STORMWATER POLLUTION PREVENTION PLAN

HOWARD COUNTY
CENTRAL MARYLAND REGIONAL TRANSIT FACILITY
ANNAPOLIS JUNCTION, MARYLAND 20701

Prepared for:

Howard County Department of Public Works
Bureau of Environmental Services
9801 Broken Land Parkway
Columbia, Maryland 21046

Prepared by:

EA Engineering, Science, and Technology, Inc., PBC
225 Schilling Circle, Suite 400
Hunt Valley, Maryland 21031

JULY 2023

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Accepted and Approved By:

Mark DeLuca, P.E, Chief
Bureau of Environmental Services — Date: 7/31/23

Sharon Walsh, AIA, Chief
Bureau of Facilities — Date: 8/3/23

Robert Phillips, Administrator
Division of Central Fleet — Date: 8-1-23

Jason Quan, General Manager
Regional Transportation Agency — Date: 8.3.23

TABLE OF CONTENTS

Page

LIST OF APPENDICES

LIST OF TABLES

LIST OF ACRONYMS AND ABBREVIATIONS

AGM-Maintenance	Assistant General Manager of Maintenance
AIM	Additional Implementation Measures
AST	Aboveground Storage Tank
BES	Bureau of Environmental Services
BFE	Base Flood Elevation
BGE	Baltimore Gas and Electric Company
BMP	Best Management Practice
CFR	Code of Federal Regulations
CMRTF	Central Maryland Regional Transit Facility
CSCE	Comprehensive Site Compliance Evaluation
CW Bay	Chassis Wash Bay
DA	Drainage Area
HAZCOM	Hazard Communication
MDE	Maryland Department of the Environment
MS4	Municipal Separate Storm Sewer System
N/A	Not Applicable
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
OWS	Oil/Water Separator
P2	Pollution Prevention
PCB	Polychlorinated Biphenyl
PFAS	Per- and Polyfluoroalkyl Substances
RTA	Regional Transportation Agency
SGW	Submerged Gravel Wetland
SMD	Stormwater Management Division
SMP	Salt Management Plan
SPCC	Spill Prevention, Control, and Countermeasure
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
USEPA	U.S. Environmental Protection Agency
UST	Underground Storage Tank

VW Bay	Vehicle Wash Bay

CERTIFICATION

The following certification statement must be signed and dated by an individual who meets the requirements of Part II.C, of the 20-SW. This certification must be re-signed in the event of a SWPPP modification in response to a trigger for corrective action.

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 gathered and evaluated 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 submitted 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.

Mark DeLuca, P.E.
Chief, Howard County Bureau of Environmental Services

7/31/23
Date

1.0 INTRODUCTION

1.1 BACKGROUND

This Stormwater Pollution Prevention Plan (SWPPP) is for the Central Maryland Regional Transit Facility (CMRTF), which is owned by Howard County and operated by the Regional Transportation Agency (RTA). The SWPPP was developed in order to comply with the 1990 amendments to the Clean Water Act that established the National Pollutant Discharge Elimination System (NPDES) permitting system. In addition, development of this SWPPP complies with the Maryland Department of the Environment (MDE) General Permit for Discharges from Stormwater Associated with Industrial Activities (henceforth referred to as the 20-SW), which authorizes the discharge of stormwater associated with industrial activity to waters of the State of Maryland. A copy of the 20-SW permit is located in Appendix A.

The purpose of a SWPPP is to identify potential sources of pollution which may reasonably be expected to affect the quality of stormwater discharges from the site. It also serves as a framework for pollution prevention activities and a guidance document for implementing Best Management Practices (BMPs) to minimize stormwater pollution.

This SWPPP has been prepared following MDE and U.S. Environmental Protection Agency (USEPA) guidelines:

- *Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and Best Management Practices* (USEPA 832-R-92-006, September 1992) http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000469L.txt

- MDE *SWPPP Template* (MDE, February 2023) https://mde.maryland.gov/programs/permits/WaterManagementPermits/Documents/GDP%20Stormwater/SWPPPTemplate.docx

- Chesapeake Bay Restoration Guidance https://mde.maryland.gov/programs/permits/WaterManagementPermits/Pages/ChesapeakeBayRestorationGuidance.aspx

Additional data and information has been used from the most recent revisions to the 2000 Maryland Stormwater Design Manual, Volume I & II (May 2009), which includes significant details on BMPs and the stormwater requirements from MDE.

1.2 PERMIT REQUIREMENTS

Howard County submitted a Notice of Intent (NOI) to MDE for CMRTF to obtain coverage under the 20-SW permit (Appendix B). This NOI was submitted before the deadline of 31 July 2023. CMRTF will continue to operate under the requirements of the 12-SW permit, for which coverage was approved in 2014, until coverage under the 20-SW permit is approved by MDE.

Post Signage of Permit Coverage
Once coverage is obtained under the 20-SW permit, the facility will be required to post a sign of this permit coverage at a safe, publicly accessible location in close proximity to the facility and at potentially impacted public access areas. The facility must use a font large enough to be readily viewed from a public right-of-way and must conduct periodic maintenance of the sign to ensure that it is legible, viable, and factually correct. At minimum, the sign must include:

1. The State and NPDES permit number (i.e., permit tracking number assigned to the facility NOI);

2. MDE's wastewater permits portal URL (https://mdewwp.page.link/WWPPortal); and

3. A contact name and phone number for obtaining additional facility information.

Duty to Reapply
Once the 20-SW permit is issued, the CMRTF has a duty to reapply after permit expiration. Please note that, in accordance with Part I.I of the 20-SW Permit, if the facility wishes to continue an activity regulated by this permit after the expiration date of this permit, the facility must apply for and obtain authorization as required by the new permit once MDE issues it.

SWPPP Development
Part III.C of the 20-SW requires the development and implementation of a SWPPP. The SWPPP must address potential pollution sources of stormwater, and the control measures to prevent pollution to the receiving water body. This SWPPP addresses the requirements set forth in the 20-SW for the Drainage Area (DA) at the site.

Climate Change Considerations
Part II.F.I of the 20-SW permit also requires that when possible moving forward, the facility considers the contours/elevations at a particular site and aims to locate/site new structures in higher elevations at the site and put parking/other structures that can be flooded at the lower elevations, in anticipation of climate change effects.

1.3 DISTRIBUTION

The SWPPP will be distributed to Howard County Department of Public Works, Bureau of Environmental Services (BES) and each member of the Pollution Prevention (P2) Team, as described in Section 2.0. Updates to the SWPPP will also be distributed to each team member as they are prescribed and will be made available online at https://www.howardcountymd.gov/public-works/stormwater-pollution-prevention-plans and http://www.transitrta.com.

1.4 MODIFICATIONS TO THE SWPPP

The SWPPP will be reviewed whenever a triggering condition, as listed in Part IV of the 20-SW, occurs or is detected during an inspection or monitoring. If it is determined during the review that an amendment to the SWPPP is required to ensure that effluent limits are met and pollutants are discharged, the SWPPP will be amended. This SWPPP is to be reviewed, and amended if necessary, when the following triggering conditions occurs:

- An unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another NPDES permit) occurs at the facility;
- A discharge violates a numeric effluent limit;
- Control measures are not stringent enough for the discharge to meet applicable water quality standards or the non-numeric effluent limits in the 20-SW;
- A required control measure was never installed, was installed incorrectly, or not in accordance with the 20-SW (Parts III.A, III. B and/or in Appendix D of the 20-SW) or is not being properly operated and maintained;
- Whenever a visual assessment (Section 3.6 of this SWPPP) shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam); or
- In response to corrective actions.

The certification statement will be re-signed in accordance with 20-SW Signatory Requirements for modifications which are in response to corrective actions. The Corrective Action Procedure is defined in Section 7.2.

For SWPPP modifications, the following table will be maintained to log the description of the modification, the name of the person making it, and the date and signature of that person. The SWPPP is a living document and facilities must keep the SWPPP up to date throughout permit coverage, such as making revisions and improvements to their stormwater management program based on new information and experiences with major storm events. As distinct from the SWPPP, the additional documentation requirements (see Part.III.C.8 of the Permit) are intended to demonstrate the implementation (including inspection, maintenance, monitoring, and corrective action) of the permit requirements.

Table 1-1. SWPPP Modification Log

Description of Modification	Signature of SWPPP Modifier	Date
Original SWPPP		March 2015
Rev 1 – Update contact information.		4/14/16
Rev2- Update contact info		6/25/19
Rev3- Updated contact info		7/22/21
Rev4- Updated to 20-SW		7/31/23

2.0 CMRTF CONTACT INFORMATION

The CMRTF is owned by Howard County and operated by RTA. Contact information for facility operators, owners, and 24-hour emergency contacts are identified in the table located in Appendix C. Contact information for federal, state, and local government agencies that require notification or may provide assistance in the event of a spill is also located in that table.

2.1 STORMWATER POLLUTION PREVENTION TEAM

The CMRTF has created a P2 Team that provides a forum for identifying and addressing stormwater pollution concerns at the facility, and to ensure that the SWPPP is appropriately implemented. The P2 Team consists of members of Howard County's BES, RTA, and CMRTF personnel. The P2 Team is responsible for the following:

- Supporting implementation of all NPDES permit(s), SWPPP requirements, and BMPs;
- Identifying any changes in the CMRTF's operations, maintenance, design, or BMPs to determine whether revisions must be made to this SWPPP;
- Providing quality assurance and quality control for all recordkeeping and internal reporting that are part of the SWPPP implementation;
- Supporting the Routine Facility Inspections; Quarterly Visual Inspections; and Comprehensive Site Compliance Evaluations;
- Identifying and implementing Corrective Actions;
- Maintaining recordkeeping;
- Providing regular P2 training to CMRTF employees;
- Maintaining consistency between the SWPPP and other environmental management plans and permits.

The P2 Team will meet at least annually to discuss stormwater-related problems, issues, or concerns. The Team Leader may call additional meetings, as needed, to address specific events or issues. Additional attendees, such as consultants, vendors, or representatives of other County departments, may be invited to the meetings to provide perspective on stormwater pollution issues or input to solving complex site problems. The P2 Team will also ensure that the training described in Section 5.0 occurs annually, or more frequently as deemed necessary by the P2 Team.

Members of the CMRTF P2 Team and their contact information are identified in Appendix D.

3.0 POTENTIAL POLLUTANT SOURCES

3.1 DESCRIPTION OF FACILITY AND FACILITY ACTIVITIES

CMRTF is located at 8800 Corridor Road, Annapolis Junction, Howard County, Maryland, and is operated by RTA. The coordinates of the facility are 39.1285°N and 76.8043°W.

The site is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. The facility began operations in late February 2015. The facility houses multiple transit vehicles in one central location for the participating jurisdictions of RTA, which include Anne Arundel County, Howard County, Northern Prince George's County, and the City of Laurel. Buses and transit vehicles are serviced, cleaned, and maintained in seven service bays within the Administration/Maintenance Building; refueling also occurs on-site.

Access to the CMRTF is provided via one (1) main entrance, which remains open during operational hours and is secured during non-operational hours. An electronic gate at the entrance is controlled by key card access. The northern and eastern portions of the site primarily consist of vehicle and bus parking lots. The southwestern portion of the site is occupied by the Administration/Maintenance Building, which consists of seven service bays (five maintenance bays, one Chassis Wash [CW] Bay, and one Vehicle Wash [VW] Bay), administration offices, locker rooms, and storage rooms; the fueling station; and a submerged gravel wetland (SGW). An SGW is a micro-scale environmental site design practice intended to provide treatment close to the source of runoff. The SGW is filled with crushed rock designed to support wetland plants. Stormwater flows under the surface through the root zone of the constructed wetland where pollutant removal takes place.

CMRTF was previously covered Discharge Permit Number 12-SW, issued 1 January 2014. CMRTF will continue to operate under the requirements of the 12-SW permit, for which coverage was approved in 2014, until coverage under the 20-SW permit is approved by MDE.

General location and detailed site-specific maps are located in Appendix E.

3.2 POTENTIAL POLLUTANT SOURCES BY DRAINAGE AREA

The CMRTF encompasses one (1) DA, which exits the site through one (1) outfall (Outfall 01). Outfall 01 was observed and verified during a site inspection conducted on 17 March 2023. The receiving water body is the Little Patuxent River (02131105). MDE has identified waters of the Little Patuxent River as impaired by cadmium, nutrients, phosphorus, sediment, and impacts to biological communities.

The estimated area of industrial activity at the site that is exposed to stormwater is approximately 5 acres. The DA is identified in the site-specific maps located in Appendix E.

3.2.1 Drainage Area 1

Primary Activities:	*Underground Storage Tanks (USTs), Tanks, Transformer, Emergency Generator, Fueling Station, Travel Lane, Vehicle Parking, Repair and Wash Bays, Oil/Water Separator (OWS), Driveways to the Wash Bays, Dumpster, Lube Room, Indoor Battery and Parts Storage*
Drainage Area:	*4.95 acre*
Imperviousness:	*High*
Number of reported spills (2020–2023):	*0*
Largest reported spills (2020–2023):	*Not Applicable (N/A)*
Potential sources of PCBs:	*None*
Potential sources of PFAS:	*None*
Comments:	*Outfall 01 and Monitoring Point 01*

DA 1 encompasses the entirety of the site, bordering the SGW and Hilda Avenue with the site entrance in the northeast corner. The DA is entirely paved and houses the Administrative/Maintenance Building, a travel lane, the Bus Shelter Storage Area, vehicle parking, repair and wash bays, dumpsters, the Lube Room, the Indoor Battery and Parts Storage, the fueling station, the 1,600-gallon diesel AST (Tank 001A), the 500-gallon engine oil AST (Tank 002A), the 500-gallon antifreeze AST (Tank 003A), the 500-gallon automatic transmission fluid AST (Tank 004A), the 1,000-gallon diesel fuel AST (Tank 005A), the 1,000-gallon antifreeze AST (006A), the two (2) 20,000-gallon USTs containing diesel fuel and gasoline (Tanks 001 and 002), the three (3) drum storage areas and one (1) tote, the one (1) 200-gallon mineral oil BGE transformer, and the oil/water separator. Potential pollutants include spills from an oil leak from the transformer or motor oil from the parked vehicles, wash water from the wash bays, or petroleum products from the fueling area. Floor drains inside the Administrative/Maintenance Building direct any spilled liquid into the OWS. Stormwater collected from the Administrative/Maintenance Building's roof is collected in downspouts that connect to the storm drain inlets. Stormwater throughout the parking areas drains into the storm drains located throughout the site where it is then conveyed into the SGW. A boom was added to the drains located in the fueling area to prevent oil from buses refueling from entering the drain, so there is no potential for the collected water to be mixed with spills at the fueling station. The collected stormwater undergoes treatment in the SGW before discharging through Outfall 01.

3.3 SPILLS AND LEAKS

Discharges of oil can potentially occur due to equipment malfunction or tank loading and unloading operations. In the event of a release, potential discharge directions, rates, and volumes for aboveground bulk oil storage containers and oil-filled operational equipment with capacities greater than 55 gallons are described in this section.

The entire site is paved. One (1) fixed AST is located outdoors. Small drum and tote storage and the remaining five (5) fixed ASTs are located indoors. The outdoor AST is a 1,600-gallon double-walled diesel belly tank (Tank 001A) for the 500-kilowatt emergency generator. Tank 001A is located on a concrete pad along the southern edge of the property. Any spill from within this tank

will be contained within the secondary containment of the double-walled tank. A spill during fuel transfer would likely pool on the concrete pad and be detected immediately by the personnel monitoring the fuel delivery.

The ASTs that are indoors are located inside the Administration/Maintenance Building. There are three (3) 500-gallon ASTs located in the Lube Room that store engine oil (Tank 002A), antifreeze (Tank 003A), and automatic transmission fluid (Tank 004A). Also located indoors are two (2) 1,000-gallon ASTs in the equipment bay that store used oil (Tank 005A) and used antifreeze (Tank 006A). All ASTs are double-walled and connected to a TLS 450 Veeder Root system for overfill protection equipped with fill gauges and high-level alarms. One (1) 55-gallon drum spill kit is located inside the maintenance area. Any spills from these tanks will be contained within the secondary containment of the double-walled tanks. Spills from the loading/unloading operations would flow into the floor drains of the building which discharge into the OWS. There are floor drains throughout the rest of the Administration/Maintenance Building that convey any other spilled liquid into the OWS.

All of the facility's drums and other small storage units will be located inside the Administration/ Maintenance Building. There are up to nine (9) 55-gallon drums stored inside the Lube Room on spill pallets that contain fuel stabilizer, gear oil, engine grease, and 5W20 oil (D1). Three (3) of the nine (9) drums in D1 are portable drums, located on dollies, to transport where needed for adding 5W20 oil, antifreeze, and diesel exhaust fluid to equipment. The repair bays house two (2) electric lifts that contain 30 gallons of oil each. Up to six (6) 55-gallon drums of hazardous waste (D2) is stored on the eastern wall of the repair bays, and one (1) 55-gallon drum of hazardous waste (D3) is stored by the southern entrance of the equipment bay. Any spills or leaks from the drums or lifts would likely pool within the immediate spill area or drain to the nearby floor drains that are connected to the OWS. Additionally, since the building is staffed nearly 24 hours a day, 7 days a week, any spill occurrences would be detected immediately, and the appropriate spill responses would be promptly implemented.

The CMRTF includes a fueling station connected to two (2) USTs—one diesel and one gasoline tank, Tanks 001 and 002, respectively. Each UST is 20,000 gallons and is connected to a TLS 450 Veeder Root system for overfill protection equipped with fill gauges and high-level alarms. Spills and leaks may occur from activities occurring around the fueling station either through loading of material into USTs or from dispensing activities. Six (6) 55-gallon drum spill kits are located at the fueling station—three at each island. The two storm drains located in this area convey stormwater to the SGW for stormwater management. The fueling island is covered and the downspouts of the canopy currently discharge directly into the storm drains which lead to the SGW. Facility personnel inspect the fueling island throughout the day and maintain spill response equipment in the area. Facility personnel address minor spills as identified through the use of absorbent material which is collected and disposed in the two 55-gallon waste containers near the pit area of the Administration/Maintenance Building. Spills or leaks in this area may affect Outfall 01.

