westtown Road West Chester, PA 19381	(610) 696-5800 (Office) (484) 653-8449 (Cell)
	Rich Kaczynski Loss Prevention Manager 650 Westtown Road West Chester, PA 19381	(610) 696-5800 (Office) (484) 571-0030 (Cell) (610) 565-0799 (Home)
	Donielle Dziedzic Director of Loss Prevention 650 Westtown Road West Chester, PA 19381	(610) 696-5800 (Office) (267) 280-3150 (Cell) (267) 474-2932 (Home)

## **SECTION 2: SITE DESCRIPTION**

### **2.1 Industrial Activities at the Facility**

The facility is located at 513 Avenue D Williston, VT 05495 (44.46533 N, -73.12379 W) shown in Figure 1. According to the USGS topographic map (7.5-minute quadrangle) of Essex Junction, VT and Burlington, VT (Figure 1), the facility elevation is approximately 360 feet above mean sea level (MSL). The physical topography at the facility gently slopes to the west. The closest water body to the facility is the Allen Brook approximately 1000-feet east of the facility.

The SIC code for this facility is 4231 (Terminal and Joint Termination Maintenance Facilities for Motor Freight Transportation) and the MSGP Sector is P (Land Transportation and Warehousing). The facility is utilized for loading and unloading and temporary storage of bulk products. Various products, including packaged liquids, are moved and staged in the process of transferring from inbound trucks to outbound trucks. Shipments may be packaged in drums (on pallets) or smaller containers (such as cans of paint) that are part of a larger package. Hazard information on these products are provided on labels and shipping papers.

As a terminal facility, the number of vehicles on site fluctuates but on average there are 20 vehicles on site.

### **2.2 Nearest Receiving Water(s)**

The nearest receiving waterbody to the facility is the Allen Brook as it is located 1000 feet east of the property. The Allen Brook is a tributary to the Winooski River which is not considered to be impaired. According to of the Vermont Water Quality Standards Environmental Protection Rule Chapter 29A, these waters are below 2,500 feet altitude (National Geodetic Vertical Datum), which designates them as Class B (2) waters.

### **2.3 Stormwater Discharged to a Municipal Storm Sewer System (MS4)**

Stormwater is not discharged to a municipal separate storm sewer system.

### **2.4 Stormwater Flow Path within Facility**

All stormwater flow is directed to an off-site stormwater swale. There is no true discharge point as there are no outfalls or stormwater drains on the premise.

### **2.5 Adjacent Property Stormwater Run-on**

Runoff from adjacent properties is expected due to topography and the areas surrounding the facility.

## 2.6 Size of Property in Acres

The facility is approximately 1.7 acres and is developed with a single structure that contains an office, warehouse, and loading docks.

## 2.7 Estimated Percent Imperviousness of Facility

It is estimated that 80% (approximately 1.4 acres) of the facility is impervious. See Figure 3.

## 2.8 Precipitation Information

The average annual precipitation for Williston Vermont is 39 inches. The wettest months are typically May thru September with August receiving an average of 4.29 inches of precipitation. Precipitation does not affect the operations at this facility; however, refueling is avoided when possible during precipitation to limit exposure.

## 2.9 Inventory of Exposed Materials and Potential Pollutant Sources

The facility currently maintains two heated trailers that move around the facility due to daily operations. A truck with an external 110-gallon tank is brought onsite to refill the small heating units attached to the trailers. These are the areas considered the most likely for an uncontrolled release of petroleum to occur.

TABLE 2: POTENTIAL POLLUTANT SOURCES		
Industrial Activity	Associated Pollutants	Presence in Stormwater
Trailer Heater Tank Refueling	Diesel Fuel	Low to medium potential for presence in stormwater due to mobile fueling of heated trailers. A release has the potential to flow off-site into the nearby stormwater swale but unlikely to reach Allen Brook.

TABLE 3: POTENTIAL SPILLS AND LEAKS	
Source	Amount (Approx.)
Pick-Up Truck Mobile Refueler	110 gal
Trailer Refueling	2 trailers x 85-gal tank = 170 gal

## 2.10 Inventory of Past Spills and Leaks

No oil or other chemical spills have occurred at this facility.

