

Pollution Prevention Team

Worksheet #1

Completed by: _____

Title: _____

Date: _____

Responsible Official: _____ Title: _____

Team Leader: _____ Office Phone: _____

Responsibilities:

(1) _____ Title: _____

Office Phone: _____

Responsibilities:

(2) _____ Title: _____

Office Phone: _____

Responsibilities:

(3) _____ Title: _____

Office Phone: _____

Responsibilities:

Identify Areas Associated With Industrial Activity

Worksheet #2

Completed by: _____

Title: _____

Date: _____

Edit these areas to only include those occurring at the boatyard, or add additional areas which may be sources of pollution. Discuss the potential of these areas and activities as potential pollutant sources and identify any pollutant that may be generated by that activity.

| Industrial Area or Activity | Potential Stormwater Pollutant from Area or Activity | Likelihood of being present in your stormwater discharge. If yes, describe reason. |
|--|--|--|
| Loading or unloading of dry bulk materials or liquids | | |
| Outdoor storage of materials or products | | |
| Outdoor work and repair areas | | |
| Dust or particulate generating processes | | |
| Roofs or other surfaces exposed to air emissions from enclosed vessel repair | | |
| Onsite waste treatment, storage or disposal | | |
| Vehicle and vessel fueling, maintenance and/or cleaning | | |
| Roofs or other surfaces composed of materials that may be mobilized by stormwater (galvanized or copper) | | |

Potential Pollutant Source Identification

Worksheet #5

Completed by: _____

Title: _____

Date: _____

List all potential stormwater pollutants from onsite activities.

| Stormwater Pollutant Source | Potential Stormwater Pollutant | Likelihood of pollutant being present in your stormwater discharge. If yes, explain |
|--|--------------------------------|---|
| Pressure washing | | |
| Surface preparation | | |
| Paint removal | | |
| Sanding | | |
| Painting | | |
| Engine/vessel maintenance and repairs | | |
| Material handling and storage (listed in Worksheet #3) | | |
| Cooling water | | |
| Pump testing | | |
| Gray water | | |
| Sanitary waste | | |
| Engine bilge water | | |

Non-Stormwater Miscellaneous Discharges

Worksheet #7

Completed by: _____

Title: _____

Date: _____

Edit these discharges to only include those occurring at the boatyard. For those occurring, specify volume, frequency of discharge, expected duration of discharge and Best Management Practices employed to assure they are uncontaminated.

| Discharge From | Volume | Frequency | Duration | BMP |
|--|---------------|------------------|-----------------|------------|
| Fire Fighting Activities | | | | |
| Fire protection system testing and maintenance | | | | |
| Dechlorinated potable water | | | | |
| Uncontaminated condensate | | | | |
| Uncontaminated groundwater | | | | |
| Dewatering activities | | | | |

Mandatory Boatyard BMP Identification

Worksheet #10

Completed by: _____

Title: _____

Date: _____

Describe the BMPs that are needed for the facility to address existing and potential pollutant sources identified in the SWPPP. The description shall include the following minimum requirements.

| BMPs | Brief Description of Activities or Improvements |
|--|--|
| Use of Vacuum Sander | |
| Tidal Grids | |
| In-Water Vessel Maintenance and Repair | |
| Upland Vessel Maintenance and Repair | |
| Solids Management | |
| Paint and Solvents Use | |
| Oil and Bilge Water Management | |
| Sacrificial Anode Management | |

Mandatory Boatyard BMP Identification

Worksheet #10

Completed by: _____

Title: _____

Date: _____

Describe the BMPs that are needed for the facility to address existing and potential pollutant sources identified in the SWPPP. The description shall include the following minimum requirements.

| BMPs | Brief Description of Activities or Improvements |
|---|--|
| Chemical Management | |
| Wash Pad Decontamination | |
| Sewage and Gray Water Discharges | |

Other Minimum Source Control BMP Implementation

Worksheet #11

Completed by: _____

Title: _____

Date: _____

Develop a plan for implementing each BMP. Describe the steps necessary to implement the BMP, the schedule for completing those steps (list dates) and the person(s) responsible for implementation.

| BMPs | Description of Action(s) Required for Implementation | Schedule Milestone and Completion Date(s) | Person Responsible for Action |
|--|--|---|-------------------------------|
| Pollution Prevention Team | 1. | | |
| | 2. | | |
| | 3. | | |
| Good Housekeeping | 1. | | |
| | 2. | | |
| | 3. | | |
| Preventive Maintenance | 1. | | |
| | 2. | | |
| | 3. | | |
| Spill Prevention and Emergency Cleanup | 1. | | |
| | 2. | | |
| | 3. | | |
| Inspections, Reporting and Recordkeeping | 1. | | |
| | 2. | | |
| | 3. | | |

Employee Training

Worksheet #12

Completed by: _____

Title: _____

Date: _____

Describe the annual training of employees on the SWPPP, addressing spill response, good housekeeping, and material management practices.

| Training Topics | Brief Description of Training Program/Materials (e.g., film, newsletter course) | Schedule for Training (list dates) | Attendees |
|-------------------------------|--|---------------------------------------|-----------|
| 1.) LINE WORKERS | | | |
| Spill Prevention and Response | | | |
| Good Housekeeping | | | |
| Material Management Practices | | | |
| 2.) P2 TEAM: | | | |
| SWPPP Implementation | | | |
| Monitoring Procedures | | | |

Enhanced/Additional BMP Implementation

Worksheet #14

Completed by: _____

Title: _____

Date: _____

Describe the trigger and activities associated with any enhanced/additional BMPs. These are BMPs needed to prevent the discharge of pollutants despite implementation of mandatory and minimum source control BMPs. Describe the steps necessary to implement the BMP (i.e., any construction or design) and the schedule for completing those steps (list dates).

| Trigger for Enhanced/Additional BMP | Enhanced/Additional BMP | Brief Description of Activities or Improvements | Schedule Milestone and Completion Date(s) |
|--|--------------------------------|--|--|
| | | | |
| | | | |
| | | | |