Baltimore Gas and Electric Company (BGE) owns and operates a pad-mounted transformer containing approximately 200 gallons of mineral oil at the facility in order to adequately supply the site with electrical power.

The CMRTF maintains a Spill Log to document all minor and major spill events. The Facility has a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with 40 Code of Federal Regulations (CFR) 112, Oil Pollution Prevention. Please reference the facility SPCC Plan for further information regarding oil storage and management, and spill prevention and response. The spill log is located in Appendix E of the CMRTF SPCC Plan.

3.4 NON-STORMWATER DISCHARGES

Non-stormwater discharges are a potential pollutant source and must be evaluated as required by the 20-SW. In general, non-stormwater discharges are prohibited; however, the 20-SW allows exceptions for the following activities:

- Water used to fight active fires (excludes fire system cleaning or testing);
- Pavement wash waters, provided that detergents or hazardous cleaning products are not used, and the wash waters do not come into contact with oil and grease deposits, sources of pollutants associated with industrial activities, or any other toxic or hazardous materials, unless residues are first cleaned up using dry clean-up methods, and you have implemented appropriate control measures to minimize discharges of mobilized solids and other pollutants;
- Landscape watering (only if any pesticides, herbicides, and/or fertilizers have been applied in accordance with labeling);
- Routine external building wash down that does not contain detergents or dislodged paint chips;
- Uncontaminated condensate from air conditioners, coolers, compressors, and/or outside storage of refrigerated gases or liquids;
- Irrigation drainage;
- Uncontaminated ground or spring water;
- Foundation or footing drains where flows are not contaminated with process materials; and
- Incidental windblown mist from cooling towers (excludes intentional discharges).

An evaluation of the facility for prohibited non-stormwater discharges has been performed as part of this SWPPP development. The completed Non-Stormwater Discharge Evaluation Form, which includes outfall identification, observed non-stormwater discharges and corresponding outfalls, and corrective actions, is included in Appendix F.

3.5 SALT STORAGE

The CMRTF stores salt on-site to use during the winter months. Salt is stored by the pallet, which consists of a maximum of thirty (30) 50-pound bags of salt. All salt is stored outdoors and undercover. Howard County is actively implementing a County Salt Management Plan (SMP) to reduce the use of winter weather deicing and anti-icing materials, without compromising public safety, as directed by the Municipal Separate Storm Sewer System (MS4) NPDES Permit. See Section 4.12 for additional information as it relates to Salt Storage.

3.6 VISUAL MONITORING SUMMARY

Quarterly visual inspections commenced when the facility obtained coverage under the 12-SW and will continue under the 20-SW as required by 20-SW permit conditions and as described in Section 7.1.3.

Quarterly visual monitoring under the previous permit term of the 12-SW has not indicated any potential problems from stormwater, with the exceptions that are included in Appendix G.

All historical visual monitoring records are maintained for at least three (3) years and are available for review.

4.0 STORMWATER CONTROL MEASURES

Howard County has coverage under an MS4 NPDES Permit (Number MD0068322, 22-DP-3318). The CMRTF is owned by Howard County and is permitted as an MS4; therefore, the facility is not specifically required to meet the Chesapeake Bay Restoration Requirements as outlined in the 20-SW.

The facility is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. Sector AD.a requires that the SWPPP include the requirements listed in Sector P – Land Transportation and Warehousing. The following list of requirements captures both the general and sector-specific-stormwater control measures at the Facility:

- Minimize Exposure
- Good Housekeeping
- Maintenance
- Vehicle and Equipment Storage*
- Vehicle and Equipment Cleaning Areas*
- Vehicle and Equipment Maintenance Areas*
- Locomotive Sanding*
- Fueling Areas*
- Material Storage Areas*
- Spill Prevention and Response
- Erosion and Sediment Control
- Management of Runoff
- Salt Storage Piles
- Non-Effluent Limits
- Employee Training*
- Non-Stormwater Discharges
- Waste, Garbage, and Floatable Debris
- Dust Generation and Vehicle Tracking.

*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities or Sector P – Land Transportation and Warehousing.

4.1 MINIMIZE EXPOSURE

Structural controls and practices are utilized at the site to minimize the exposure of industrial activities to rain, snowmelt, and runoff. All vehicle maintenance at the facility is performed indoors with floor drains connected to an OWS. All hazardous materials associated with vehicle maintenance, such as oils and lubricants, antifreeze, and solvent cleaners, are also stored indoors and within secondary containment as applicable. Hazardous wastes generated by vehicle maintenance activities are also stored indoors and within secondary containment as applicable. All vehicle washing is performed indoors in the two wash bays. The VW and CW Bays filter and recirculate wash water, and send the filter sludge to the OWS. Floor drains within the wash bays convey any additional wash water into the OWS. The OWS discharges directly to the sanitary

sewer. The required wastewater discharge report is currently being submitted to the Howard County Bureau of Utilities.

The facility solid waste storage dumpster is covered and roll-off dumpsters are maintained in good condition and replaced as needed. All material storage is indoors. The fueling area of the facility is covered by a canopy and all of the ASTs are double-walled.

4.2 GOOD HOUSEKEEPING

Good housekeeping practices require the maintenance of a clean, orderly facility. It is often the least expensive and most effective way to prevent stormwater pollution. The CMRTF is visually observed each operating day by the Assistant General Manager of Maintenance (AGM-Maintenance) and other CMRTF employees, and any housekeeping issues are addressed in an expedient manner.

The AGM-Maintenance or designee performs a visual inspection on a monthly basis in compliance with the SPCC Plan. This inspection includes inspection of ASTs, containers, and hazardous and universal waste storage areas. This inspection is documented and maintained by both the AGM-Maintenance and BES.

RTA's licensed contractor for hazardous waste pick-up is Safety Kleen, Inc. Safety Kleen is in charge of hauling out the used oil and used antifreeze from the two (2) 1,000-gallon tanks, picking up waste fuel filters and waste absorbent materials, and pumping out the OWS. The AGM-Maintenance will contact Safety Kleen for waste pick-up on an as-needed basis. The OWS will be serviced by Safety Kleen during the spring and fall.

Old tires are removed and disposed of by the tire vendor, McCarthy Tire. Scrap metal generated at the CMRTF is collected and disposed of by RTA personnel. Disposal receipts are maintained by RTA. Solid waste is collected by Waste Management.

For a further discussion of wastes produced by the CMRTF, see Section 4.15.

4.3 MAINTENANCE

The Howard County Stormwater Management Division (SMD) conducts preventive maintenance inspections of stormwater structures on a triennial basis. Repairs are coordinated between SMD, the Bureau of Highways, and CMRTF's AGM-Maintenance. Howard County's Stormwater Management Facility Inspection and Maintenance Procedure is located in Appendix H.

Maintenance of industrial equipment at the CMRTF is managed by RTA.

RTA is responsible for equipment that contributes to the functionality of the buildings at the facility, such as the OWS, emergency generator, and AST that supplies the generator. RTA also manages preventive maintenance through an automated work order system which schedules, tracks, and assigns both responsible person(s) and deadlines for a task along with the date completed. Employees at the CMRTF regularly check on the emergency generator to ensure it is in good condition and operating correctly.

Preventive maintenance of vehicles and equipment at the CMRTF is the responsibility RTA. Drivers of vehicles and operators are required to perform an undocumented daily "walk around" of the vehicle before and after use. Operators of equipment are required to perform a documented inspection of the equipment on a daily basis. These inspections are documented in a Driver Vehicle Inspection Report. Any problems found are to be documented on a Maintenance Request Form and submitted to RTA.

RTA is responsible for scheduling and performing preventive maintenance for all vehicles stored at the CMRTF. It is the responsibility of the AGM-Maintenance to track and schedule preventive maintenance inspections.

4.4 VEHICLE AND EQUIPMENT STORAGE

The majority of vehicles at the CMRTF are stored outdoors. All equipment is stored within the Administration/Maintenance Building. All stormwater from the outdoor parking areas drains into storm drains that convey the water underground into the SGW. Spilled liquids and wash water from inside the building are directed into the OWS where the oil and sludge are separated before discharging the water into the sanitary sewer.

The Spill Response and Notification Procedure, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in Appendix C.

4.5 VEHICLE AND EQUIPMENT CLEANING

All vehicles are washed in the CW and VW Bays. The wash bays use a system that recirculates the wash water. The water is filtered before reuse and the filter sludge is sent to the OWS. Floor drains within the wash bays convey any additional wash water into the OWS. The OWS discharges directly to the sanitary sewer. This results in a low potential for wash water polluting the surrounding environment.

4.6 VEHICLE AND EQUIPMENT MAINTENANCE AREAS

All maintenance of vehicles is performed inside five maintenance bays of the Administration/Maintenance Building. Floor drains within the maintenance bays convey any spilled oil or grease into the OWS. These activities have a low potential for generating stormwater pollution.

4.7 FUELING AREAS

The Spill Response and Notification Procedure, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I Agencies and contact information are also included in Appendix C.

All vehicle equipment fueling is performed at the fueling station. The fueling station is covered and six spill kits are present. Stormwater collected from the roof of the fueling station is collected

in downspouts that discharge directly into the storm drain located near the fueling station. Fueling activities have a high potential for generating stormwater pollution if used improperly or inattentively. Signage is posted near the fueling station that includes fuel spill or release contact information.

The CMRTF has fuel ASTs and USTs located throughout the site, which are periodically re-filled. The potential risk of pollution generation for this source is low as long as staff members and delivery contractors perform transfers with care and attention. The CMRTF is manned nearly 24 hours a day, 7 days a week, and RTA employees will monitor all fuel deliveries. Additionally, RTA will post signage near all fuel ASTs and USTs that display the proper delivery instructions.

4.8 MATERIAL STORAGE AREAS

One (1) AST, associated with the emergency generator, is stored outdoors. This 1,600-gallon belly tank (Tank 001A) is double-walled for secondary containment. There is no other outdoor storage of bulk materials at the CMRTF; therefore, the potential for stormwater pollution is low.

Three (3) fixed double-walled ASTs (containing engine oil, antifreeze, and transmission fluid) and up to nine (9) 55-gallon drums of fuel stabilizer, gear oil, engine grease, and 5W20 oil are stored in the Lube Room, located within the Administration/Maintenance Building. The floor of the Lube Room is poured concrete with two floor drains that lead to the OWS, which discharges to the sanitary system. The two (2) fixed double-walled ASTs, containing used oil and used antifreeze, are stored within the equipment bay. The floor is also poured concrete with a floor drain leading to the OWS.

Additional material is stored inside the Administration/Maintenance Building. Bus batteries are stored within the Battery Room, which is ventilated and confined by 2-hour fire-rated walls. There is also a Parts Room within the building that stores parts for bus maintenance. Additionally, new tires are stored next to repair bay 08.

RTA maintains a Hazard Communication (HAZCOM) Plan applicable to the CMRTF. Safety information and other warnings shall be provided in clear and easily understandable formats including the use of Safety Data Sheets, which are present in accessible areas on-site.

Any waste containers in material storage areas must be labeled with their specific contents (e.g., used oil, waste paint, etc.). Hazardous waste containers stored in satellite accumulation areas must be labeled with the words “hazardous waste” or the specific contents of the waste. Any hazardous waste containers located in the main accumulation area must be labeled with the words “hazardous waste,” the specific content/type of waste, and the hazardous property of the waste, and must list the accumulation start date. Hazardous waste is stored on the western wall of the Repair Bay area (D2), and by the southern entrance of the equipment bay.

The Spill Response and Notification Procedure, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in Appendix C.

4.9 SPILL PREVENTION AND RESPONSE

Discharge of oil or other chemicals to groundwater, surface water, or soil is prohibited by regulations, and immediate action must be taken to control, contain, and recover discharged product. Please note that spill containment and cleanup are of secondary importance when compared to the health and safety of personnel. The immediate action(s) to be taken will depend on the capabilities of the person discovering the incident, his or her training and understanding of the incident, and the resources available in the area of the incident. In all cases, the initial response actions should only be conducted in a safe manner, ***placing the safety and security of persons in the area above all other factors***.

Any spills or leaks from the drums and tanks inside the Lube Room, equipment bay, or repair bays would likely pool within the immediate spill area or drain to the nearby floor drains that drain to the OWS. Since the facility is staffed during operational hours, any spill occurrences would be detected and cleaned up immediately. The fueling station has spill kits located nearby to assist in the immediate clean-up of a spill or leak.

The facility has an SPCC Plan in accordance with 40 CFR 112, Oil Pollution Prevention. Please reference Section 5.0, Facility Description and Discharge Prevention, and Section 8.0, Containment and Diversionary Structures, within the facility SPCC for additional information. The SPCC Plan also outlines procedures for prevention and countermeasures including an annual training program for oil handlers, and a periodic inspection for containers and ASTs which store petroleum, oil, and/or lubricant.

As discussed previously in Section 4.8, RTA maintains a HAZCOM Plan applicable to all of its facilities. It is RTA's policy that all chemicals must be properly labeled throughout their use.

The Spill Response and Notification Procedure, which outlines procedures for stopping, containing, and cleaning up spills as well as notification requirements, is included in Appendix I. Agencies and contact information are also included in Appendix C.

4.10 EROSION AND SEDIMENT CONTROLS

Erosion concerns can be divided into two broad categories:

i. Erosion due to active construction projects; and

ii. Chronic or nuisance eroding areas due to inadequate conveyance, steep slopes, erodible fills, etc.

The first category of erosion potential is associated with various development projects being actively constructed or planned on facility property. The Howard County agency responsible for the construction submits the application for the General Discharge Permit for Construction Activity from MDE for projects that will disturb one or more acres of earth. In accordance with applicable regulations, for each construction project, an erosion and sediment control plan will need to be developed by a professional engineer, incorporated into the project design, and approved by the local and state regulatory agencies. These plans will identify the specific control measures

that will be in place during construction to minimize erosion and sedimentation. The Construction Inspection Division of the Bureau of Engineering inspects all active construction projects on Howard County property to ensure compliance with erosion and sediment control plans.

The second category of erosion and sedimentation problems involves areas that may experience nuisance erosion due to inadequate conveyance, steep slopes, or erodible fills. Areas of erosion will be identified during the Quarterly Routine Facility Inspection and the annual Comprehensive Site Compliance Evaluation (CSCE).

The CMRTF staff currently monitor for erosion by visual inspection. When erosion is observed, steps are taken to lessen the impact of erosion and sedimentation of the surrounding area. The Howard County SMD inspects the stormwater pond once every 3 years and forwards corrective action items to the Howard County Pond Crew and the facility Superintendent to address directly with CMRTF employees.

Please note that the use of any chemical additives for sediment control requires prior notice to MDE. The facility must indicate intent to use them on the NOI and must list the additives and any pertinent associated documentation in this SWPPP. In addition, the use of cationic chemical additives for sediment control is subject to MDE's approval policy as outlined in Appendix D Sector L (Part L.5.4) of the 20-SW permit. Any substances not approved by MDE are prohibited. At the time of plan development, the facility does not use chemical additives for sediment control, including cationic chemical additives, and does not have any plans to do so.

4.11 MANAGEMENT OF RUNOFF

Devices and facilities to manage stormwater runoff may include catch basins, underground chambers, detention basins, wet ponds, oil/water and oil/grit separators. The various facilities and devices provide different types of stormwater quality and quantity management. For example, a typical stormwater basin may be designed to provide quantity management for attenuating peak discharges and targeting pollutants like sediment and phosphorus from paved areas, whereas an OWS is utilized to remove petroleum from lower flows through the drainage system.

The CMRTF utilizes one (1) SGW and one (1) OWS. Safety Kleen pumps out and cleans the OWS twice per year, during the spring and fall.

4.12 SALT STORAGE PILES OR PILES CONTAINING SALT

The only salt storage on-site is thirty (30) 50-pound bags of salt stored undercover. The potential risk of pollution generation for this source is low.

Howard County is actively implementing a County SMP to reduce the use of winter weather deicing and anti-icing materials, without compromising public safety, as directed by the MS4 NPDES Permit. The SMP shall be based on the guidance provided on best road salt management practices described in the Maryland Department of Transportation, State Highway Administration's Maryland Statewide Salt Management Plan, developed and updated annually as required by the Maryland Code, Transportation §8-602.1.

4.13 SECTOR-SPECIFIC NON-NUMERIC EFFLUENT LIMITS

The site is classified as industry Sector AD.a; Department of Public Works and Highway Maintenance Facilities. Sector AD.a requires that the SWPPP include the requirements listed in Sector P – Land Transportation and Warehousing.

This Sector requires additional control measures and/or technology-based effluent limits, outlined in Appendix D of the 20-SW. These control measures apply to Vehicle and Equipment Storage (Section 4.4), Vehicle and Equipment Cleaning (Section 4.5), Vehicle and Equipment Maintenance Areas (Section 4.6), Fueling Areas (Section 4.7), Material Storage Areas (Section 4.8), and Employee Training (Section 5). Locomotive Sanding is another operation included in this Sector of the 20-SW; however, this operation does not occur at Howard County facilities.

4.14 NON-STORMWATER DISCHARGES

Non-stormwater discharges are a potential pollutant source and must be evaluated as required by the 20-SW. In general, non-stormwater discharges are prohibited; however, there are exemptions as discussed previously in Section 3.4 of this Plan. A visual evaluation of the facility for prohibited, non-stormwater discharges was performed on 17 March 2023. The completed Non-Stormwater Discharge Evaluation Form, which includes outfall identification, observed non-stormwater discharges and corresponding outfalls, and corrective actions, is included in Appendix F.