## **SECTION 3: NON-STORMWATER DISCHARGES**

### **3.1 *Certification of Non-Stormwater Discharges***

The facility has reviewed the Non-Stormwater Discharge Certification and has determined non-stormwater discharges are not applicable to this facility. See the original Non-Stormwater Discharge Certification in Attachment 1 and/or on file at the Corporate Office. As part of routine reviews of and updates to this SWPPP, ADP will evaluate if any changed operations will impact Non-Stormwater Discharges, and an evaluation will be completed as necessary. An annual recertification is not required based on current site conditions.



## **SECTION 4: BEST MANAGEMENT PRACTICE (BMP) IDENTIFICATION**

The facility has implemented steps to minimize the exposure of significant materials to stormwater. ADP's policy is to store materials that could cause adverse environmental impact in sealed containers and/or under cover. This method of storage reduces the potential for materials to come in direct contact with precipitation.

ADP's pick-up truck with fuel storage and dispensing systems is equipped with overflow and overspill protection to reduce the potential for spillage during tank dispensing. Properly trained ADP employee's will carefully monitor the refueling operation to prevent possible spills.

### **4.1 Good Housekeeping**

It is ADP's policy to maintain a clean, orderly facility to minimize potential for industrial runoff as well as to ensure the safety of the employees. ADP's good housekeeping program emphasizes reducing the possibility of mishandling chemicals or equipment and training of employees in housekeeping techniques.

The following are general procedures that the facility has incorporated into an effective good housekeeping program:

- Improves operations and processes on a continual basis, as necessary;
- Implements careful material storage practices;
- Identifies chemical substances present in the workplace, if applicable;
- Labels containers showing name and type of substance, etc.;
- Schedules routine cleanup operations;
- Maintains well-organized work areas;
- Maintains aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment and decontamination equipment to any area of the facility;
- Promptly contains and cleans up solid and liquid pollutant leaks and spills from operations or any areas exposed to stormwater;
- Cleans debris regularly to prevent the contamination of stormwater;
- Promptly repairs or replaces substantially cracked or otherwise damaged paved parking and other drainage areas, which are subjected to pollutant material leaks and spills;
- All trash containers and dumpsters will be tightly covered when not in use. Trash is regularly disposed of.
- Trains employees about good housekeeping practices.

#### 4.2 Source Protection BMPS

TABLE 4: AREA SPECIFIC BMPS	
Area/Activity	BMP
Heated Trailers	Pump will be carefully monitored while refueling
	Trailers will be regularly inspected, and repaired if applicable, for leaks and spills.
	Relevant employees will be trained on good housekeeping techniques.
Refueling Truck	Pump will be carefully monitored while refueling
	Tank will be regularly inspected, and repaired if applicable, for leaks and spills.
	Relevant employees will be trained on good housekeeping techniques.
Trucks and Trailers	Trailers will be regularly inspected, and repaired if applicable, for leaks and spills.
	Relevant employees will be trained on good housekeeping techniques.

#### 4.3 Spill Response

The SWPPP will be modified within 14 days of knowledge of a spill to include information regarding the nature, date, and cause of the release. The plan will be modified with measures to prevent reoccurrence and to improve response.

If applicable, A Duie Pyle will follow the following procedure:

##### 1. Assess the Hazard and Perform Initial Response

For spills that can be safely managed without assistance:

- Stop the spill at its source;
- Prevent spilled material from entering storm drains, waterways, drainage ditches, etc;
- Contain spilled material using a barrier (absorbent pads or socks), temporary dike or trench.

For all other spills, a cleanup contractor will be hired since they have the training and equipment necessary to safely respond to dangerous hazardous material spills.

##### 2. Report the Spill

Any hazardous material spill to the land or water that meets the following criteria must be immediately reported to the Department of Environmental Conservation

(DEC) Spill Response Team (spill team) by calling the **24-hour Hazardous Materials Spills Hotline at 1-800-641-5005**. *If there is any question about whether a spill is reportable, call.*

A spill of 2 gallons or more;

A spill that is less than 2 gallons, but poses a threat to human health or the environment (for example, a gallon of gasoline spilled to a wetland); or

A spill that exceeds a CERCLA reportable quantity.

Any person who has knowledge of a spill and who may be subject to liability for that spill, is responsible for reporting the spill. In addition to reporting to the DEC, any spill of hazardous material that impacts (or threatens) surface water (e.g., lakes, streams, wetlands) must also be reported to the U.S. Coast Guard via the National Response Center at **1-800-424-8802**.

