Pollution Prevention Plan

**Site name:**

**Site address:**

Pollution Prevention Plan team

List the person (or title/role) responsible for each of the following duties:

|  |  |
| --- | --- |
| **Name or title/role** | **Pollution Prevention Plan duties**  |
|       | Put together the plan |
|       | Communicate the plan to others |
|       | Ensure compliance with the plan  |
|       | Maintain and modify the plan |
|       | Install and maintain stormwater management methods (also called Best Management Practices)  |
|       | Conduct monthly facility inspections |
|       | Collect stormwater samples |
|       | Submit Discharge Monitoring Reports |
|       | Review the plan annually for updates |
|       | Other |
|       | Other |

Updates to Pollution Prevention Plan

|  |  |  |
| --- | --- | --- |
| **Date created or modified:** | **Created/modified by:** | **Modifications made:** |
|       |       |       |
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 Purpose of the Pollution Prevention Plan

The purpose of the Pollution Prevention (P2) Plan is to prevent rain, snow, snowmelt and runoff – known collectively as stormwater – from being polluted. It’s also to make sure that non-stormwater discharges are managed correctly. Each site covered by your MNG49 permit needs a separate, site-specific plan.

In your plan, you’ll need to:

* Identify sources of pollution or contamination (e.g. sediment, oil) at the facility.
* Select and implement best management practices (BMPs) to eliminate or reduce contact of stormwater with significant materials and non-stormwater discharges that may result in polluted runoff from the facility**.**

Instructions

* Complete the plan before you submit your application for coverage under the General Permit MNG490000. You do not need to submit your plan to the Minnesota Pollution Control Agency (MPCA, Agency). It is for use at the facility.
* Use this template to help you develop and implement a plan that addresses site-specific conditions; use discretion as not all sections may apply to your site.
* You may choose to create a plan from scratch. The best guidance for developing a P2 Plan is the [permit itself](https://www.pca.state.mn.us/sites/default/files/wq-wwprm7-33a.pdf). You can also refer to this template.
* Keep the plan on-site. If there is no office located on-site, electronic access of the plan is acceptable. The plan must be available to the Agency within 72 hours of a request for review.

Questions?

If you already have an MNG49 permit, contact water quality compliance and enforcement staff at 651-296-6300 or email MNG49.PCA@state.mn.us.

Unpermitted sites with questions about what type of water quality permit is needed, or how to create a P2 Plan, may call the Small Business Environmental Assistance Program at 651-282-6143 or email smallbizhelp.pca@state.mn.us.

Resources

|  |  |
| --- | --- |
| **Direct link:**  | **Search MPCA website** <http://www.pca.state.mn.us> for:  |
| [MPCA General Permit MNG490000](https://www.pca.state.mn.us/sites/default/files/wq-wwprm7-33a.pdf)  | wq-wwprm7-33a |
| [Site Inventory Report Form](https://www.pca.state.mn.us/document/wq-wwprm7-43docx)To add or remove sites from permit coverage.  | wq-wwprm7-43 |
| [Permit Change Request Form](https://www.pca.state.mn.us/sites/default/files/wq-wwprm7-01.docx)To request a name change, transfer of ownership, or terminate a permit.  | wq-wwprm7-01 |
| [What's In My Neighborhood](https://webapp.pca.state.mn.us/wimn/search)Find permit and license numbers issued by the MPCA for your site. |  |
| [P2 Plan Template](https://www.pca.state.mn.us/regulations/nonmetallic-mining-and-associated-activities) (this document) | wq-wwprm7-73 |
| [Industrial Stormwater Best Management Practices Guidebook](https://www.pca.state.mn.us/sites/default/files/wq-strm3-26.pdf)The guidebook addresses requirements for MPCA’s Industrial Stormwater General Permit, but descriptions of pollutants and BMPs are still helpful. | wq-strm3-26 |
| [Minnesota Stormwater Manual](https://stormwater.pca.state.mn.us/index.php?title=Stormwater_Manual_Table_of_Contents) Portions of this guidance, especially those on sediment and erosion control practices, may be helpful. |  |