4.15 WASTE, GARBAGE, AND FLOATABLE DEBRIS

Waste, garbage, and floatable debris must not be discharged to receiving waters. Exposed areas should be kept free of such materials, or they should be intercepted before they are discharged.

The CMRTF collects solid waste generated by the facility from routine operations in one covered dumpster located near the emergency generator behind the Administrative/Maintenance Building. Solid waste is routinely collected by Waste Management for disposal. The potential for stormwater contamination is low due to the practice of keeping the dumpster covered in combination with visual inspections and routine disposal.

Six (6) 55-gallon drums used for the collection of waste absorbent and other hazardous materials (D2) are stored inside the Administrative/Maintenance Building on the west wall of the repair bays, and one (1) 55-gallon drum used for the collection of fluorescent bulbs (D3) is stored by the southern entrance of the equipment bay on spill pallets. The potential for stormwater contamination is low since the facility performs routine visual inspections to ensure these drums remain in good condition, kept closed or replaced as needed.

Waste materials associated with vehicle maintenance operations, including used oil, used antifreeze, engine oil, waste filters, etc., are collected within the main building. Safety Kleen is scheduled to pump out the used oil AST every 2 months. Safety Kleen also recycles the parts cleaner fluid from two parts washers on-site and collects the waste filters and waste absorbent as needed. The facility has a spill kit located inside the Administrative/Maintenance Building, as well as two spill kits at the fueling station, which may be used in the event of a spill by facility personnel. Floor drains within the building are connected to the OWS. Spills are addressed as they

are identified, and used spill response materials are properly collected and stored as waste in the Administrative/Maintenance Building. The potential for stormwater contamination from waste materials is low since they are stored indoors. Tires are stored within the building and are disposed of through RTA's vendor, McCarthy Tire. The potential for stormwater contamination for these waste materials is low due to current management practices and storage of these wastes indoors.

4.16 DUST GENERATION AND VEHICLE TRACKING OF INDUSTRIAL MATERIALS

There are few opportunities for dust generation and tracking of materials away from their intended storage areas due to materials being stored indoors.

4.17 CLIMATE CHANGE CONSIDERATIONS

As required in Part III.B of the 20-SW Permit, the facility must adapt operations to address climate change impacts. CMRTF is working to address climate change impacts and minimize stormwater discharge impacts from major storm flooding events by complying with the requirements set by the 20-SW permit outlined in this Plan, reducing the use of winter weather deicing and anti-icing materials via a County SMP; reducing the amount of materials stored outdoors; and improving material and vehicle storage structures.

- Reinforce materials storage structures to withstand flooding and additional exertion of force;
- Prevent floating of semi-stationary structures by elevating to the Base Flood Elevation (BFE) level or securing with non-corrosive device;
- When a delivery of materials is expected, and a storm is anticipated within 48 hours, delay delivery until after the storm or store materials as appropriate (refer to emergency procedures);
- Temporarily store materials and waste above the BFE level;
- Temporarily reduce or eliminate outdoor storage;
- Temporarily relocate any mobile vehicles and equipment to upland areas;
- Develop scenario-based emergency procedures for major storms that are complementary to regular stormwater pollution prevention planning and identify emergency contacts for staff and contractors; and
- Conduct staff training for implementing Facility emergency procedures at regular intervals.

5.0 EMPLOYEE TRAINING

Training is necessary to ensure that CMRTF personnel are aware of their impact to stormwater, their responsibilities to prevent pollution, and methods to control such pollution release. All training is to be organized and coordinated through the P2 Team and RTA. RTA will subcontract this training and the subcontractor will conduct the training in house.

The goals of the training are as follows:

- Educate facility staff at all levels of responsibility on the purpose, requirements, and implementation activities of the SWPPP.

- Promote overall awareness of stormwater pollution prevention to facility staff.

- Integrate the stormwater pollution prevention strategy into existing facility practices.

The topics covered during the training include, but are not limited to:

- Purpose of SWPPP
- NPDES/SWPPP requirements
- SWPPP contents
- Hydrology and water quality basics
- Minimize exposure
- Good housekeeping measures
- Maintenance
  - Used oil and spent solvent management*
  - Fueling procedures*
  - Painting procedures*
  - Used battery management*
- Spill prevention and response procedures
- Erosion and sediment controls
- Management of runoff
- Salt Storage
- Effluent Limits
- Non-stormwater discharges
- Waste, garbage, and floatable debris
- Dust generation and vehicle tracking
- Monitoring
- Inspections.

*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

The P2 Team will alert the staff in advance of the training session to ensure full participation in the event. Training sessions are to be held annually for CMRTF personnel. Attendance at an annual training event for each calendar year is mandatory for all employees. Additional training will be

held on an as-needed basis for new employees. Each employee must sign an attendance sheet verifying that the employee was present at the training event. The attendance sheet and a brief description of the training topics discussed must then be stored with this SWPPP or in a central file at BES.

Other training sessions will be held as necessary for members of the P2 Team or other CMRTF personnel to address specific topics of interest. Topics for such training sessions may include basic concepts of P2 and stormwater control measures (for new P2 members), and proper use and maintenance of stormwater control measures. Training on these topics will be scheduled on an as-needed basis by the P2 Team Leader in coordination with the P2 Team.

An outline of sample stormwater pollution prevention training and a sample attendance sheet are included in Appendix J.

6.0 MONITORING

6.1 SCHEDULES AND PROCEDURES FOR MONITORING

6.1.1 Benchmark Monitoring

Benchmark Monitoring is only required for facilities that fall within Sector AD.a; Department of Public Works and Highway Maintenance Facilities and Sector P – Land Transportation and Warehousing of the 20-SW if operations include storage of street sweeping or storm drain inlet cleaning debris left uncovered. This facility is classified as Sector AD.a and does not store street sweeping or storm drain inlet cleaning debris uncovered, and therefore is not required to perform benchmark monitoring.

6.1.2 Impaired Waters Monitoring

The facility's stormwater runoff discharges to an SGW that treats water before it discharges to the Little Patuxent River watershed, which is classified as "impaired waters." The Little Patuxent River is impaired by chlorides (MDE is monitoring this and requires Salt Management Plans for MS4 permitees) and total suspended solids (TMDL completed).

At the time of the submittal of the NOI for the 20-SW, the facility has not conducted any voluntary monitoring of the impaired waterway. Howard County will await any further direction from MDE in regard to additional monitoring, limits, or controls of this waterway, if necessary, to be consistent with the waste load allocation of the USEPA-approved TMDL.

7.0 INSPECTIONS, CORRECTIVE ACTIONS AND RECORDKEEPING

7.1 INSPECTIONS

7.1.1 Comprehensive Site Compliance Evaluation (CSCE)

RTA facilitates a CSCE of the CMRTF on an annual frequency. The evaluations are performed by a qualified person designated by RTA and the AGM-Maintenance. A designated individual from Howard County BES will accompany RTA on the CSCE. The CSCE of the facility will replace one of the quarterly routine inspections.

At a minimum, the CSCE includes an inspection of the following where materials or activities are exposed to stormwater:

- Industrial materials, garbage, or debris that may have or could come into contact with stormwater;
- Leaks or spills from vehicles/equipment, drums, ASTs, transformers, emergency generators, or other containers that have occurred within the past 3 years;
- Storage areas for vehicles/equipment awaiting maintenance*;
- Fueling areas*;
- Indoor/outdoor vehicle equipment maintenance areas*;
- Material storage areas*;
- Vehicle/equipment cleaning areas*;
- Unloading/loading areas*;
- Off-site tracking of sediment where vehicles enter or exit the site;
- Tracking or blowing of sediment or 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 outfalls;
- The condition of and around any outfall, including flow dissipation measures to prevent erosion (scouring);
- Training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of BMPs; and

- Completeness of records.

*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

Howard County BES or its designee will write a report summarizing the scope, names of individual(s) conducting the CSCE, date of evaluation, and observations related to the SWPPP implementation (Appendix K). Any corrective actions will be identified as described in the Corrective Action Procedure in Section 7.2. Any incomplete actions related to Corrective Actions should be summarized in the CSCE, and any required Additional Implementation Measures (AIM) Documentation shall be completed. The SWPPP will be modified as necessary based upon the observations noted during the CSCE.

Please note that, in compliance with Part V.A.2.b of the 20-SW Permit, the EJ score for this facility is under 0.76, so a copy of each CSCE does not need to be sent to MDE.

All records of the CSCE including resulting or corrective actions will be maintained for a minimum of 3 years by BES with the SWPPP.

7.1.2 Routine Facility Inspections

Routine facility inspections are conducted at least once per quarter to review the effectiveness of the SWPPP. The AGM-Maintenance facilitates the routine inspection to ensure one inspection is conducted during a stormwater discharge event and that at least one member of the P2 Team participates in each inspection.

The CSCE (described in Section 7.1.1) of the facility replaces one of the quarterly routine inspections. At a minimum, the routine facility inspection includes an inspection of the following where materials or activities are exposed to stormwater:

- Industrial materials, garbage, or debris that may have or could come into contact with stormwater;
- Leaks or spills from vehicles/equipment, drums, ASTs, transformers, emergency generators, or other containers that have occurred within the past 3 years;
- Storage areas for vehicles/equipment awaiting maintenance*;
- Fueling areas*;
- Indoor/outdoor vehicle equipment maintenance areas*;
- Material storage areas*;
- Vehicle/equipment cleaning areas*;

- Unloading/loading areas*;
- Off-site tracking of sediment where vehicles enter or exit the site;
- Tracking or blowing of sediment or 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 outfalls;
- The condition of and around any outfall, including flow dissipation measures to prevent erosion (scouring);
- Training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of BMPs; and
- Completeness of records.

*These requirements are specifically identified in Sector AD.a; Department of Public Works and Highway Maintenance Facilities.

The inspector(s) will record the routine facility inspection on the checklist (Appendix K). The checklist will include a certification that the facility is in compliance with the SWPPP and 20-SW or include a record of deficiencies with follow-up actions.

Howard County BES requests electronic copies of the complete Routine Facility Inspection on a regular basis. BES will review the checklist for completeness and for "triggering events." BES will be responsible for coordinating and documenting the corrective action process. The SWPPP will be modified as necessary based upon the observations noted during the routine facility inspection.

All records of the routine facility inspection including resulting corrective actions will be maintained for a minimum of 3 years by BES.

7.1.3 Quarterly Visual Inspection

The CMRTF began operations in late February 2015. Quarterly visual inspections commenced after the facility obtained coverage under the 12-SW, and will continue under the 20-SW.

The monitoring quarters are as follows: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September; and 1 October through 31 December. BES is responsible for the quarterly visual inspections and has subcontracted this effort.

The general procedure for visual inspections is as follows:

- At least once each quarter, a designated individual from RTA's consultant will collect a stormwater sample from Monitoring Point 01.

  — The sample must be collected during an active discharge of stormwater.

  — One is not required to sample during an adverse weather event (i.e., events which are dangerous or create inaccessibility such as flooding, high winds, electrical storms, etc.). A substitute sample must be taken from the next qualifying storm event. Documentation for this must be included in SWPPP records.

  — The CMRTF is not required to sample during conditions which make sampling otherwise impractical, such as drought or extended frozen conditions. A substitute sample must be taken from the next qualifying storm event. Documentation for this must be included in SWPPP records.

- Any deviations from a regular quarterly scheduled inspection must be documented.

- Samples may be taken during any precipitation event where there is a measurable discharge from the outfall. This includes snow melt.

- Samples must be collected within the first 30 minutes of the storm event.

- Samples should be collected within a clear container.

- The Quarterly Visual Monitoring Form (located in Appendix L) is required to be completed for each sample.

- The Quarterly Visual Monitoring Form has entries for visual parameters during the time immediately following sample collection, and visual parameters for 30 minutes following sample collection.

Howard County BES receives copies of the Quarterly Visual Monitoring form for the facility from the contractor, once completed. BES reviews the form for completeness and for "triggering events." BES is responsible for coordinating and documenting the corrective action process.

All records of quarterly visual monitoring forms are maintained for a minimum of 3 years.

7.2 CORRECTIVE ACTION PROCEDURE

7.2.1 Internal Corrective Action Procedure

Internal corrective actions refer to non-reportable and reportable corrective actions. Non-reportable corrective actions tend to be proactive in nature. Reportable corrective actions are defined by the Permit which is discussed further in Section 7.2.2. The facility personnel will adhere to the following procedure for managing internal corrective actions resulting from the observations during regular operations, quarterly visual inspections, routine facility inspections, and CSCE:

1. General: Maintain proper inspection and follow-up records: The inspection checklists and Quarterly Visual Inspection Form with corrective actions will serve as the records of the inspections. The checklists will include the following information:

    - Date of the inspection
    - Individual(s) conducting the inspection
    - Scope
    - Problems found/Corrective actions identified
    - Response implemented to rectify the problem

2. Corrective Actions: The individual(s) performing the routine facility inspections must use the following procedures to ensure that the appropriate corrective actions are taken:

    - The individual(s) who is responsible for performing the routine inspection must complete all items on the checklist.

    - The inspector must sign the checklist when it is complete.

    - Each inspection item on the checklist must be assigned a responsible party and completion date.

    - The individual(s) addressing the corrective action must complete the appropriate section of the checklist once the action has been implemented.

    - The completed and signed checklist must be maintained with SWPPP records.

3. Management and Documentation of Corrective Actions: BES will be responsible for receiving and reviewing the CMRTF inspections and documenting and tracking all corrective actions.

Note that when it is discovered that control measures are in need of replacement or repairs, corrective actions must be completed as soon as feasible, and within 14 days. If it is not feasible to complete within 14 days, the corrective action must be completed within 45 days. If the action cannot be completed within 45 days, the MDE Compliance Department must be notified and the SWPPP should be updated to include rationale for the modified maintenance timeframe.

7.2.2 Events Triggering SWPPP Review and Revision

RTA will develop corrective actions if deficiencies are noted during regular operations, quarterly visual inspections, routine facility inspections, and CSCE.

In addition to regular corrective actions, which are proactive in nature and not necessarily a result of a noncompliance event, there are conditions which require that the SWPPP be reviewed and revised to ensure that the effluent limits of the permit are met, and pollutant discharges are minimized. The following conditions require a review and revision of the SWPPP, per the 20-SW:

- An unauthorized release or discharge;

- A discharge violates a numeric effluent limit;

- Facility becomes aware, or MDE determines, that the control measures are not stringent enough for the discharge to meet applicable water quality standards or non-numeric effluent limits;

- A required control measure was never installed, was installed incorrectly, or not in accordance with the permit, or is not being properly operated or maintained; or

- A visual assessment shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, or foam).

7.2.3 Corrective Action Documentation

The following timeline for documentation of Corrective Actions is defined within the 20-SW:

- **Within 24 hours of discovery of an event** the facility must document the following information: identification of the condition triggering the need for corrective action and/or AIM responses, if applicable, description of the problem identified, and the date and time, amount, location, and reason for any spills and leaks. Additionally, documentation should include the date the condition was identified and a description of immediate actions taken to minimize or prevent pollutant discharge (including date/time of cleanup, notification made, staff involved, and actions taken to prevent reoccurrence of releases). Finally, a statement should be signed and certified in accordance with Permit Part II.C.1. This documentation does not need to be submitted to MDE, unless requested.

- **Within 14 days of discovery of an event** the facility must document the following information: summary of the corrective action or AIM response taken or to be taken, justification if facility feels that corrective actions do not need to be taken, notice of whether a SWPPP modification is required as a result of this discovery, the date the corrective action was initiated, and the date the corrected action was (or is expected to be) completed. If MDE was notified of an allowed extension to the specified timeframe, this rationale and schedule should be included. Rationale should be submitted during the following discharge monitoring report, if applicable, but otherwise does not need to be submitted unless requested.

The documentation of Corrective Actions will be included with the CSCE documentation.

7.2.4 Corrective Action Deadlines

Actions in response to a corrective action are identified below:

- **Immediate Actions** ("immediate" is defined as the day that the condition is discovered, or the following day if discovery is late in the work day) personnel must take all reasonable steps to minimize or prevent discharge of pollution. Immediate actions may include cleaning up exposed materials, or making arrangements for new stormwater controls to be installed.

- **Subsequent Actions** (within 14 days from the time of discovery and, if possible, before the next storm event) the facility must complete additional actions, such as installing new or modified control measure, completing repairs, etc.

- **Extended Actions** If an action cannot be completed within 14 days, facility must document why it is infeasible and document a schedule to initiate and complete the actions within 45 days.

- **Delayed Actions** If an action cannot be completed within 45 days, a notification must be sent to the MDE Compliance Program. Notification should include rationale for extension, and anticipated completion date. Include this documentation in your corrective action documentation.

For any noncompliance which may endanger health or the environment, a report must be submitted to MDE's Water and Science Administration within 24 hours orally, and in a written follow-up within 5 days. Such report shall include an unanticipated bypass which exceeds any effluent limit in the permit, an upset which exceeds any effluent limitation, or a violation of a maximum daily discharge limitation for any pollutant.

7.2.5 Reporting of Non-Compliances to MDE

For any noncompliance which may endanger health or the environment, a report must be submitted to MDE's Water and Science Administration within 24 hours orally, and in a written follow-up within 5 days. Such report shall include an unanticipated bypass which exceeds any effluent limit in the permit, an upset which exceeds any effluent limitation, or a violation of a maximum daily discharge limitation for any pollutant.

7.2.6 Reporting of Non-Compliances to MS4

For non-compliances which may endanger health or the environment, oral reports shall be made to the MS4 operator within 24 hours, and a written follow-up shall be submitted within 5 days of the discovery of the noncompliance. This notification is required for facilities that discharge through an MS4.

7.2.7 Additional Implementation Measures

AIMs are required under certain circumstances at facilities subject to benchmark monitoring requirements. AIMs are required if the following triggering events occur:

- AIM Level 1 responses and deadlines are applicable if, during the first year subject to benchmark monitoring, one of the following occurs:

- One annual average over the benchmark threshold, or;
- One single sampling event over 4 times the benchmark threshold.