### 3. Clean up and Follow up

- Ensure that the spill is cleaned up to the extent that it no longer presents a threat to human health or the environment;
- Make a hazardous waste determination for all spill cleanup materials;
- Ensure that contaminated soil/water/debris is collected and managed appropriately;
- **For any reportable spill, submit a written follow-up report within 10 days detailing how the spill was cleaned up and how waste was managed.**

#### 4.4 Vehicle and Equipment Washing

A Duie Pyle Burlington Service Center does not wash any vehicles or equipment. Although unlikely to occur, if Burlington Service Center were to wash any vehicles, per the VT MSGP the following conditions will be met:

1. The Burlington Service Center will limit washing to 30 or fewer vehicles per week.
2. The wash water will sheet flow over a vegetated area and infiltrate or evaporate on-site.
3. The wash water will not cause soil erosion and will not reach waters of the state, either directly or through stormwater drains or ditches.
4. Only non-phosphorus soaps will be used.
5. Acids, bases, metal brighteners, and degreasing agents will not be used.
6. Burlington Service Center will not pressure wash engines, conduct undercarriage washing, or clean engines.
7. The washing will occur on impermeable surface (i.e. concrete, asphalt, plastic, or other) and the water will sheet flow over a vegetated area.

**If there is ever a hazardous spill to a floor drain or to the ground and there is a potential for groundwater contamination or the contents of a holding tank is in question, contact the Hazardous Spills Hotline 1-800-641-5005 for assistance.**

#### **4.5 Sediment and Erosion Control**

ADP has determined due to topography, vegetation, curbing or other factors, the permeable areas of the facility do not have potential for soil erosion. The high traffic areas at the facility are paved and all runoff is directed into grass covered swales which runs along Avenue D on the southwest side of the property. To limit any possible erosion, the facility will leave as much vegetation onsite as possible.

#### **4.6 Structural BMPs**

The Burlington Service Center will implement and follow the best management practices listed previously in sections 4.1 Good Housekeeping and 4.2 Source Protection BMPs. The facility does not have plans to implement additional structural best management practices due to the topography of the area. The facility gently slopes towards two (2) vegetated swales running north along Avenue D (see Figure 3). These swales are connected and flow into offsite vegetated swales. The facility does not believe additional structural BMPs to be necessary at this time.

## **SECTION 5: BMP IMPLEMENTATION**

### **5.1 Routine Inspections**

Facility inspections will be performed every quarter by a qualified A Duie Pyle personnel, a member of the Pollution Prevention Team and/or a qualified 3<sup>rd</sup> party representative. If stormwater BMPs are found to be functioning incorrectly, maintenance will be performed before the next anticipated storm event, or as necessary to maintain effectiveness of the stormwater controls. A sample inspection form and records of past inspections will be kept in Attachment 2 of the SWPPP and/or kept on file at the Corporate Office.

### **5.2 Employee Training**

All employees who work in areas exposed to stormwater will attend an annual training session. New employees will be trained within 30 days of hire. Records of attendance are to be kept with this plan using Attachment 3 found at the end of this plan and/or kept on file at the Corporate Office.

#### **Topics included in employee training:**

- Introduce Pollution Prevention Team and discuss need for the SWPPP
- Spill response procedure
- Review of past spills
- Review of good housekeeping procedures
- Proper material handling procedures
- Proper disposal or recycling of materials
- Be sure employees know where cleaning materials and spill kits are located
- Review sources of stormwater pollutants used onsite
- Familiarize employees with drainage routes near areas where industrial materials are handled

## **SECTION 6: MONITORING REQUIREMENTS**

Ultimately, the goal of this SWPPP is to protect the quality of water resources. To evaluate the effectiveness of the measures described here, the following monitoring activities will be conducted on the stormwater discharges at A Duie Pyle, Inc. Burlington Service Center. Monitoring results will be used to regularly reassess the impact of pollutant sources and the need for best management practices (BMPs). The SWPPP will be updated and improved throughout the term of the permit and these updates will be informed by the results of monitoring.

### **6.1 Quarterly Visual Monitoring**

Each discharge point on the site will be examined each quarter by qualified A Duie Pyle personnel, a member of the Pollution Prevention Team and/or a qualified 3<sup>rd</sup> party representative for evidence of contamination during a runoff event. Visual monitoring takes place within the first 30 minutes of a precipitation or snowmelt event if possible, but no more than 60 minutes after onset. Precipitation events will be greater than 0.1 inches in magnitude and occur at least 72 hours after the last runoff producing event. Results of quarterly visual monitoring can be found in Attachment 4.

