



Industrial Stormwater Pollution Prevention Plan Checklist

NPDES/SDS Industrial Stormwater Permit

Doc Type: Permitting Checklist

Purpose: A Stormwater Pollution Prevention Plan (SWPPP) must be written before a facility can apply for and receive an industrial stormwater permit. Use this checklist to make sure a completed SWPPP contains the required information. A [template](#) for creating a SWPPP is available on the Minnesota Pollution Control Agency (MPCA) website at <http://www.pca.state.mn.us/8393q9y>.

SWPPP template section	SWPPP requirements	Part of permit with more info	Yes	No	N/A
	The SWPPP was completed before the permit application was submitted to the MPCA.	Part IV.A.2	<input type="checkbox"/>	<input type="checkbox"/>	
	The SWPPP is kept at the facility and can be made available for review within three days of a request.	Part IV.B.6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Individuals responsible for managing, implementing, maintaining, modifying and ensuring compliance with the SWPPP are identified.	Part IV.A.4	<input type="checkbox"/>	<input type="checkbox"/>	
1	Personnel who are trained to conduct facility inspections are listed.	Part IV.A.7	<input type="checkbox"/>	<input type="checkbox"/>	
2	There is a place to record updates to the SWPPP.	Part IV.B.5	<input type="checkbox"/>	<input type="checkbox"/>	
3	Facility description includes a description of facility activities, total acreage and acreage of industrial activities and materials.	Part IV.B.2	<input type="checkbox"/>	<input type="checkbox"/>	
5	Industry-specific requirements listed in Part VII of the permit have been included.	Part IV.A.6 and Part VII	<input type="checkbox"/>	<input type="checkbox"/>	
6	Activities and materials that could come in contact with stormwater have been inventoried; possible pollutants are documented.	Part IV.B.4	<input type="checkbox"/>	<input type="checkbox"/>	
6	Ways to reduce or eliminate stormwater pollution from the facility have been identified and are described.	Part IV.B.1	<input type="checkbox"/>	<input type="checkbox"/>	
7	There is a place to record inspections or attach completed inspection forms.	Part IV.A.8	<input type="checkbox"/>	<input type="checkbox"/>	
8	There is a place to record maintenance of stormwater management methods.	Part IV.A.9	<input type="checkbox"/>	<input type="checkbox"/>	
9	Elimination of unauthorized discharges is documented.	Part IV.A.10	<input type="checkbox"/>	<input type="checkbox"/>	
10	A spill response procedure is included or attached.	Part IV.A.11	<input type="checkbox"/>	<input type="checkbox"/>	
11	Information about the employee training program is included or attached.	Part IV.A.13	<input type="checkbox"/>	<input type="checkbox"/>	
12	If applicable: Mercury Minimization Plan is included or attached.	Part IV.A.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If applicable: Section for mobile industrial activities is included and kept at the mobile locations.	Part IV.A.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4	Facility map is included.	Part IV.B.3.a	<input type="checkbox"/>	<input type="checkbox"/>	
	Impervious areas on the property are shown.	Part IV.B.3.b	<input type="checkbox"/>	<input type="checkbox"/>	
	Storm sewer inlets are shown.	Part IV.B.3.h	<input type="checkbox"/>	<input type="checkbox"/>	
	Loading dock drains are shown.	Part IV.B.3.i	<input type="checkbox"/>	<input type="checkbox"/>	
	Stormwater flow directions are indicated by arrows.	Part IV.B.3.c	<input type="checkbox"/>	<input type="checkbox"/>	
	Non-stormwater discharges are identified and locations shown.	Part IV.B.3.l	<input type="checkbox"/>	<input type="checkbox"/>	
	Locations of industrial activities and materials are shown.	Part IV.B.3.d	<input type="checkbox"/>	<input type="checkbox"/>	
	Locations of structural management methods are shown.	Part IV.B.3.e	<input type="checkbox"/>	<input type="checkbox"/>	
Surface water body that receives the facility's stormwater discharges is identified. An arrow is placed in the direction of the water and the name is identified if the receiving water is beyond the scale of the map.	Part IV.B.3.a	<input type="checkbox"/>	<input type="checkbox"/>		

SWPPP template section	SWPPP requirements	Part of permit with more info	Yes	No	N/A
Section 4	Benchmark monitoring locations are named and labeled.	Part IV.B.3.j	<input type="checkbox"/>	<input type="checkbox"/>	
	If applicable: Benchmark monitoring locations within a mile of impaired water are identified.	Part IV.B.3.j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable: Effluent monitoring locations are named and labeled.	Part IV.B.3.k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable: Effluent monitoring locations within a mile of impaired water are identified.	Part IV.B.3.k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable: Impaired waters within a mile of the facility are labeled and the impairment is identified.	Part IV.B.3.g	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable: Appendix A waters within a mile of a monitoring location are labeled.	Part IV.B.3.k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>