- AIM Level 2 responses and deadlines are applicable if, during the second year subject to benchmark monitoring,

  - The second annual average over the benchmark threshold, or;
  - One single sampling event over 4 times the benchmark threshold.

- AIM Level 3 responses and deadlines are applicable if, during the third or any subsequent year subject to benchmark monitoring,

  - The third annual average over the benchmark threshold, or;
  - One single sampling event over 4 times the benchmark threshold.

AIM Level 1, Level 2, and Level 3 responses and deadlines are detailed in the 20-SW Permit Section IV.B. AIM levels require progressively more robust responses with greater duration and magnitude of benchmark exceedances. There are exceptions to AIM requirements in certain circumstances, including natural background pollutant levels, run-on, abnormal events, and particular exceptions for aluminum and copper benchmarks. The details of these exceptions are found in the 20-SW Permit.

At the time of the development of this SWPPP, the facility is not required to conduct benchmark monitoring and is therefore not required to complete AIM.

7.3 RECORDKEEPING

The CMRTF will maintain a copy of the current SWPPP. The following records will be maintained with the SWPPP for at least 3 years:

- A copy of the NOI and correspondence between the facility and MDE;

- A copy of this permit (an electronic copy easily available to SWPPP personnel is also acceptable);

- The SPCC Plan;

- Spill log including descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases;

- Training records;

- Routine Facility Inspection, Quarterly Visual Monitoring Forms (including deviations), and CSCE records; and

- Corrective actions and associated documentation.

8.0 REFERENCES AND INFORMATION SOURCES

Maryland Department of the Environment (MDE). 2009. *2000 Maryland Stormwater Design Manual*. Volumes I and II. Revisions. May.

Maryland Department of the Environment (MDE). 2011. *2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control.* May.

Maryland Department of the Environment (MDE). 2014. General Permit No. 12-SW for Stormwater Discharges associated with Industrial Facilities.

Maryland Department of the Environment (MDE). 2014. Tier II High Quality Waters Map.

Maryland Department of the Environment (MDE). 2014. Chesapeake Bay Restoration Guidance. August.

Maryland Department of the Environment (MDE). 2023. General Permit No. 20-SW for Stormwater Discharges associated with Industrial Facilities.

Maryland Department of the Environment (MDE). 2023. SWPPP Template. February.

U.S. Environmental Protection Agency (USEPA). 1992. *Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and Best Management Practices*. USEPA 832-R-92-006.

9.0 GLOSSARY

A glossary, including Definitions and Acronyms, can be found in Appendix E of MDE General Permit No. 20-SW for Discharges from Stormwater associated with Industrial Facilities. The 20-SW Permit, including Appendix E – Definitions & Acronyms, can be found in Appendix A of this document.

APPENDIX A

MDE GENERAL DISCHARGE PERMIT 20-SW

APPENDIX B

NOTICE OF INTENT

MARYLAND DEPARTMENT OF THE ENVIRONMENT

General Discharge Permit for Discharges of Stormwater Associated with Industrial Activity No. 20-SW

Notice of Intent (NOI)

DISCHARGE PERMIT NO. 20-SW-0000 **NPDES PERMIT NO. MDR00000**

SECTION I: Facility Operator Information

(A) Owner/Operator Name

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

(B) Primary Contact Name	Title
CYNTHIA ALDEN	ENGINEERING SPECIALIST III
Telephone Number	Email Address
410-313-6447	CALDEN@HOWARDCOUNTYMD.GOV

(C) Mailing Address

Street

9801 BROKEN LAND PARKWAY

City	State	ZIP Code
COLUMBIA	MD	21046

(D) IRS Employer Identification Number (EIN)	**(E)** Ownership Type - check below
52-6000965	☐ Private ☐ Federal ☒ State/Local

(F) Worker's Compensation Insurance:	Insurance Company Name	Policy Number
	SELF-INSURED	SEE ATTACHED CERTIFCATE OF COMPLIANCE

SECTION II: Facility Information

(G) Name of Facility

CENTRAL MARYLAND REGIONAL TRANSIT FACILITY

(H) Facility Address (if different than your mailing address)

Street

8800 CORRIDOR ROAD

City	State	ZIP Code	County
ANNAPOLIS JUNCTION	MD	20701	HOWARD COUNTY

For MDE use only:	**Facility #**	**Receipt #**	**Date:**
PCA 13710	**Comp Object 5707**	**Suffix 406**	

MARYLAND DEPARTMENT OF THE ENVIRONMENT
NOI for Permit No. 20-SW

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State/ National Pollutant Discharge Elimination System (NPDES) permit issued for discharges from stormwater associated with industrial activities identified in Section II of this form. All information requested must be provided in order to be considered for authorization to discharge under this permit. Instructions are provided at the end of this form.

SECTION II (continued): Facility Information

(I) Provide the primary four-digit SIC code that best represents the principal products or activities ovided by the facility, and any co-located SIC codes.

Primary SIC:	Co-located SICs:	Description of your primary industrial activity:
5541	HM,	Maintenance, cleaning, and fueling of regional buses

(J) Latitude (in decimal degrees)	39.1285	Longitude (in decimal degrees)	-76.8043

(K) ☐ Check here if you a new discharger.

If not a new discharger, provide the previous registration (e.g., 12SW1234): 12SW3203

(L) Total property size 6 (in acres)

(M) ☐ Check if your facility is inactive and unstaffed.

(N) Identify the 8 digit identifier(s) and name(s) of the receiving water(s).

MD-021311(LITTLE PATUXENT RIVER
MD-021311(LITTLE PATUXENT RIVER
MD-021311(LITTLE PATUXENT RIVER
MD-021311(LITTLE PATUXENT RIVER

Identify which of these impairments have been identified for the receiving water(s). (Category 4a, 4b, 4c, or 5 waterbodies)

☐ Bacteria	☐ Pesticides
☐ Biological	☐ pH
☐ Ions	☐ Stream Modifications
■ Metals	■ Sediments
■ Nutrients	☐ Toxics
☐ PCBs	☐ Trash

☐ Check here if your facility is required to preform impaired water monitoring based on your selection above.

☐ Check here if any of the receiving water(s) are listed as high quality (Tier 2)

Check if stream is protected for ☐ Use III ☐ Use IV

Identify your local MS4 jurisdiction or N/A if your facility is not within an MS4: MD0068322, 00-DP-

SECTION III: Restoration

☐ **(O)** Check here if your facility is subject to the Chesapeake Bay Restoration Requirements.

☐ Check here if you failed to complete restoration under your previous authorization (12SW).

(P) If you are subject to Chesapeake Bay Restoration Requirements, provide these 3 values:

Total impervious surface area (square feet) ……
Untreated impervious surface area (in square feet) ……..
Impervious surface area subject to 20% restoration requirement (in acres)

SECTION IV: Discharge Information

Use the table in the instructions to choose the appropriate benchmarks and effluent limitations that apply for the stormwater discharges at each of the outfalls at your facility and fill out the information in the table below:

Outfalls Information: (Attach a separate list if necessary)

Indicate here if the discharge is to Salt ☐ or Fresh ☒ water.

List all of outfalls from your facility. Each outfall must be identified by a unique 3-digit ID (e.g. 001, 002).		**Benchmark Table(s)**				
Outfall ID	**001**	☐ A-1	☐ C-2	☐ F-1	☐ L-1	☐ S-1
Latitude (decimal)	39.1282	☐ A-2	☐ C-3	☐ F-2	☐ L-2	☐ U-1
Longitude (decimal)	-76.8058	☐ A-3	☐ C-4	☐ F-3	☐ M-1	☐ U-2
* Identical Outfalls		☐ A-4	☐ D-1	☐ F-4	☐ N-1	☐ Y-1
		☐ B-1	☐ E-1	☐ I-1	☐ Q-1	☐ AA-1
		☐ C-1	☐ E-2	☐ K-2	☐ R-1	☐ AD-A-1
						☐ AD-D-1
Outfall ID		☐ A-1	☐ C-2	☐ F-1	☐ L-1	☐ S-1
Latitude (decimal)		☐ A-2	☐ C-3	☐ F-2	☐ L-2	☐ U-1
Longitude (decimal)		☐ A-3	☐ C-4	☐ F-3	☐ M-1	☐ U-2
* Identical Outfalls		☐ A-4	☐ D-1	☐ F-4	☐ N-1	☐ Y-1
		☐ B-1	☐ E-1	☐ I-1	☐ Q-1	☐ AA-1
		☐ C-1	☐ E-2	☐ K-2	☐ R-1	☐ AD-A-1
						☐ AD-D-1
Outfall ID		☐ A-1	☐ C-2	☐ F-1	☐ L-1	☐ S-1
Latitude (decimal)		☐ A-2	☐ C-3	☐ F-2	☐ L-2	☐ U-1
Longitude (decimal)		☐ A-3	☐ C-4	☐ F-3	☐ M-1	☐ U-2
* Identical Outfalls		☐ A-4	☐ D-1	☐ F-4	☐ N-1	☐ Y-1
		☐ B-1	☐ E-1	☐ I-1	☐ Q-1	☐ AA-1
		☐ C-1	☐ E-2	☐ K-2	☐ R-1	☐ AD-A-1
						☐ AD-D-1
Outfall ID		☐ A-1	☐ C-2	☐ F-1	☐ L-1	☐ S-1
Latitude (decimal)		☐ A-2	☐ C-3	☐ F-2	☐ L-2	☐ U-1
Longitude (decimal)		☐ A-3	☐ C-4	☐ F-3	☐ M-1	☐ U-2
* Identical Outfalls		☐ A-4	☐ D-1	☐ F-4	☐ N-1	☐ Y-1
		☐ B-1	☐ E-1	☐ I-1	☐ Q-1	☐ AA-1
		☐ C-1	☐ E-2	☐ K-2	☐ R-1	☐ AD-A-1
						☐ AD-D-1
Outfall ID		☐ A-1	☐ C-2	☐ F-1	☐ L-1	☐ S-1
Latitude (decimal)		☐ A-2	☐ C-3	☐ F-2	☐ L-2	☐ U-1
Longitude (decimal)		☐ A-3	☐ C-4	☐ F-3	☐ M-1	☐ U-2
* Identical Outfalls		☐ A-4	☐ D-1	☐ F-4	☐ N-1	☐ Y-1
		☐ B-1	☐ E-1	☐ I-1	☐ Q-1	☐ AA-1
		☐ C-1	☐ E-2	☐ K-2	☐ R-1	☐ AD-A-1
						☐ AD-D-1

SECTION V: Environmental Justice and Climate Change Considerations	
☐	**(Q)** Check here if your facility is located within a census tract with an EJScore >=0.76.
☐	Check here if your operations are within the Base Flood Elevation (BFE).

SECTION VI: Stormwater Pollution Prevention Plan (SWPPP) and Monitoring

The 20-SW permit does require you to evaluate and implement specific control measures and effluent limits. It requires you to perform quarterly visual monitoring, may include numeric limits, benchmark monitoring and reporting for specific industrial sectors. It requires you to update your SWPPP to encompass the new controls required and provide this in conjunction with your NOI, and then keep an updated SWPPP onsite.

(R) Has the SWPPP been prepared in advance of filing this NOI, as required? ■ Yes ☐ No

(S) Stormwater Pollution Prevention Plan (SWPPP) Primary Contact (if different than section I.B)

Name	CYNTHIA ALDEN	
Title	ENGINEERING SPECIALIST III	
Telephone Number	Email Address	CALDEN@HOWARDCOUNTYMD.GOV
410-313-6447		
SWPPP Delivery Method (URL, email, etc.)	http://howardcountymd.gov/BES.htm	

SECTION VII: Chemical Additives

(T) Will you use chemical additives? ☐ Yes Will you use cationic chemical additives? ☐ Yes

The use of any cationic chemical additives, that will mix with stormwater or that might otherwise become part of the effluent discharged, is prohibited without prior approval.
To obtain approval, refer submit a signed *Request for Cationic Chemical Additive Form* and refer to the *Use of Treatment Chemicals Guidance Document* for further requirements.

SECTION VIII: Permit Fee Selection

Annual Payment – Select this fee structure if you prefer to pay annually. The first $120 annual payment shall be submitted with this NOI and then paid annually by July 1 thereafter.	$120	☐
One-Time Payment – Select this fee structure if you prefer to pay one-time for the term of the permit (until January 31, 2028). Additional annual fees may apply after that time, if the permit is administratively extended. Send check for this amount with this completed NOI.	$550	☐
Select this if you are State or Local Government.	No Fee	☒

SECTION IX: Certification

To be completed by a responsible corporate officer, proprietor, general partner, principal executive officer, or ranking elected official or their duly authorized representative, as detailed in Part II.C of the permit.

"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 submitted 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."

Signature/Certifier	Date
MARK DELUCA	

Signatory Name/Title: Typed or Printed	Telephone Number
Deputy Director, Dept. of Public Works and Chief, Bureau of Environmental Services	410-313-4414

NOI Preparer (Complete if NOI was prepared by someone other than the certifier)

Prepared by:	HANNAH PIATAK

Telephone Number	Email Address
757-634-4672	HPIATAK@EAEST.COM

Submit completed form and FEE (payable to Maryland Department of the Environment) to:

Maryland Department of the Environment, P.O. Box 2057, Baltimore, MD 21203-2057

MARYLAND DEPARTMENT OF THE ENVIRONMENT
NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR0
FORM INSTRUCTIONS

WHO MUST FILE

The operator of a facility that is requesting to discharge water from stormwater associated with industrial activity must submit a Notice of Intent (NOI) to obtain coverage under the National Pollutant Discharge Elimination System (NPDES) General Discharge Permit No. 20-SW. If you have a question about whether you need this permit or any NPDES permit, contact the Maryland Department of the Environment (MDE), Wastewater Permits Program, at 410-537-3323.

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State/ NPDES permit issued for stormwater discharges from industrial facilities identified in Section II of this form. Authorization to discharge begins upon notification of registration by MDE. The permit is available using this link https://mdewwp.page.link/ISW or via MDE's website.

SECTION I: Owner/Operator Information

(A) Provide the legal name of the person, firm, public organization, or other entity that operates the industrial facility described in Section II of this application. An operator of a facility is a legal entity that controls the operation of the facility.

(B) Provide the name of the Primary Contact; title of Primary Contact; Primary Contact phone number; Primary Contact e-mail address.

(C) Provide the primary facility contact mailing address; city; state; zip. All correspondence will be sent to this address.

(D) Provide the IRS Employer Identification Number (EIN).

(E) Identify whether the owner/operator is private, federal or state/local government.

(F) Provide worker's compensation insurance information for the facility identified in this section of the application.

SECTION II: Facility Information

(G) Provide the name of facility – enter "same" if the name does not differ from the information in Section I(A).

(H) Provide the physical address; city; state; zip – enter "same" if the address does not differ from the information in Section I(C); Provide the County where the facility is located. If this is a contiguous system spanning multiple counties or cities, list all county or city associated with mailing address.

(I) Provide the primary and any co-located four-digit Standard Industrial Classification (SIC) code describing the facility. Also provide a short written explanation of the industrial process category (e.g., scrap recycling of automobiles). The current Department of Labor's - Occupation, Safety and Health Administration (OSHA) website http://www.osha.gov/pls/imis/sicsearch.html provides a detailed written description of SIC codes.

(J) Provide latitude and longitude of the discharge/outfalls requesting to be permitted. To obtain coordinates, you may use a GPS to find location within your site. There are internet options that you can also use, such as Google's Tool. A step by step method can be found at this URL: https://mdewwp.page.link/FindGPS. We require the coordinates be in degrees decimal. An example of this for Maryland Department of the Environment at 1800 Washington Blvd, Baltimore, MD would be latitude of 39.276027, longitude of -76.644779.

(K) Identify if you are a new discharger, or previously covered under another permit. Identify any previously obtained NPDES permit (general or individual) for your stormwater discharges. If applicable, include the permit number. (e.g., 12SW1234 general permit or 12DP1234 individual permit, where 1234 was the unique 4 digit designation for your coverage).

(L) Provide the total property size at the address, including both the industrial and non-industrial portions of your property (e.g., 2 acres).

(M) Indicate whether your facility is currently inactive and unstaffed (Part V.A.4 of the permit). Note that if your facility becomes inactive and unstaffed during the permit term, you must notify the Department immediately.

(N) This section is to verify information about where the stormwater is discharged. Identify the name(s) and 8 digit identifier of the receiving stream or water (e.g., Gwynns Falls 02130905), using the Department's "FindMyWatershed" tool at this link https://mdewwp.page.link/MDWatershedMap. When using they "FindMyWatershed" tool type in your address, and then place your mouse at your discharge points and left-click to bring up the identifier and receiving water.

To verify if receiving waters are impaired (Category 4a, 4b, 4c, or 5 water bodies), use the Departments "Integrated Report Water Quality Assessment Maps" at this link https://mdewwp.page.link/MDIRMap and

review each of the impairments provided on that website (bacteria, biological, ions, metals, nutrients, PCBs, pesticides, pH, stream modifications, sediments, toxics or trash) for your facility location. When looking at each of the maps, you can use the Legend Button on the upper right side of the map to identify what each color or shading means.

To verify if the receiving waters are designated as high quality waters, use the Department's "Tier 2" tools at this link https://mdewwp.page.link/Tier2Map to locate your facility location and identify if the stream or catchment are categorized as Tier 2. The "Tier 2" tools have shaded areas that indicate where waters are designated as high quality or Tier 2 waters.

To verify whether your receiving stream is a Use III or Use IV, use the Department's "Designated Use" map at this link https://mdewwp.page.link/MDUseMap .

If your facility discharges to a municipal storm sewer system (MS4), you are required to contact the jurisdiction. Local storm sewer systems under NPDES permits are listed at: https://mdewwp.page.link/MDMS4s . If you are uncertain of the MS4 operator, contact your local government department of public works for that information.