### **6.2 Benchmark Monitoring**

Per Part 8 subpart P of the VT MSGP, the facility does not have sector-specific requirements and therefore benchmark monitoring is not required.

### **6.3 Effluent Limitations**

A Duie Pyle Burlington Service Center does not meet the criteria of an industrial category subject to effluent limitation guidelines as identified in Table 6-1 of the Vermont Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity (VT MSGP). No stormwater sampling or laboratory analysis is required.

### **6.4 Monitoring Associated with Discharges to Impaired Waters**

A Duie Pyle Burlington Service Center does not discharge into an impaired water and is not subject to additional limits or controls as described in section 2.2.2 of the VT MSGP.

## **SECTION 7: COMPLIANCE EVALUATION**

A comprehensive site evaluation will be performed every year by qualified A Duie Pyle personnel, a member of the Pollution Prevention Team and/or a qualified 3<sup>rd</sup> party representative. This inspection will include all exposed industrial areas identified in Table 2 of Section 2.9 of this plan for evidence of stormwater pollution.

The results of the plan will be documented in a report containing at minimum: the date, the person(s) making the inspection, the scope of the inspection, observations relating to the discharge of pollutants from the facility, BMPs needing maintenance, BMPs which failed to operate as designed, locations where additional BMPs are needed, corrective actions taken, and any updates to the SWPPP. A copy of the Compliance Site Evaluation and copies of past inspection reports are kept in Attachment 5 and/or kept on file at the Corporate Office.

In addition, the comprehensive site evaluation will be submitted with any corrective action reports, if any, to comply with the annual reporting requirement. The annual report will be submitted to the Secretary within 45 days of the evaluation per section 7.2 of the 2011 MSGP.

## SECTION 8: ENDANGERED SPECIES

It has been determined that the A Duie Pyle Burlington Service Center property partially lies within a high priority rare and uncommon species area. However, based on industrial activity and possible pollutants, it has been determined that the facility does not pose an adverse risk to endangered or threatened species, or critical habitat designated under the Endangered Species Act. This site is eligible for coverage under the MSGP by meeting Criteria E, as described in Appendix E of the general permit.

As required by section 1.2.4.5 of the VT MSGP, the following documentation has been provided to support the determination that the facility meets Criterion E as a new discharger.

According to the Vermont BioFinder Program, the facility has determined that there is a high priority rare and uncommon species likely to occur in the “action area”. Table 5 summarizes the information given on this species. Due to the nature of the industrial activity at this facility, A Duie Pyle has determine the possible pollutant source to be diesel fuel from minor refueling activities. This poses a minor risk to the rare and uncommon species as there is a minimal chance of stormwater contamination. The following best management practices have been implemented at the facility to avoid this. The refueling truck and the heated trailers are regularly inspected, and repaired if applicable, for spills and leaks. A trained employee will carefully monitor the refueling operation. The fuel storage and dispensing systems are equipped with overfill and overspill protection to reduce the potential for spillage during tank filling and dispensing. If a spill were to occur, the spill would be contained and cleaned up immediately using the nearby spill kits. Substantially cracked or otherwise damaged paved parking and other drainage areas are promptly repaired or replaced to prevent possible stormwater contamination.

<b>TABLE 5: RARE AND UNCOMMON SPECIES</b>	
<b>Type:</b>	Animal
<b>Category:</b>	Vertebrate Animal
<b>State Rank:</b>	S1: Very Rare in Vermont
<b>State Protection Status:</b>	State-Endangered
<b>Federal Protection Status:</b>	Listed Threatened
<b>Last Observed:</b>	2011
<b>Element Occurrence ID:</b>	10091
<b>Priority:</b>	Highest Priority
<b>Scientific Name:</b>	N/A



## **SECTION 9: GENERAL REQUIREMENTS**

### **9.1 Record Keeping and Reporting**

A copy of this SWPPP will be sent to the Stormwater Section and the original will be maintained onsite. Records pertaining to inspections, monitoring, maintenance, employee trainings, compliance evaluations, and spills will be kept onsite with the SWPPP. These records must be retained for at least five years after the expiration of the permit. This plan will be made available upon request to the Agency, operator of a municipal separate storm sewer receiving the discharge, and to the public if requested in writing to do so.

### **9.2 Maintaining the Updated SWPPP**

This SWPPP will be amended if inspections or monitoring should indicate a deficiency, or Agency personnel determine that it is not effective at controlling stormwater pollutant discharges. The plan will also be amended if changes occur to the facilities layout or operations. A history of amendments will be kept with this plan in Section 10.

### **9.3 Certification**

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

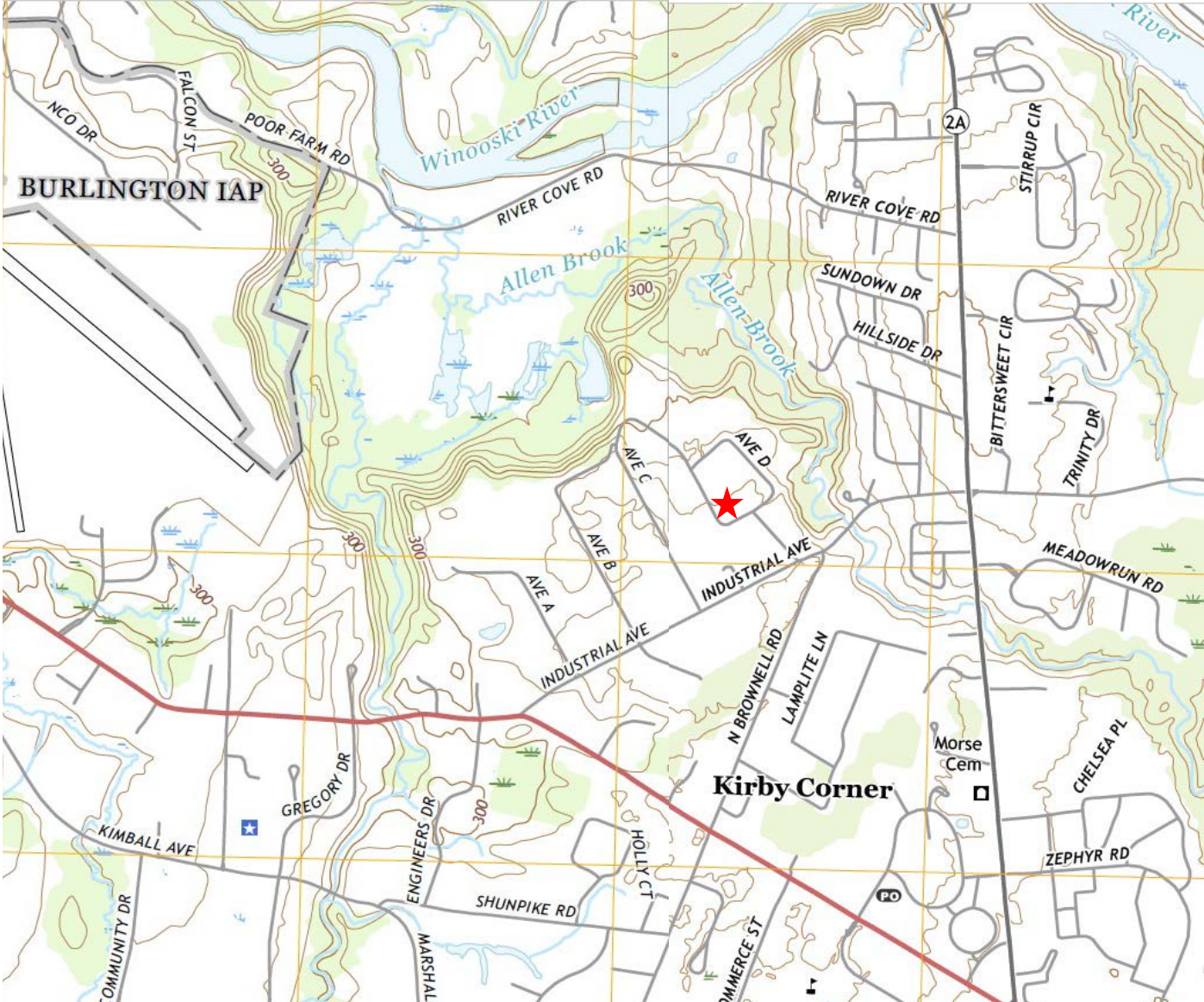
**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**SECTION 10: SUMMARY OF UPDATES**