SECTION III: Restoration

(O) Confirm if your facility is subject to the Chesapeake Bay Restoration Requirements (see below). You must comply with the Chesapeake Bay Restoration Requirements (Part III.A of the permit) if you meet ALL of these criteria: your facility is within the Chesapeake Bay Watershed; your facility is 5 acres or greater in size; any portion of your facility is located within a Phase I or Phase II municipal separate storm sewer system (MS4) jurisdiction; and your facility is not owned by or leased from an entity that is permitted as an MS4.

If you failed to complete restoration in the timeline provided under your previous authorization (12SW). You must contact MDE's compliance program to receive a consent order prior to being registered under the 20SW

To determine if your property is in the Chesapeake Bay Watershed, you can use the results from your assessment above or using the Department's "FindMyWatershed" tool at this link https://mdewwp.page.link/MDWatershedMap. Although most of the state is in the Chesapeake Bay Watershed, there are exceptions on the western and eastern sides of the state. The exceptions in western Maryland are those that drain to the Youghiogheny River (eight digit codes 05020201 and 05020202), including Deep Creek Lake (05020203), and areas that drain to the Casselman River (05020204). The exceptions in eastern Maryland are areas that drain to the Christina River (02130607), Isle of Wight Bay (02130103), Assawoman Bay (02130102), Newport Bay (02130105), Chincoteague Bay (02130106), or Sinepuxent Bay (02130104) and areas that drain directly to the Atlantic Ocean (02130101).

Whether you are within the MS4 jurisdiction (e.g. it is located in Frederick County) can be verified by contacting your local government or the Department if you are unsure.

Facilities owned by or leased from an entity that is permitted as an MS4 will perform restoration through the MS4 permit and are therefore not required to do additional work under this permit.

The second question indicates whether restoration was complete under the previous permit. If it wasn't the Department will need to verify if you are meeting the requirements through trading or a consent order. This may delay processing.

(P) These three values are part of the calculations required in the permit, for those who are subject to the Chesapeake Bay Restoration Requirements.

Total impervious surface area in square feet is determined in the permit Part III.A.2.a.

Untreated impervious surface area in square feet is determined in the permit Part III.A.2.d.

Impervious surface area subject to 20% restoration requirement in acres is determined in the Part III.A.2.e.

MARYLAND DEPARTMENT OF THE ENVIRONMENT
NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR00
FORM INSTRUCTIONS

SECTION IV: Discharge Information

Depending on your industrial activities, your facility may be subject to benchmarks or federal effluent limitation guidelines which include additional effluent limits and monitoring requirements for your facility. Review the summary table below in order to check the appropriate box(es) in the table in section IV where you must provide information for each of the outfalls on site. If there are any substantially identical outfalls, indicate it in the table by listing the outfall ID(s) in the appropriate box. Some Subsectors have different requirements for discharges into saltwater. To see if your facility discharges into fresh or salt water see COMAR 26.08.03.03-1.

Discharge Type	Table*
SUBSECTOR A1 BENCHMARKS (GENERAL SAWMILLS AND PLANING MILLS FOR SIC 2421)	A-1
SUBSECTOR A2 BENCHMARKS (WOOD PRESERVING FOR SIC 2491)	A-2
SUBSECTOR A3 BENCHMARKS (LOG STORAGE AND HANDLING FOR SIC 2411)	A-3
SUBSECTOR A4 BENCHMARKS (SPECIAL PRODUCTS SAWMILLS, NOT ELSEWHERE CLASSIFIED AND WOOD PRODUCTS FACILITIES NOT ELSEWHERE CLASSIFIED FOR SIC 2426 AND 2499)	A-4
SUBSECTOR B1 BENCHMARKS (PAPERBOARD MILLS FOR SIC CODE 2631)	B-1
SUBSECTOR C1 BENCHMARKS (AGRICULTURAL CHEMICALS FOR SIC 2873-2879)	C-1
SUBSECTOR C2 (INDUSTRIAL INORGANIC CHEMICALS FOR SIC 2812-2819) BENCHMARKS	C-2
SUBSECTOR C3 (SOAPS, DETERGENTS, COSMETICS AND PERFUMES FOR SIC 2841 – 2844) BENCHMARKS	C-3
SUBSECTOR C4 (PLASTICS, SYNTHETICS, AND RESINS FOR SIC 2821-2824) BENCHMARKS	C-4
SUBSECTOR D1 BENCHMARKS (ASPHALT PAVING AND ROOFING MATERIALS SIC 2951, 2952)	D-1
SUBSECTOR E1 BENCHMARKS (CLAY PRODUCT MANUFACTURERS SIC 3251-3259, 3261-3269)	E-1
SUBSECTOR E2 BENCHMARKS (CONCRETE AND GYPSUM PRODUCT MANUFACTURERS SIC 3271-3275)	E-2
SUBSECTOR F1 BENCHMARKS (STEEL WORKS, BLAST FURNACES, AND ROLLING AND FINISHING MILLS FOR SIC 3312-3317)	F-1
SUBSECTOR F2 BENCHMARKS (IRON AND STEEL FOUNDRIES FOR SIC 3321-3325)	F-2
SUBSECTOR F3 BENCHMARKS (ROLLING, DRAWING, AND EXTRUDING OF NONFERROUS METALS FOR SIC 3351-3357)	F-3
SUBSECTOR F4 BENCHMARKS (NONFERROUS FOUNDRIES (SIC 3363-3369)	F-4
SUBSECTOR I1 BENCHMARKS (CRUDE PETROLEUM AND NATURAL GAS; NATURAL GAS LIQUIDS; OIL AND GAS FIELD SERVICES (SIC 1311, 1321, 1381-1389)	I-1
SUBSECTOR K1 BENCHMARKS (ALL - INDUSTRIAL ACTIVITY CODE “HZ”. BENCHMARKS ONLY APPLICABLE TO DISCHARGES NOT SUBJECT TO EFFLUENT LIMITATIONS IN 40 CFR PART 445 SUBPART A)	K-1
SUBSECTOR L1 BENCHMARKS - LANDFILLS AND LAND APPLICATION SITES	L-1
SUBSECTOR L2 BENCHMARKS - LANDFILLS AND LAND APPLICATION SITES, EXCEPT MUNICIPAL SOLID WASTE LANDFILL (MSWLF) AREAS CLOSED IN ACCORDANCE WITH 40 CFR 258.60	L-2
SECTOR M BENCHMARKS (AUTOMOBILE SALVAGE YARDS)	M-1
SUBSECTOR N1 BENCHMARKS (SCRAP RECYCLING AND WASTE RECYCLING FACILITIES EXCEPT SOURCE-SEPARATED RECYCLING)	N-1
SUBSECTOR Q1 BENCHMARKS (WATER TRANSPORTATION FACILITIES SIC 4412-4499)	Q-1
SUBSECTOR R1 BENCHMARKS (SHIP AND BOAT BUILDING OR REPAIRING YARDS FOR SIC 3731, 3732)	R-1
SUBSECTOR S1 BENCHMARKS (AIRPORTS USING MORE THAN 100,000 GALLONS OF DEICING GLYCOLS BASED FLUIDS OR 100 TONS OF UREA, ON AN ANNUAL BASIS FOR SIC 4512 - 4581)	S-1
SUBSECTOR U1. GRAIN MILL PRODUCTS (SIC 2041-2048)	U-1
SUBSECTOR U2. FATS AND OILS PRODUCTS (SIC 2074-2079)	U-2
SUBSECTOR Y1 BENCHMARKS (TIRES AND INNER TUBES, RUBBER AND PLASTICS FOOTWEAR, GASKETS, PACKING AND SEALING DEVICES, AND RUBBER AND PLASTIC HOSES AND BELTING, FABRICATED RUBBER PRODUCTS, NOT ELSEWHERE CLASSIFIED FOR SIC 3011, 3021, 3052, 3053, 3061, 3069)	Y-1
SECTOR AA BENCHMARKS (FABRICATED METAL PRODUCTS, FABRICATED METAL COATING AND ENGRAVING, AND ALLIED SERVICES, JEWELRY, SILVERWARE, AND PLATED WARE)	AA-1
SUBSECTOR AD.A1 BENCHMARKS REQUIRED FOR STORMWATER THAT HAS COME INTO CONTACT WITH STREET SWEEPING OR STORM DRAIN INLET CLEANING DEBRIS	AD.A-1
TABLE AD.D-1 - SECTOR AD.D REPORTING (SALT TERMINALS)	AD.D-1

* Please see the referenced tables in Appendix D of the permit.

MARYLAND DEPARTMENT OF THE ENVIRONMENT
NOI for Permit No. 20-SW, NPDES PERMIT NO. MDR00
FORM INSTRUCTIONS

SECTION V: Environmental Justice and Climate Change Considerations

(Q) The first question will determine if you are responsible for additional reporting in areas considered to have an EJ Score equal to or greater than 0.76. You can determine this in two ways.

1) By using the KMZ file available on the 20SW website https://mdewwp.page.link/ISW opening it in a program like Google Earth and typing in your address. Any facility located in a red shaded area has an EJ score greater than 0.76

2) By using the JPEG available https://mdewwp.page.link/EJMap and comparing it to your facility location.

The second question relates to whether your operations are in a flood prone area and may require additional consideration in the SWPPP. https://msc.fema.gov/portal/home.

SECTION VI: Stormwater Pollution Prevention Plan (SWPPP) and Monitoring

(R) Preparation and delivery of the SWPPP is required prior to the submittal of the NOI.

(S) Indicate how you are providing your SWPPP to the Department, either online with appropriate URL (provide your URL in the space on the form), by email, or other methods provided in the permit. Also, identify the name, telephone number, and email address of the person who will serve as a contact for the Department on issues related to stormwater management at your facility. This person should be able to answer questions related to stormwater discharges, the SWPPP and other issues related to stormwater permit coverage, or have immediate access to individuals with that knowledge.

SECTION VII: Chemical Additives

(T) Confirm whether any Chemical Additives are used in the treatment of water, and whether you use cationic chemical additives (Part III.B.1.b.v) which you are requesting approval for use (Part I.E.5). The use of polymers, flocculants, or other treatment chemicals, including use of cationic treatment chemicals (Part III.B.1.b.v), require that you include documentation in your SWPPP of the appropriate controls and implementation procedures designed to ensure that your use of treatment chemicals will not lead to a violation of water quality standards.

SECTION VIII: Permit Fee

Indicate the amount sent with this NOI form. The permit fee for stormwater discharges associated with industrial activity is $120 per year if submitted with the NOI and then annually on July 1st thereafter. Alternatively, an upfront payment of $550 (January 31, 2028). Additional annual fees may apply after that time, if the permit is administratively extended. The fee shall be submitted with the NOI. Local and State Government are exempt from the fee. The annual rate and application fee may change over time, so you are encouraged to check COMAR 26.08.04.09-1 (C) at the time of your application.

SECTION IX: Certification

Signatures and Certifications are detailed in the permit Part II.C. Individuals who discharge to waters of the State without an individual State or general State/NPDES discharge permit, are in violation of the Federal Clean Water Act and of the Environment Article, Annotated Code of Maryland, and may be subject to penalties. An original signature and date is required.

A completed form will not be processed until the fee has been paid-in-full and your SWPPP has been received.

HOW TO SUBMIT:

Send the completed NOI and fee (see permit) to **Maryland Department of the Environment, P.O. Box 2057, Baltimore, MD 21203-2057** and provide the SWPPP in one of the allowed formats (Part II.A.3.b of the permit). You must ensure that the form is completely filled out and payment is enclosed, and the SWPPP follows all permit requirements and is successfully provided to the Department. Your permit application will be handled as efficiently as possible. However, if you fail to provide us with the information we request, we will be unable to process your registration for the permit.

STATE OF MARYLAND
WORKERS' COMPENSATION COMMISSION
6 North Liberty Street
Baltimore, MD 21201-3785

CERTIFICATE OF COMPLIANCE

STATE OF MARYLAND)
) To Wit:
CITY OF BALTIMORE)

This is to certify that **Howard County Government** is an approved self-insurer in the State of Maryland and has acquired excess insurance covering catastrophic losses, and has deposited with the Maryland Workers' Compensation Commission security guaranteeing its payment of workers' compensation benefits in the State of Maryland. It is further certified that this information is taken from the records of the Workers' Compensation Commission of Maryland.

IN WITNESS WHEREOF, I hereunto subscribe my name and affix the seal of the Maryland Workers' Compensation Commission at Baltimore City this 15th day of June, 2000.

WORKERS' COMPENSATION COMMISSION
OF THE STATE OF MARYLAND

By: Diana F. Farrell
Diana F. Farrell
Director of Self-Insurance

APPENDIX C

CMRTF CONTACTS

APPENDIX D

POLLUTION PREVENTION TEAM

CMRTF P2 Team

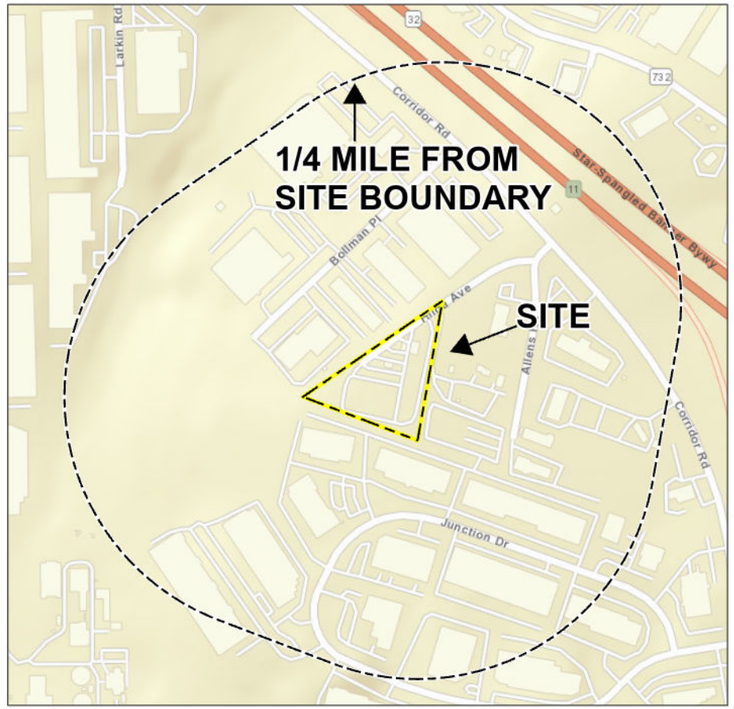
Agency or Individual	Address	Phone Number(s)	Responsibility
Facility Contacts			
Cynthia Alden Engineer III Howard County Bureau of Environmental Services	9801 Broken Land Parkway Columbia, MD 21046	Office: 410-313-6447 Cell: 410-802-6001 calden@howardcountymd.gov	Coordinate and schedule P2 meetings, contribute to the implementation of the SWPPP, identify areas for improvement.
Phillip Asher Regional Transportation Agency (RTA)	8800 Corridor Road Annapolis Junction, MD 20701	Office: 800-270-9553	Coordinate and schedule P2 meetings, contribute to the implementation of the SWPPP, identify areas for improvement.

APPENDIX E

FACILITY MAPS

STORMWATER POLLUTION PREVENTION PLAN HOWARD COUNTY
CENTRAL MARYLAND REGIONAL TRANSIT FACILITY

ELKRIDGE, MARYLAND
MAY 2023



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Feet

DRAWING NO.	FIGURE NO.	DRAWING TITLE
TS-1	1	TITLE SHEET
S-1	2	SITE MAP
BLDG-1	3	ADMINISTRATION/MAINTENANCE BUILDING

Data Sources: MDOT, SeaWatch

EA Engineering, Science, and Technology, Inc., PBC

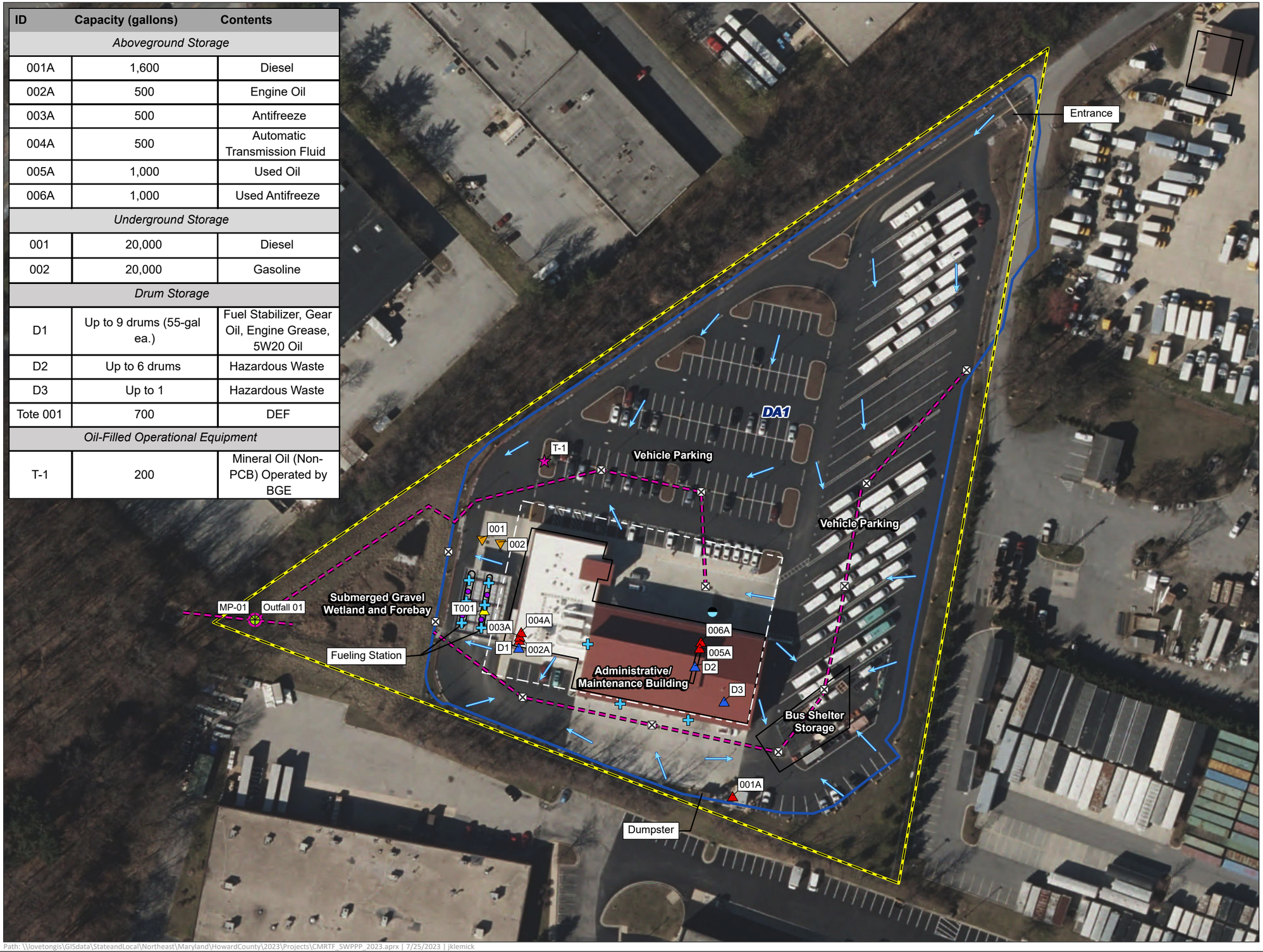
Path: \\lovetongis\GISdata\StateandLocal\Northeast\Maryland\HowardCounty\2023\Projects\CMRTF_SWPPP_2023.aprx | 5/1/2023 | otrady