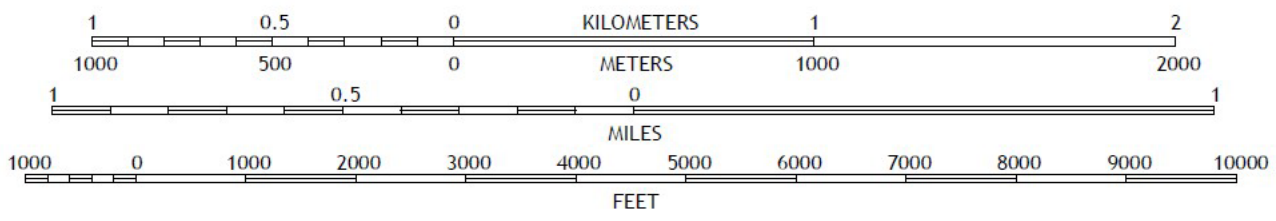
Date Plan Amended	Summary of Updates

## **FIGURES**

**FIGURE 1**  
**SITE TOPOGRAPHIC MAP**




SCALE 1:24 000



CONTOUR INTERVAL 20 FEET  
 NORTH AMERICAN VERTICAL DATUM OF 1988

This map was produced to conform with the  
 National Geospatial Program US Topo Product Standard, 2011.  
 A metadata file associated with this product is draft version 0.6.18

 1350 Welsh Road, Suite 200 North Wales, PA 19454 (215) 699-4800 phone	<b>A Duie Pyle Inc.</b> <b>Burlington Service Center</b> <b>513 Avenue D</b> <b>Williston, VT 05495</b>	
	<b>FIGURE NAME: SITE TOPOGRAPHIC MAP</b>	<b>FIGURE NUMBER: 2</b>
	<b>SCALE: AS SHOWN</b>	<b>DATE: JANUARY 2020</b>
<b>TOPOGRAPHIC MAP INFORMATION: BURLINGTON &amp; ESSEX JUNCTION</b>		

**FIGURE 2  
GENERAL SITE MAP**






1350 Welsh Road, Suite 200  
 North Wales, PA 19454  
 (215) 699-4800 phone

**A Duie Pyle Inc.  
 Burlington Service Center  
 513 Avenue D  
 Williston, VT 05495**

FIGURE NAME: **SITE LOCATION MAP**

FIGURE NUMBER: **2**








SCALE: **AS SHOWN**


DATE: **JANUARY 2020**

**FIGURE 3  
SITE AND DRAINAGE MAP**





LEGEND	
	Property Boundary
	Impervious Surface
	Vegetation/pervious surface
	Direction of Stormwater Flow
	Direction of Stormwater Flow in Vegetated Swale
	Loading/Unloading areas
	Discharge location

 <p>1350 Welsh Road, Suite 200 North Wales, PA 19454 (215) 699-4800 phone</p>	<p><b>A Duie Pyle Inc.</b>  <b>Burlington Service Center</b>  <b>513 Avenue D</b>  <b>Williston, VT 05495</b></p>	
	FIGURE NAME: <b>SITE &amp; DRAINAGE MAP</b>	FIGURE NUMBER: <b>3</b>
	SCALE: <b>AS SHOWN</b>	DATE: <b>JANUARY 2020</b>

## **ATTACHMENTS**

**ATTACHMENT 1:**  
**NON-STORMWATER DISCHARGES**

Record the results of the Non-Stormwater Discharge Assessment and Certification in Worksheet 1. If evaluation of any discharge points is impossible, then the discharge points of concern and the reasons they could not be evaluated should be recorded on Worksheet 2.

### Worksheet 1: Assessment and Certification of Non-Stormwater Discharges

Date of Test	Outfall	Method Used to Evaluate Discharge	Test Results	Potential Sources	Person or Party Conducting the Test
<b>CERTIFICATION</b>					
<p>I _____ (responsible corporate official) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p>					
<b>Name &amp; Official Title</b>				<b>Area Code and Telephone No.</b>	
<b>Signature</b>				<b>Date Signed</b>	

## Worksheet 2: Non-Stormwater Discharge Failure to Certify Notification

Outfall Not Tested/Evaluated	Why Certification is Infeasible	Potential Sources of Non-Stormwater Pollution
<b>CERTIFICATION</b>		
<p>I _____ (responsible corporate official) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p>		
<b>Name &amp; Official Title</b>		<b>Area Code and Telephone No.</b>
<b>Signature</b>		<b>Date Signed</b>

**ATTACHMENT 2:**  
**ROUTINE FACILITY INSPECTIONS**

Keep records of all routine facility inspections here. A sample inspection form has been included.