CENTRAL MARYLAND REGIONAL TRANSIT FACILITY
STORMWATER POLLUTION PREVENTION
ELKRIDGE, MD

TITLE SHEET

DESIGNED BY	DRAWN BY	DATE	PROJECT NO.
LB	LB	MAY 2023	1585722
CHECKED BY	PROJECT MGR.	DRAWING NO.	FIGURE
HP	MS	TS-1	Figure 1

ID	Capacity (gallons)	Contents
Aboveground Storage		
001A	1,600	Diesel
002A	500	Engine Oil
003A	500	Antifreeze
004A	500	Automatic Transmission Fluid
005A	1,000	Used Oil
006A	1,000	Used Antifreeze
Underground Storage		
001	20,000	Diesel
002	20,000	Gasoline
Drum Storage		
D1	Up to 9 drums (55-gal ea.)	Fuel Stabilizer, Gear Oil, Engine Grease, 5W20 Oil
D2	Up to 6 drums	Hazardous Waste
D3	Up to 1	Hazardous Waste
Tote 001	700	DEF
Oil-Filled Operational Equipment		
T-1	200	Mineral Oil (Non-PCB) Operated by BGE



- Property Boundary
- Drainage Area
- Wash Pad; Building
- Stormdrain
- Surface Water Flow
- AST
- UST
- Drum Storage
- Tote Storage
- Fuel Dispenser
- Monitoring Point
- Oil/Water Separator
- Outfall
- Spill Kit
- Storm Drain Inlet
- Transformer

0 50 100
Feet

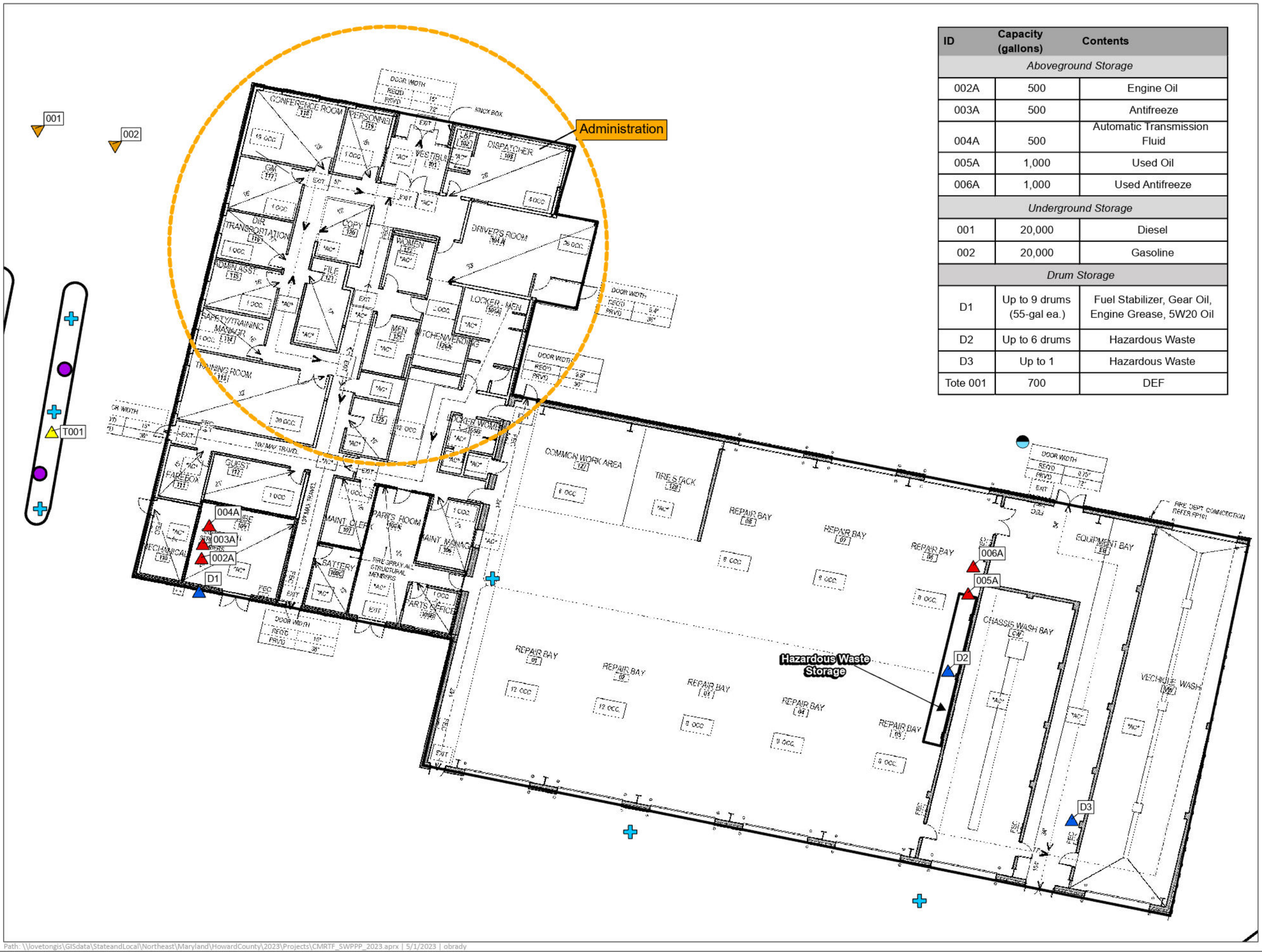
Data Sources: MDiMap

Central Maryland Regional Transit Facility SWPPP
Annapolis Junction, MD

Site Map

Figure 2

Path: \\lovetongis\GISdata\StateandLocal\Northeast\Maryland\HowardCounty\2023\Projects\CMRTF_SWPPP_2023.aprx | 7/25/2023 | jklemick



ID	Capacity (gallons)	Contents
Aboveground Storage		
002A	500	Engine Oil
003A	500	Antifreeze
004A	500	Automatic Transmission Fluid
005A	1,000	Used Oil
006A	1,000	Used Antifreeze
Underground Storage		
001	20,000	Diesel
002	20,000	Gasoline
Drum Storage		
D1	Up to 9 drums (55-gal ea.)	Fuel Stabilizer, Gear Oil, Engine Grease, 5W20 Oil
D2	Up to 6 drums	Hazardous Waste
D3	Up to 1	Hazardous Waste
Tote 001	700	DEF

- AST
- Drum Storage
- Oil/Water Separator
- Spill Kit
- UST
- Tote Storage
- Fuel Dispenser

0 25 50
Feet

Data Sources: MDOT, SeaWatch

Central Maryland Regional Transit Facility SWPPP
Annapolis Junction, MD

Administration/Maintenance Building

Figure 3

APPENDIX F

NON-STORMWATER DISCHARGE EVALUATION

Non-Stormwater Discharge Evaluation
Stormwater Pollution Prevention Plan

The Maryland Department of the Environment General Discharge Permit 20-SW, Part III.C.3.d requires that a Non-Stormwater Discharge Evaluation be performed at the facility and documented, and that all non-stormwater discharges observed be eliminated.

Facility Name:	Central Maryland Regional Transit Facility (CMRTF)
Location:	8800 Corridor Road, Annapolis Junction, MD 20701
Date:	17 March 2023
Individual(s) performing the evaluation *(include title and company)*:	Hannah Piatak, EA Engineering, Science, and Technology Jake Mullen, EA Engineering, Science, and Technology
Description of Evaluation Criteria:	Assessors reviewed site plans and confirmed drainage areas. Assessors walked throughout the facility as well as the facility perimeter and looked for evidence of non-stormwater discharges (or wastewater) generated by the facility. Assessor looked for physical evidence of activities that would potentially generate wastewater discharges. Employee interviews were conducted to confirm observations and to determine what types of activities occur or do not occur on site (i.e., vehicle and/or equipment washing, steam cleaning, power washing, etc.).
List of the outfalls or onsite drainage points that were directly observed during the evaluation:	Outfall 01 was observed.
List of the non-stormwater discharges observed by the corresponding outfall or drainage point:	**Outfall 01.** None
Action(s) taken to eliminate authorized discharges:	**Outfall 01.** N/A

APPENDIX G

VISUAL MONITORING SUMMARY

VISUAL MONITORING SUMMARY

Monitoring Period (End Date)	Outfall	Parameter Observed in Stormwater[1]	Other Visible Indicators of Pollution	Corrective Actions Taken
10/28/2015	01	Some small organic particles (leaf matter, algae) and slight organic odor.	None.	None noted.
12/22/2015	01	Minor organic particles (leaf debris, algae).	None.	None noted.
02/02/2016	01	Some floating and suspended particulate matter and some settled organic matter.	None.	None noted.
09/19/2016	01	Very fine suspended particulate matter. Very fine particulate matter was observed after the sampled settled.	None.	None noted.
05/11/2017	01	Yellow/brown tint; organic matter and clumps of algae observed in suspension as well as after the sample settled.	None.	None noted.
07/28/2017	01	Sample was clear with a slight musty odor, Small amount of organic matter particles observed in suspension as well as after the sample settled.	None.	None noted.
01/23/2018	01	Sample was clear with a slight rotten egg/sulfur odor. Small amount of reddish-brown organic matter particles observed in suspension as well as after the sample settled. Moderate foam observed persisting for about one minute after sample was shaken.	None.	None noted.
03/07/2018	01	Sample was orange-yellow in color with a strong asphalt odor observed. No suspended solids were observed.	None.	None noted.
08/31/2018	01	Sample was clear with a slight oil/petroleum odor.	None.	None noted.
04/30/2020	01	Sample was clear with some organic matter observed as suspended and settled solids.	None.	None noted.

Monitoring Period (End Date)	Outfall	Parameter Observed in Stormwater[1]	Other Visible Indicators of Pollution	Corrective Actions Taken
09/10/2020	01	Sample was light brown/orange in color with small brown moss-like particles observed as suspended and settled solids.	None.	None noted.
03/18/2021	01	Sample was clear with some organic matter observed as suspended solids.	None.	None noted.
10/29/2021	01	Sample was clear with a musty/sour milk odor.	None.	None noted.

Note:
[1] Parameters identified in quarterly visual monitoring forms include color, lack of clarity, oil sheen, odor, floating solids, suspended solids, settled solids, and foam.

APPENDIX H

STORMWATER MANAGEMENT FACILITY INSPECTION AND MAINTENANCE PROCEDURE

1) Regulatory Requirements

a) Inspection and maintenance of stormwater management facilities is a requirement of Howard County Code, State law, and the County's NPDES permit, and in most cases an executed maintenance agreement between the owner of the facility, or its successors, and the County. All require that facilities be inspected on a triennial basis.

i) Howard County Code

Section 18.912. - Inspection.

a) Inspection During Construction. The County shall make regular inspections at various stages of construction as provided in Chapter 5, stormwater management, of Volume I (Storm Drainage) of the Howard County Design Manual. Inspections shall be documented in writing by the County.
(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)

Section 18.914. - Maintenance.

a) The County or property owner or both the County and the property owner, shall perform periodic maintenance as required in chapter 5, stormwater management, of volume I (storm drainage) of the Howard County Design Manual.
(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)

Section 18.916. - Penalties.

a) Criminal Penalties. Any person convicted of violating a provision of this subtitle is guilty of a misdemeanor and upon conviction is subject to a fine of not more than $5,000.00 or imprisonment not exceeding one year or both for each violation with costs imposed in the discretion of the court and not to exceed $50,000.00. Each day that the violation continues is a separate offense.

b) Civil Penalties. Alternatively or in addition to and concurrent with other remedies at law or equity, the Department of Public Works may enforce the provisions of this subtitle with civil penalties pursuant to the provisions of title 24, "Civil Penalties," of the Howard County Code. A violation of this subtitle is a Class A offense. Each day that a violation continues is a separate offense.

c) Injunctive and Other Relief. In addition, the County may institute injunctive, mandamus or other appropriate legal action or proceedings for the enforcement of or to correction violations of this subtitle. Any court of competent jurisdiction may issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.
(C.B. 13, 2010, § 1; C.B. 47, 2011, § 1)

ii) State Law

iii) COMAR 26.17.02.11(A) states "Maintenance requirements established in this regulation shall be contained in all county and municipal ordinances and shall provide for inspection and maintenance. The owner shall perform or cause to be performed preventive maintenance of all completed ESD treatment practices and structural stormwater management measures to ensure proper functioning. The responsible agency of the county or municipality shall ensure preventive maintenance through inspection of all stormwater management systems. The inspection shall occur during the first year of operation and then at least once every 3 years after that".

iv) NPDES PERMIT

(1) Section E.1.a requires the County to "Conduct preventative maintenance inspections of all stormwater management facilities in at least a triennial basis. Documentation identifying facilities inspected, the number of maintenance inspections, follow-up inspections, and enforcement action(s) used to facilitate inspection compliance, maintenance inspection schedules, and any other relevant information shall be submitted in the County's annual reports;"

v) Maintenance Agreement

(1) Stormwater management facility maintenance agreements are required by the County as part of the subdivision process. These agreements typically spell out what on-going maintenance is expected of the facility owner and require the owner to give the County reasonable access to perform maintenance inspections. These agreements are recorded in the land records and are incumbent on all future owners of the facility.

b) There are 12,079 active facilities as of August 2022

i) About 1,740 are maintained by Howard County – "Public" facilities

(1) Maintained by Bureau of Highways (1,573) or Board of Education (167)

ii) About 3,351 are privately owned and maintained – "Private" facilities

iii) About 6,988 are facilities such as ESD's or LID's – "Residential" facilities

iv) Separate inspection processes have been established for public, private, and residential facilities

v) Not included above are facilities constructed by the State or Federal Government. They are responsible for their own inspection and maintenance.

2) Record keeping

a) Howard County maintains a database of all SWM facilities in the County for which the County is responsible for inspection and/or maintenance.

b) Two approaches have been taken which will be linked to act as one large database

i) GIS mapping

(1) Existing plans have been digitized – i.e. the locations of SWM facilities (and storm drains) have been mapped into a GIS system

(a) Basic information available from the design drawings – e.g. plan number - is captured with the mapped locations

ii) Inspection database

(1) An extensive Microsoft based database called CRM has been developed to collect more comprehensive data about each facility and to track facility inspections and follow up.

(a) Basic descriptive information – location, type, pipe sizes, access, etc

(b) Inspection records

(i) Textual, photographic and redlines

(c) Repair compliance tracking

(d) Estimated repair costs for public facilities

(e) Administrative log of actions taken for a given facility

(f) Routine and emergency maintenance performed by the Bureau of Highways

c) Tracking of new facilities

i) In order to keep the inspection database up to date regarding new facilities, the SWMD has been included in several places in the development process including;

(1) Real Estate Services Division copies the SWMD when the following documents are executed

(a) Developer agreements with SWM facilities.

(b) Maintenance agreements for SWM facilities

(c) Release of construction bond for SWM facilities

(d) RESD also provides the SWMD with the Public Works agenda for the dedication of new subdivisions for County maintenance

(2) Construction Inspection Division provides the following documents

(a) Notice of release of bond for new subdivisions

(b) As-built drawings of dedicated subdivisions

(i) When the first of any of the above documents is available to the SWMD a new facility record is created in the inspection database. Whatever database field may be populated from the document is filled in as appropriate.

1. As subsequent documents are received other relevant database fields are entered.

2. Each facility is coded with the appropriate inspection cycle – e.g. A1, A2, A3, B1, B2, B3, P1, P2, R1, R2, R3, etc. If the facility is not yet in service the code given is AX, PX, RX, etc. with the "X" signifying the facility is not yet in service, but has been coded as either a County maintained, privately maintained, or residentially maintained facility.

(ii) When as as-built becomes available it is imperative that the new facility as well as other storm drains be entered into the GIS layer(s) for these facilities as well as including further information in the inspection database.

1. Either from the paper as-built drawings or the original drawings all storm drain pipes, inlets, headwalls, etc. are "digitized' into the GIS system.

2. The as-builts are copied to the document manager in CRM as tif files where they are used for inspections as well as for the use in drawing inspection redlines.

3) Inspection process overview – Public Facilities

a) Inspections are performed on a triennial cycle

b) The County has been geographically divided into 36 zones or cycles coded as A1-01 thru A3-12 (for example, A1-01 for first year January). Each cycle, typically, represents the facilities for which to initiate inspections in any given month.

c) Field inspection includes taking photographs of specific parts of the facility and of noted problem areas.

d) Data entry is performed in the inspection database. Photo's are downloaded from digital camera or iPad, renamed in accord with a standardized naming convention and copied to appropriate location.

e) The inspection database is available to the Bureau of Highways for their use in maintaining these facilities.

i) Inspection result reports of the facilities are provided to the Bureau of Highways

4) Inspection process overview – Private and Residential facilities

a) Inspections are performed on a triennial cycle

i) Reasonable effort is made to solicit voluntary compliance with this program.

ii) The facility owner is ultimately responsible for responding to the results of an inspection, but a local contact, such as a property manager, is solicited for coordination of deficiencies to be corrected.

iii) Each facility is handled as an individual inspection even if there are several facilities on one site owned by one owner.

iv) The County has been geographically divided into 36 zones or cycles coded as P1-01 through P3-12 for private and R1-01 thru R3-12 for residential. Each cycle, typically, represents the facilities for which to initiate inspections in any given month.

b) First pending inspection notification

i) Notification of impending inspections is sent to facility owners via regular mail.

ii) For private facilities only, a request to fill out a contact sheet and return via stamped self addressed envelope the name, address, telephone number, e-mail, etc. of the person (local contact) who is most directly responsible for the maintenance of the facility to be inspected.

iii) Notifications are generally sent out by the middle of the month preceding the month during which the inspection is scheduled to occur.

c) If the owner does not respond, a second notification is sent out the following month.

i) The second notification package (same as first) includes the notification letter and a request to fill out and return the name, address, telephone number, e-mail, etc. of the person (local contact) who is most directly responsible for the maintenance of the facility to be inspected.

d) Response by the facility owner is desired, but not necessary for the facility inspection to occur.

e) Consultant support

i) Presently, all initial inspections of private facilities are performed by two consultants (Charles P. Johnson & Associates and KCI) under contract to the County.

ii) After the initial inspection notification is sent to the facility owner, an inspection package is sent to the consultant. This package includes:

(1) The list of facilities to be inspected, electronic scanned images, if not already uploaded in inspection database as well as a mapping file of the facilities listed. The consultant is also provided remote access to the inspection database.

iii) The consultant determines their own schedule, but normally performs the inspections for a complete "P" cycle in the month following the mailing of the first inspection notification.

iv) Once a field inspection is completed, the consultant enters the results of the inspection directly into the inspection database. In addition, they prepare electronic redlines overlaying the scanned site plan images provided to them showing the locations of deficiencies with the facility. The digital inspection photographs they have taken are also organized, labeled, and sorted by the individual facility.

a) On, approximately, the first Friday of each month the consultant will have already posted the inspection data, to include photos and redlines in the database using their remote access to the inspection database

f) Special consideration for underground (Oil/Grit Separators, Stormceptors, and Underground Storage) facility inspections

i) Oil/Grit Separators, Stormceptors, and Underground Storage inspections may consist of two inspections

(1) A pre-inspection which is primarily focused on the external structural integrity of the facility (though for an UGS the internal structural integrity will most often be accessible for inspection unless full of water from clogged control structure.) These pre-inspections will also be used to determine if a pump out and cleaning of the facility is required.

(2) An inspection which would be performed immediately after the facility has been pumped out and cleaned. This inspection is focused more on the structural integrity of the facility. Unless, other information warrants it, this type of inspection is performed only when the facility's pre-inspection indicates that a pumping and cleaning is necessary. The inspection is recorded as a separate inspection record in the database.

ii) If sediment removal is required, the consultant will rate sediment as a "3" in the inspection, so that a results letter requiring the cleaning will be properly generated by the database.

If a "pump out" and cleaning of the facility is required based on the pre-inspection, then the inspector's summary field of the inspection report should include a note saying, for example:

"*All sediment, oil, water, and trash should be removed from facility. Facility should be cleaned to allow a follow-up structural inspection. Please contact CPJ at (301)208-9573 or John Spry of CPJ at (301) 366-3968 to inform them when facility will be cleaned. Please provide 48 hours' notice for cleaning inspection*."

iii) If a pump out and cleaning of the facility is required based on the pre-inspection, then the cleaning time should be coordinated through the consultant inspector so that the staff will be available to complete the structural while the facility is clean and mostly dry.

g) Special consideration for inspections where a bathymetric survey or CCTV is recommended.

i) For those facilities where a bathymetric survey or CCTV is recommended the inspection report should include as a repair item any shrub/tree clearing that will be necessary for the field survey work to be completed in a reasonable fashion.

(1) The Stormwater management Division shall then inspect the facility to determine whether the bathymetric survey or CCTV is warranted and, if so, will authorize the consultant to perform the survey.

ii) The results of the bathymetric survey or CCTV shall be recorded in the inspection database specific to this facility.

iii) While Howard County intends to promptly inform the facility owner of the results of the bathymetric survey or CCTV, sediment removal or pipe repair needed as identified from the survey, if necessary, will not be required as a repair generated from the current inspection. Instead, a note will be placed in the inspection exceptions field by Howard County as a reminder that will be required as a monitor or repair item in the next inspection of this facility at the next triennial inspection.

h) Special considerations for inspections with portions of the facility obscured

i) For facilities with clogged low flow orifices that preclude a full inspection of the facility the repair note should indicate

"Unclog low flow making sure to minimize any environmental impact, including but not limited to excessive sediment, and erosive flows, on surrounding waterways".

As part of Howard County's normal follow up on inspection report repair items, the County will inspect the previously uninspected portion of the pond (what was under water) and determine if the repairs made were sufficient, particularly to the low-flow device. Howard County will determine if any additional repairs are to be required

immediately or deferred for completion to the next triennial inspection, placing a note in the inspection exceptions field as appropriate.

ii) Similarly, for facilities with overgrown embankments that preclude a full inspection of the facility the repair note should indicate "*Facility is 100% overgrown. Brush cut and mow trees, woody growth and vegetation from infalls, basin, dam, riser and outfall to allow for scheduled inspections and maintain as accessible.* "As part of Howard County's normal follow up on inspection report repair items, the County will inspect the previously uninspected portion of the pond (what was overgrown) and determine if the repairs made were sufficient. Howard County will determine if any additional repairs are to be required immediately or deferred to the next triennial inspection, placing a note in the inspection exceptions field as appropriate.

i) Owner notification of inspection results

i) Once inspection results (data entry, photos and redlines) are entered into the inspection database an inspection results package is prepared for the facility owners. This package includes:

(1) Inspection results letter with a text description of the facility's deficiencies noted, if any.

(a) If no deficiencies are noted, the owner is so notified (except for residential results), and no further action is required on their part.

(b) If deficiencies are noted, the owner is required to repair and maintain items listed in the results letter at their next scheduled maintenance or within 60 days of the date of this letter, depending on how egregious the item. Alternatively, if they are unable to correct these deficiencies within that time, they may request additional time for correction. The request must be: (1) in writing; and (2) received by the County within 60 days of the date of the results letter.

(2) Prints of all digital photographs

(3) Prints of redlines (if necessary, for residential)

ii) The inspection results are sent via both regular and certified mail with return receipt to both the facility owner and the local contact, if available.

(1) In some cases, there is no response from the facility owner and no local contact provided. Under these circumstances, an effort is made to determine the resident agent for the facility owner and the results are sent to the resident agent in the same manner as they are sent to the owner.

j) Inspection compliance tracking

i) In an ideal situation, the owner would, repair the deficiencies noted in their inspection report or, in writing, submit a schedule for completing the same repairs. When the repairs are completed the owner would notify Howard County of the same. Howard County staff would follow-up with a final inspection and then send the owner completion correspondence that the owner has repaired all the deficiencies noted in their inspection and the inspection is considered closed for this triennial cycle.

ii) Sometimes the owner does not respond in a timely manner or is tardy in repairing the deficiencies of their facility. To ensure adequate compliance with the requirements of the inspection, a tracking system has been incorporated into the inspection database to capture key milestone dates. These dates include:

(1) Facility inspection completed

(2) Initial inspection results letter sent certified to owner and local contact

(3) Return receipt for results received by County

(4) Owner acknowledges receipt of results letter – verbally or in writing

(5) Local contact acknowledges receipt of results letter – verbally or in writing

(6) Completion correspondence sent to owner after deficiencies have been corrected.

iii) Not all deficiencies are expected to be repaired at the same time. As a result, each deficiency noted in the results letter sent to the owner is tracked for remedy separately. For each deficiency two dates are tracked.

(1) Scheduled repair date

(a) If the owner cannot repair the deficiency within the 60 days provided by the results letter, they are required to negotiate a mutually agreeable date with the County for the completion of the repair. Extensions of this time may be given to allow the owner time to budget for a major repair, negotiate with contractors, or other reasons.

(2) Repair completed date

(a) Completed repairs are field or photo verified by County inspection staff

iv) There are several points in the compliance process where a facility owner may be late in responding to the County**.** A response plan for each is described below.

(1) In general, voluntary compliance is the preferred method for repairing deficiencies noted in the facility inspection reports. Reasonable extensions of time to make the

repairs will be granted if the facility owner is making good faith efforts in cooperating with the County to schedule and complete these repairs.

(2) Where compliance is not achieved after reasonable efforts have been made the County may proceed to issuing a Notice of Violation and as necessary, issuance of Civil Citations to the owner for failure to comply.

(3) The owner is late in responding to the County when the owner does not respond to the original inspection results package within 60 days of issuance of the letter

(a) If the owner or local contact is known, an effort will be made to verbally or electronically contact the owner/contact as a "courtesy call" to remind them that a response is needed.

(i) Typically, they will request to meet with a County representative in the field to explain to them the deficiencies needing repair.

(ii) A new date for repair of the deficiencies is negotiated and confirmed by the County.

(b) If the owner or local contact is not known, Maryland Department of Assessment and Taxation records, available on the internet, are used to further research the owner of the property or to determine the Resident Agent, legal representative of the owner corporation in Maryland.

(c) If the Storm Water Management Division is unable to determine the owner, local contact, or resident agent for a facility needing repair, then the Office of Law will be contacted for assistance.

(i) Tsega Girma is the current contact in the Office of Law

(4) The owner is late in responding to the County when the owner does respond affirmatively that they have received the inspection results package but fails to establish within 60 days of the letter a time frame for repairing the deficiencies noted in the letter.

(a) An effort will be made to contact the owner/contact as a courtesy to remind them that a negotiated repair date is needed.

(i) Typically, they will request to meet with a County representative in the field to explain to them deficiencies needing repair.

(b) A new date for repair of the deficiencies is negotiated and confirmed by the County.

(5) The owner is late in responding to the County when the owner does respond affirmatively that they have received inspection results package and does establish

a negotiated time frame – date for repairing the deficiencies noted but fails to notify the County by that date that the repairs have been completed.

(a) An effort will be made to contact the owner/contact as a courtesy to remind them that a negotiated repair date has passed and to inquire if the required repairs have been completed.

(i) If the owner indicates that the repairs have been completed, a final field inspection will be performed by the County to confirm this.

1. If all repairs are completed the County will send a completion correspondence to the owner indicating that the inspection is closed for this triennial inspection cycle.

(b) If all the required repairs are not completed, an extension of time to complete the repairs – i.e. establishing new date will be granted if reasonable cause exists. New date(s) for repair of the deficiencies is negotiated and confirmed by the County.

(6) At any point in the compliance process, if the owner is not making a good faith effort to repair the deficiencies noted in the "results letter" or other related directives from the County, the County may, at its discretion, proceed to an enforcement action – Notice of Violation or Civil Citation

(7) A compliance status report can be produced as needed from information in the inspection database. This report provides the information needed to determine if any given facility owner is on schedule or late in meeting their facility maintenance requirements as described above.

(8) Notice of Violation and Civil Citations

(a) Even though maintenance deficiencies may have been identified by the consultant's inspection, a new and current inspection must be conducted immediately prior to taking any enforcement action. The inspector should bring to the site the consultant's inspection report (first results letter), copies of any photographs, and the consultant's red-line drawings. The deficiencies identified in these documents shall be the basis on which the inspector determines whether maintenance has been performed. Because the results of this inspection could potentially be presented as evidence in court, it is necessary for the inspector to document site conditions with both written inspection reports and photographs.

(b) Issuance of a Notice of Violation

(i) Within sixty days after an inspection results letter is sent to the owner of a private stormwater management facility, the owner is required to perform the necessary maintenance identified in the letter or contact the Stormwater Management Division to request an extension of time for performing the maintenance. If, after sixty days, there has been no contact

with the owner, either to request a follow-up inspection of completed work or to request an extension, the stormwater management facility must be inspected to determine whether the maintenance deficiencies still exists

(c) Should the inspection reveal that all maintenance deficiencies have not been remedied, the Stormwater Management Division shall send a Notice of Violation letter to the owner or resident agent (not just a company name). This letter shall be sent both certified and regular mail. A copy of the first results letter shall be attached to the Notice of Violation letter.

(d) Issuing a Civil Citation

(i) The Notice of Violation letter gives the owner 14 days from the date of the letter to either correct the deficiencies or request an extension. If, after 14 days, there has been no contact with the owner, another inspection shall be conducted. Should that inspection reveal that all maintenance deficiencies have not been remedied, the Stormwater Management Division shall write a civil citation to the owner or resident agent. The civil citation may be written anytime after the expiration of time allowed in the Notice of Violation.

(ii) A civil citation shall be written by the Regulation Supervisor. Personal service of the civil citation on the owner or resident agent is preferred, however, if personal service is not possible, the citation may be sent by certified mail.

(iii) All issuances of civil citations shall first be approved by the Chief, Stormwater Management Division

APPENDIX I

SPILL RESPONSE AND NOTIFICATION PROCEDURE

Howard County Bureau of Environmental Services
Standard Operating Procedure

Subject: Spill Response and Notification Procedure	**SOP No.:**
	Revision No.: 1
Issued: 1/19/17 **Effective:** 1/19/17 **Approved:**	

Purpose:

To ensure that Howard County personnel understand how to properly respond to a release of oil and/or hazardous material and that the necessary federal and state notifications occur in order to maintain regulatory compliance.

Applicability:

This procedure applies to all Howard County staff in the event of a spill or leak.

Responsibility:

The Howard County Department of Public Works Bureau of Environmental Services (BES) shall be responsible for providing guidance to facility personnel regarding spill response and will coordinate all federal, state and local notifications and reporting in accordance with this SOP.

All Howard County staff who discover or observe a spill or leak must immediately report the spill to the designated responder and address it in accordance with their level of training.

Procedure:

MINOR DISCHARGE

1. Upon discovery of a spill/leak, personnel must report the spill immediately to the Superintendent or their designee.
    A. If the spill/leak occurs outside normal business hours call 410-313-2929.
2. At the direction of the Superintendent and ***only if safe to do so***, identify the source of the spill/leak and attempt to prevent the spill/leak from reaching soil and/or Maryland waters of the State.
    A. Clean up the spilled material with appropriate spill response equipment.
        i. Materials may include but are not limited to stay dry, absorbent pads or mats, or booms.
        ii. Once allowed to absorb, materials must be collected within the used absorbent drum.
    B. Dispose of materials in a properly labeled container.
        i. Container may be located in an approved Satellite Accumulation Area within the Facility.
        ii. Disposal container may be taken directly to the Main Accumulation Area.
            a. Label the container with the accumulation start date.
3. The Superintendent or their designee will complete and submit the DISCHARGE NOTIFICATION FORM (Appendix A) to the BES and it will be retained in both BES and facility files.
4. No further reporting is necessary.

MAJOR DISCHARGE

1. Immediately evacuate the area and notify the Superintendent or their designee.
    A. Call 911 for medical assistance or to alert the Howard County Fire Department of Police Department.

B. Contact the appropriate emergency responders from the list provided in Appendix A.
C. Notify Maryland Department of Environment (MDE) Emergency Response Division within two hours of the release.
    i. The MDE Emergency Response Division can be reached at 1-866-633-4686 (24 hour reporting) or 410-537-3975.
    ii. The notification will include:
        a. The exact address, location and phone number of the facility
        b. The date and time of the release
        c. The type of material released
        d. Estimates of the total quantity released
        e. The source and exact location of the release
        f. A description of all affected media
        g. The cause of the release
        h. Any damages or injuries caused by the release
        i. Actions being taken to stop, remove, and mitigate the area impacted by the release
        j. Whether an evacuation may be needed
        k. The names of individuals and/or organizations who have been contacted to assist in the cleanup
        l. Whether or not assistance is required
        m. The name, address, and telephone number of the person making the report
        n. Other information as requested.
    ii. The Superintendent will complete an MDE Spill Incident Report Form (included as Appendix B) and submit to MDE within 10 working days of the completion of removal/clean-up work. BES will be copied on the transmission.

2. Discharges of oil to Waters of the State must notify the National Response Center (NRC) immediately.
    i. A harmful quantity of oil is one which causes a visible sheen or leaves sludge or emulsion beneath the surface.
    ii. The NRC can be reached at 1-800-424-8802
    iii. Report will include:
        a. Name, organization and telephone number
        b. Name and address of the responsible party
        c. Date, time, location of the incident
        d. Source, cause, type and amount of discharge
        e. Danger or threat posed/number of injuries
        f. Weather at the time of the incident
        g. Other information requested.
    iv. The Superintendent will complete the DISCHARGE NOTIFICATION FORM (Appendix A) and will submit to BES.

3. If the facility is subject to the Spill Prevention, Control, and Countermeasures Rule (SPCC) in addition to the notification requirements under 1 & 2 above, the facility must also notify US EPA and the NRC if the following occur.
    i. Discharges of more than 1,000 gallons of oil in a single discharge or
    ii. More than 42 gallons of oil in each of two discharge events in a 12-month period.
    iii. The EPA Region 3 Administrator can be reached at 1-800-438-2474. The NRC can be reached at 1-800-424-8802.
    iv. The report should be made within 60 days of the discharge and include:
        a. Name and location of the facility
        b. Owner/Operator name
        c. Maximum storage/handling capacity of the facility and normal daily throughput
        d. Corrective actions and countermeasures taken
        e. Description of the facility included maps
        f. Cause of the discharge and failure analysis
        g. Additional measures taken or planned to minimize reoccurrence

h. Any other information required.

v. Further guidance relative to the reporting under the SPCC Rule can be found in the facility SPCC Plan if applicable.