### Routine Monthly Facility Inspection Form

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

Area Checked	Checked for...	Problems?		If yes, describe	Corrective Actions to be Taken	Schedule for Corrective Actions
		Y	N			
Pick-Up Truck Mobile Refueler	Leaks from fuel tank					
Heated Trailers	Leaks from heating unit					

**ATTACHMENT 3:**  
**EMPLOYEE TRAINING RECORDS**

Keep a sign in sheet for each employee training session your facility holds and retain them with this SWPPP.





**ATTACHMENT 4:**  
**QUARTERLY VISUAL MONITORING INSPECTION FORMS**

Keep the completed inspection forms with the SWPPP here.

### Quarterly Visual Inspection Form

*Inspections at each outfall should be made within the first 30 minutes of the runoff event.*

*Observations should note color, odor, turbidity, solids, foam, oil sheen, or any other obvious form of contamination.*

Date/ Time	Outfall	Weather Conditions	Observations	Probable Sources of contamination	Action Taken to Prevent in Future

Date Completed: \_\_\_\_\_

Complete by: \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT 5:  
COMPREHENSIVE SITE COMPLIANCE EVALUATION**

## Annual Compliance Evaluation Report for A Duie Pyle Burlington Service Center

**Name of Person(s) completing evaluation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of evaluation:** \_\_\_\_\_

**Weather conditions during inspection:**  
\_\_\_\_\_

**Areas inspected during evaluation:**

Inspect all exposed areas of the facility for evidence of contamination of runoff. Areas that need to be inspected include:

- industrial materials, residue or trash that may have or could come into contact with stormwater
- leaks or spills from industrial equipment, drums, tanks and other containers
- offsite tracking of industrial or waste materials, or sediment where vehicles enter or exit the site
- tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas
- evidence of, or the potential for, pollutants entering the drainage system
- evidence of pollutants discharging to surface waters at all facility outfall(s), and the condition of and around the outfall, including flow dissipation measures to prevent scouring.
- Structural stormwater management measures
- erosion control measures
- any equipment necessary to implement the SWPPP (e.g. spill response equipment)

Inspectors must consider the results of the past year's visual and analytical monitoring when planning and conducting inspections. Stormwater BMPs identified in your SWPPP must be observed during active operation, i.e., during a stormwater runoff event, to ensure that they are functioning correctly. If discharge locations are inaccessible, nearby downstream locations must be inspected.


### Evidence of Stormwater Pollution

As each of the areas above is investigated, look for the problems listed in the table below. The existence of these problems on the site may indicate that the SWPPP is not being followed or that it is inadequate for preventing stormwater pollution. Should these problems be present, describe their nature and location(s) and create a plan to prevent their reoccurrence.

Is there evidence of the following problems?	Yes	No	Describe problem and location	Corrective Actions	Schedule for corrective actions
Industrial materials, residue, or trash coming in contact with stormwater					
Leaks or spills from industrial equipment, drums, tanks or other containers					
Offsite tracking of industrial or waste materials, or sediment where vehicles exit or enter the site					
Tracking or blowing of raw, final, or waste materials from areas of no exposure to exposed areas					
Evidence of, or the potential for the pollutants entering the drainage system					
Evidence of pollutants discharging to receiving waters at facility discharge points					
Scouring around facility discharge points, or any other degradation of these structures					



**Are there any new sources of potential stormwater pollutants not previously identified in the SWPPP? YES / NO**

**If you circled yes, how will the SWPPP be modified to prevent these sources from contaminating runoff?** \_\_\_\_\_

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**Have either visual inspections or monitoring during the past year indicated pollution of stormwater which have not yet been addressed? YES / NO**

**If so, describe the potential sources of any pollutants found in runoff** \_\_\_\_\_

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**What actions or modifications to the SWPPP are needed to prevent these pollutants from reaching the receiving waters?** \_\_\_\_\_

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**Describe any other places where the site inspection indicates noncompliance with the SWPPP and the conditions of the general permit** \_\_\_\_\_

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**What other changes to the SWPPP are needed to ensure that the site is in compliance?** \_\_\_\_\_

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**Certification of Compliance**

This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete. After inspection of all exposed industrial areas, BMPs, and stormwater systems, and review of the SWPPP and required monitoring I find that this facility is in compliance with the SWPPP and the permit.

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

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