RECORDKEEPING

1. Notifications submitted to the BES shall be retained in facility files for at least five years.
2. Any documentation submitted to an external agency (EPA, MDE, NRC, or Local Governments) shall also be retained in facility files for at least five years.
3. Record logs for spills and leaks should be updated in the facility Stormwater Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plans.

TRAINING

1. The BES shall conduct annual Spill Response and Notification training for all applicable Howard County staff who engage in activities that involve hazardous materials. Training shall include the following:
   A. Spill response,
   B. Documentation procedures,
   C. Personal protective equipment, and
   D. General education on various types of hazardous materials.
2. The BES shall maintain documentation of spill response training for all employees for at least five years.

PERSONNEL PROTECTIVE EQUIPMENT (PPE)

1. Certain types of PPE, such as gloves, protective clothing, and eyewear may be needed during spill response activities. Consult your supervisor for proper equipment.

Definitions:

Discharge – Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, dumping, addition of, or introduction of any pollutant into waters of the State, or the placing of any pollutant in a location where it is likely to pollute.

Hazardous Substance – As defined by EPA, any material that poses a threat to human health and/or the environment. Hazardous substances are typically toxic, corrosive, ignitable, explosive, or chemically reactive.

Major Discharge – Discharge that cannot be safely controlled or cleaned up by facility personnel and are reportable. Major discharges are large enough to spread beyond the immediate discharge area, reach nearby water, soil, or sanitary sewers, require special clean up equipment or training, pose a hazard to human health or safety or present a risk of fire or explosion. Reportable quantities for chemicals other than petroleum may be found in 40 CFR 302.4. Discharges which reach the sanitary sewer are considered major.

Minor Discharge – Discharge that poses no significant harm or threat to human health and safety or to the environment. Minor discharges are small enough to be easily stopped and contained, do not reach nearby waters or soils, are localized at the source, present little risk to human health or safety and present little risk of fire or explosion.

Navigable Waters – The waters of the U.S. including all waters currently used, were used in the past or may be used in interstate or foreign commerce; all waters subject to the ebb and flow of the tide; interstate waters and wetlands; intrastate lakes, rivers, streams, intermittent streams, sandflats, mudflats, tributaries of such waters and wetlands.

Oil – Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.

Pollutant – Any waste or wastewater that is discharged from a sewage system, from an industrial source, or any

other liquid, gaseous, solid, or other substances which will or may cause pollution to waters of the State. Examples of pollutants include salt, salt brine, magnesium chloride, sewage/septic etc.

Reportable Discharge – Any discharge which meets any of the following: (a) Discharge of oil which reaches Waters of the State must be reported to MDE; (b) Discharges of more than 1,000 gallons of oil in a single discharge or more than 42 gallons of oil in each of two discharge events in a 12-month period must be reported to the USEPA and NRC;

Spill – For the purposes of this procedure, a release of any pollutant to the environment.

Waters of the State – Both surface and underground waters within the boundaries of this State subject to its jurisdiction, including that part of the Atlantic Ocean within the boundaries of this State, the Chesapeake Bay, and its tributaries, and all ponds, lakes, rivers, streams, tidal and non-tidal wetlands, public ditches, tax ditches and sanitary sewage. Also includes the flood plain of free-flowing waters determined by the Department of Natural Resources on the basis of the 100-year flood frequency.

Contacts:
Cynthia Alden Bureau of Environmental Services: 410-313-6447

Appendix A
Discharge Notification Form

DISCHARGE NOTIFICATION REPORT

Part A: Discharge Information	
General information when reporting a spill to outside authorities: Owner/Operator: Howard County Department of Public Works 3430 Court House Drive Ellicott City, Maryland 21043	Primary Contact: Site Superintendent
Type of Oil:	Discharge Date and Time:
Quantity Released:	Discovery Date and Time:
Quantity Released to a Water Body:	Discharge Duration:
Location/Source:	
Actions taken to stop, remove, and mitigate impacts of the discharge:	
Affected media: • Air • Water • Soil • Storm water sewer/POTW • Dike/berm/oil-water separator • Other: _____	Notification person: Telephone contact: Business: 24-hr:
Nature of discharges, environmental/health effects, and damages: Injuries, fatalities or evacuation required?	

Part B: Notification Checklist		
Contact Name, Title, and Phone Number	***Date and Time***	***Name of Person Receiving Call***
All Discharges:		
Gary Stewart, Facilities Supervisor, 410/313-5797 or 410/807-0224		
Damon Harcum, Fleet Regulation Inspector, 410/313-2070 or 443/487-3799		
Cynthia Alden, Engineer III, (410) 313-6447 or 410/802-6001		
Major Discharge:		
911		
Howard County After Hours Response, 410/313-2929		
Emergency Response Contractor Total Environmental Concepts, 301/548-0382		
National Response Center, (800) 424-8802 (if discharge reaches navigable waters)		
Maryland Department of the Environment, (866) 633-4686		

APPENDIX J

TRAINING OUTLINE AND ATTENDANCE SHEET

Sample Pollution Prevention Training Outline

Module 1

- Purpose of SWPPP
- NPDES/SWPPP requirements
- SWPPP contents
- Hydrology and water quality basics

Module 2

- Topic: Good Housekeeping Practices
    - Solid and hazardous waste management
    - Waste, garbage and floatable debris
    - Dust generation and vehicle tracking
- Topic: Materials Management
    - Labeling
    - Container compatibility
    - Container storage

Module 3

- Topic: Minimize exposure
- Topic: Maintenance
    - Used oil and spent solvent management*
    - Fueling procedures*
    - Painting procedures*
    - Used battery management
- Topic: Salt Storage

Module 4

- Topic: Spill Response
    - Spill Prevention
    - Spill Handling
        - Agency Notification
        - Spill Kits/Response Equipment
        - Spill Prevention Control and Countermeasure Plan
    - Spill Documentation

Module 5

- Topic: Stormwater Management
    - Erosion and sediment controls
    - Management of runoff
- Topic: Monitoring and Inspection Requirements
    - Effluent Limits
    - Non-stormwater discharges
    - Monitoring
    - Inspections

RECORD OF ANNUAL STORMWATER POLLUTION PREVENTION TRAINING

Annual training will be scheduled and conducted for stormwater pollution prevention to ensure adequate understanding of this SWPPP Plan at FACILITY. The outline of the training including topics covered is attached to this record.

Date of Training: _____

Instructor Name: _____

Subjects Covered: _____

_____

_____

_____

Employees in Attendance:

1.	**13.**
2.	**14.**
3.	**15.**
4.	**16.**
5.	**17.**
6.	**18.**
7.	**19.**
8.	**20.**
9.	**21.**
10.	**22.**
11.	**23.**

APPENDIX K

ROUTINE FACILITY AND CSCE CHECKLIST

Site:

Inspectors:

Date:

Weather:

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Records Review					
Copy of Notice of Intent and Permit on-site?					
Copy of SWPPP on site?					
Copy of SPCC on-site?					
Inspection records on site? (Routine, Quarterly Visual, Annual CSCE)					
Spill records/log on site?					
Waste records/manifests on site?					
Oil/water separator inspection and pump out records onsite?					
Corrective action records?					
Effectiveness of Spill Prevention and Response Measures					
Outdoor areas free of spilled material or evidence of release?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Are storage/waste containers in good condition?					
Storage/waste containers clearly labeled?					
Spill kits available and stocked?					
Are secondary containment units free from liquid/debris?					
Inspection of Stormwater Control Measures					
Material storage areas managed to prevent discharge?					
Salt storage piles/containers managed to prevent discharge?					
Areas of equipment/vehicle cleaning neat?					
Areas of equipment/vehicle maintenance neat?					
Areas of equipment/vehicle awaiting maintenance neat?					
Areas of equipment/vehicle storage neat?					
Procedures identified in the SWP3 for vehicle/equipment practices in place (i.e. use of drip pans, performing work indoors, etc.)?					
Fueling areas in good condition?					
Spill/overfill protection present and in good working condition?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Evidence of improper management of waste, garbage, or flotable debris?					
Evidence of dust generation?					
Evidence of off-site tracking of waste materials or sediment near entrances and exits?					
Evidence of tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas?					
Evidence of non-stormwater discharges?					
Erosion and sediment controls in place and working?					
Evidence of runoff present?					
Evidence of run-on from off-site?					
Inspection of BMPs and Housekeeping Effectiveness					
Areas free of trash and debris?					
Waste receptacles available and intact?					
Dumpsters closed and free of leaks?					
ASTs in good condition and free of leaks?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Waste containers properly stored?					
Hazardous waste removed within 90 days of storage in the main accumulation area?					
BMPs being implemented and maintained as required?					
Inspection of Structural Controls and Maintenance Program					
Adequate drainage (no flooding)?					
Structural controls in good condition?					
Maintenance being performed on structural controls, if applicable?					
Inspection of Outfalls/Drainage System					
Outfalls clean and free of debris?					
Outfalls without staining or signs of contaminant release?					
Evidence of discharges to surface waters or outfalls?					
Evidence of pollutants in drainage systems?					
Signatures:					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date

By signing this inspection record, I certify that to the best of my knowledge and observation this site is in compliance with the site Stormwater Pollution Prevention Plan and the General Discharge Permit for Discharges Associated with Industrial Activities, unless otherwise noted above.

Site:

Inspectors:

Date:

Weather:

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Records Review					
Copy of Notice of Intent and Permit on-site?					
Copy of SWPPP on-site?					
Copy of SPCC on-site?					
Inspection records on site? (Routine, Quarterly Visual, Annual CSCE)					
Spill records/log on-site?					
Waste records/manifests on-site?					
Oil/water separator inspection and pump out records on-site?					
Training records on-site?					
Structural control maintenance records available?					
Corrective action records on-site?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Effectiveness of Spill Prevention and Response Measures					
Outdoor areas free of spilled material or evidence of release?					
Are storage/waste containers in good condition?					
Storage/waste containers clearly labeled?					
Spill kits available and stocked?					
Are secondary containment units free from liquid/debris?					
Inspection of Stormwater Control Measures					
Material storage areas managed to prevent discharge?					
Salt storage piles/containers managed to prevent discharge?					
Areas of equipment/vehicle cleaning neat?					
Areas of equipment/vehicle maintenance neat?					
Areas of equipment/vehicle awaiting maintenance neat?					
Areas of equipment/vehicle storage neat?					
Procedures identified in the SWP3 for vehicle/equipment practices in place (i.e. use of drip pans, performing work indoors, etc.)?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Fueling areas in good condition?					
Spill/overfill protection present and in good working condition?					
Evidence of improper management of waste, garbage, or flotable debris?					
Evidence of dust generation?					
Evidence of off-site tracking of waste materials or sediment near entrances and exits?					
Evidence of tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas?					
Evidence of non-stormwater discharges?					
Erosion and sediment controls in place and working?					
Evidence of runoff present?					
Evidence of run-on from off-site?					
Inspection of BMPs and Housekeeping Effectiveness					
Areas free of trash and debris?					
Waste receptacles available and intact?					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Dumpsters closed and free of leaks?					
ASTs in good condition and free of leaks?					
Waste containers properly stored?					
Hazardous waste removed within 90 days of storage in the main accumulation area?					
BMPs being implemented and maintained as required?					
Inspection of Structural Controls and Maintenance Program					
Adequate drainage (no flooding)?					
Structural controls in good condition?					
Maintenance being performed on structural controls, if applicable?					
Inspection of Outfalls/Drainage System					
Outfalls clean and free of debris?					
Outfalls without staining or signs of contaminant release?					
Evidence of discharges to surface waters or outfalls?					
Evidence of pollutants in drainage systems?					
SWPPP Document Review					

Inspection Item	Yes/No	Observation	Recommended Corrective Action	Estimated Completion Date	Actual Completion Date
Have there been changes at the faclity which would require an update of the plan?					
Are the Pollution Prevention Team members up to date?					
Are all industrial activities onsite described in the plan?					
Is the map in the SWPPP up to date and reflects current locations of industrial activities and material/waste storage?					
Is modification of the SWPPP necessary at this time?					
Signatures:					
Note: This inspection may be conducted in place of one of the quarterly routine faclity inspections.					

APPENDIX L

QUARTERLY VISUAL MONITORING FORM

Appendix B: **Quarterly Visual Monitoring Form**

Fill out a separate form for each outfall sampled.

Sample Location					
Quarter / Year:		**Date / Time Collected:**		**Date / Time Examined:**	
Qualifying Storm Event?	Yes No	**Runoff Source:**	Rainfall Snowmelt		
Collector's Name & Title					
Examiner's Name & Title					

Parameter	Parameter Description	Parameter Characteristics
1. Color	Does the stormwater appear to have any color? **Yes** **No (Clear)**	If Yes, describe: *Yellow Brown Red Gray Other*:
2. Clarity	Is the stormwater <u>not</u> clear? **Yes** **No**	If not clear, which of the following best describes the clarity of the stormwater? *Suspended Solids Milky/Cloudy Opaque Other:*
3. Oil Sheen	Can you see a rainbow effect or sheen on the water surface? **Yes** **No**	Which best describes the sheen? *Rainbow sheet Floating oil globules Other:*
4. Odor	Does the sample have an odor? **Yes** **No**	If Yes, describe: *Chemical Musty Rotten Eggs Sewage Sour Milk Oil/Petroleum Other:*
5. Floating Solids	Is there anything on the surface of the sample? **Yes** **No**	If Yes, describe: *Suds Oily Film Garbage Sewage Water Fowl Excrement Other:*
6. Suspended Solids	Is there anything suspended in the sample? **Yes** **No**	Describe:
******Leave sample undisturbed for 30 minutes.******		
7. Settled Solids	Is there anything settled on the bottom of the sample? **Yes** **No**	Describe: (*note type, size and material after sample is not disturbed for 30 minutes)*
8. Foam	Does foam or material form on the top of the sample surface if you shake it? **Yes** **No**	Describe:

9. If there are any visible indicators of pollution identify (1) where the pollution may come from and (2) any corrective actions taken.

Stormwater Collector's Signature and Date:

Stormwater Examiner's Signature and Date:

Note – Sample should be collected and analyzed in a colorless glass or plastic bottle.

Instructions for Completing the Visual Monitoring Form

Per PART V. INSPECTIONS, MONITORING, AND REPORTING, you must collect a stormwater sample from each outfall once each quarter for the entire permit term and conduct a visual assessment of each sample. You must follow the monitoring procedures outlined in Part V.C. These samples should be collected in such a manner that they are representative of the stormwater discharge from that outfall. Each assessment must be kept onsite with your SWPPP and available for inspection and review by the Department at anytime.

First, fill out all information on the top of the visual monitoring form. A qualifying storm event is any storm where there is a measurable discharge. Then, take a grab sample in a clear container. Evaluate the sample in a well-lit area for the following parameters:

1. **Color:** Record the best description of the sample color in the appropriate space on the form.
2. **Clarity**: This parameter refers to how cloudy the sample is. It is *usually* an indication of fewer pollutants in the water if the sample is clear or transparent. If the clarity has changed since the last sample, try to identify what might have caused this to happen.
   - **Clear** – Sample doesn't block any light; can be seen through regardless of color.
   - **Cloudy** – Sample blocks some light; objects not clear but can be identified looking through the sample.
   - **Very Cloudy** – Sample blocks most light; objects cannot be identified looking through the sample.
   - **Opaque** – Sample blocks all light; objects cannot be seen when looking through the sample.
3. **Oil Sheen:** Record whether or not an oil sheen is present. If a film of iridescent color is noted on the surface of the sample or a rainbow effect appears to be floating on the surface of the water, this usually indicates oil is present.
4. **Odor:** If sample has no odor other than natural rainwater or snowmelt, write "NO" on the visual monitoring form. Note the presence of any of the following odors if detected, such as gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), garbage, fishy, sweet/sugary, any other unusual odors not normally present in clean runoff from the area sampled.
5. **Floating Solids:** A contaminated flow may contain solids or liquids floating on the surface. Identifying floatables can aid in finding the source of the contamination. Examples of floatables are spoiled food products, oils, plant parts, solvents, sawdust, foams and fuel. Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Identify amount of floating solids as described below.
   - **High** – More than 20% of the surface of the sample is covered with floating solids.
   - **Moderate** – Less than 20% of the surface of the sample is covered with floating solids.
   - **Slight** – Only a few floating particles observed on the surface of the sample.
   - **None** – No floating solids present on the surface of the sample.
6. **Suspended solids:** Record whether or not suspended solids are present in the sample. Suspended solids are particles floating inside the column of water, not on top, and may contribute to changes in water color or clarity. Cracked or deteriorated concrete or peeling surface paint at an outfall usually indicates the presence of severely contaminated discharges. Contaminants causing this type of damage are usually very acidic or basic.

---------- WAIT 30 MINUTES ----------

Leave the sample undisturbed for 30 minutes to allow the water and anything in it to settle.

7. **Settled Solids:** After 30 minutes has passed, give a general description of the type of settled solids present (sand, decayed plant matter, rust particles, etc.) in the general comments section.
8. **Foam:** After completing #7, shake the bottle gently. Record foam results on the form as they most closely match one of the descriptions listed below.
   - **None** – Most bubbles break down within ten (10) seconds of shaking; only a few large bubbles persist longer than ten (10) seconds.
   - **Moderate** – Many small bubbles are present but these bubbles persist for less than two (minutes) after shaking.
   - **High** – Many small bubbles are present and they persist longer than two (2) minutes after shaking.
9. Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample. This should include the identified source if there are visible indicators present in the sample. The person performing test must sign and date each form**.**