|  |  |
| --- | --- |
| **Direct link:**  | **Search MPCA website** <http://www.pca.state.mn.us> for:  |
| [EPA Industrial Stormwater Factsheets](https://www.epa.gov/npdes/industrial-stormwater-fact-sheet-series) Describes BMPs for pollutant sources* [Sector D: Asphalt Paving and Roofing Materials Manufacturers and Lubricant Manufacturers](https://www.epa.gov/sites/production/files/2016-03/documents/sector_d_asphalt_0.pdf)
* [Sector J: Mineral Mining and Processing Facilities](https://www3.epa.gov/npdes/pubs/sector_j_mineralmining.pdf)
* [Sector E: Glass, Clay, Cement, Concrete, and Gypsum Product Manufacturing Facilities](https://www.epa.gov/sites/production/files/2015-10/documents/sector_e_glass.pdf)
 |  |
| [Vehicle Tracking Factsheet](https://www.pca.state.mn.us/sites/default/files/wq-strm2-27.pdf)Design and maintenance guidance for vehicle tracking pads. The factsheet is directed to Construction Stormwater Permit requirements, but is still helpful for MNG49 permittees. | wq-strm-27 |
| [Construction Stormwater Special and Impaired Waters Search](https://pca-gis02.pca.state.mn.us/CSW/index.html)Map tool to locate surface waters, impaired waters, Outstanding Resource Value Waters and trout waters near your site.  |  |
| [Discharge Monitoring Reports](https://www.pca.state.mn.us/water/discharge-monitoring-reports)Guidance for how to submit Discharge Monitoring Reports.  |  |
| [Sampling](https://www.pca.state.mn.us/water/step-9-sampling)How to collect sheet flow and grab samples and list of certified testing labs. Geared toward Industrial Stormwater Permit sampling requirements, but methods are useful. |  |
| [Aggregate Facility Compliance Calendar](https://www.pca.state.mn.us/sites/default/files/p-sbap5-02.pdf) | p-sbap5-02 |
| [Hot Mix Asphalt Compliance Calendar](https://www.pca.state.mn.us/sites/default/files/p-sbap5-05.pdf) | p-sbap5-05 |
| [University of Minnesota Erosion and Stormwater Management Program](https://www.erosion.umn.edu/) Employee training resource. Offers a variety of online and in-person trainings around the state to aid compliance with water regulations. Call 612-625-9733 to learn more.  |  |
| [Wastewater staff by county](https://www.pca.state.mn.us/water/wastewater-compliance-and-enforcement-staff-contacts)Contact information for MPCA wastewater compliance and enforcement staff.  |  |
| [Small Business Technical Assistance Program](https://www.pca.state.mn.us/smallbizhelp) Free and confidential assistance to help you navigate environmental rules and apply for permits. Call 651-282-6143 or e-mail. smallbizhelp.pca@state.mn.us |  |

Materials and activities inventory

List materials handled and activities conducted at the site that can potentially pollute stormwater discharges. The assessment shall include but is not limited to the materials and activities identified below:

For item j. Chemical additives, MPCA approval is required for any additives that are new, increasing in usage, or not previously approved. See the [chemical additive webpage](http://www.pca.state.mn.us/index.php/water/water-types-and-programs/wastewater/wastewater-technical-assistance/chemical-additive-approvals.html) for guidance to complete the approval process.

|  |  |  |
| --- | --- | --- |
| **Materials and activities** | **Present on site?** | **Is yes, describe:**  |
| **Yes** | **No** |
| a. Excavation | [ ]  | [ ]  |       |
| b. Crushing/Screening | [ ]  | [ ]  |       |
| c. Overburden, waste and products stockpiles | [ ]  | [ ]  |       |
| d. Raw material and final product storage | [ ]  | [ ]  |       |
| e. Waste products | [ ]  | [ ]  |       |
| f. Sediment washing | [ ]  | [ ]  |       |
| **Materials and activities (continued)** | **Present on site?** | **Is yes, describe:**  |
| **Yes** | **No** |
| g. Material loading/unloading | [ ]  | [ ]  |       |
| h. Areas where spills and leaks may potentially contribute pollutants to stormwater | [ ]  | [ ]  |       |
| i. Vehicle and equipment maintenance, washing, and fueling | [ ]  | [ ]  |       |
| j. Chemical additives used to treat wastewater and/or stormwater, including chemical dust suppressants | [ ]  | [ ]  | Name of additive:      Process additive used in/for:      Method of application:      Frequency of application:      Daily average & maximum rates of use:      Date of MPCA approval:       |
| k. Other materials or activities | [ ]  | [ ]  |       |
| l. Vehicle tracking of sediment onto paved surface from the site or operation | [ ]  | [ ]  |       |

Best management practices

Background

Actions taken to reduce contact between stormwater and activities and materials that may pollute are called management methods or BMPs. Use BMPs to prevent polluted runoff at your facility.

BMPs may be non-structural (e.g. good housekeeping, moving materials indoors, silt fence) or structural (e.g. diversion berms or channels, sedimentation basins, permanent cover).

Find an introduction to Stormwater Best Management Practices, with examples of pollutants and BMPs, in the MPCA’s [Industrial Stormwater Best Management Practices Guidebook](https://www.pca.state.mn.us/sites/default/files/wq-strm3-26.pdf) or in the U.S. Environmental Protection Agency (EPA’s) [Industrial Stormwater Factsheet](https://www.epa.gov/npdes/industrial-stormwater-fact-sheet-series) for your sector.

Below are a few examples of pollutants, sources of pollutant, and BMPs.

Pollutants, sources, and BMPs

|  |  |  |
| --- | --- | --- |
| **Pollutant** | **Source** | **BMPs**  |
| Total Suspended Solids (TSS) TSS is the largest pollutant by volume in Minnesota surface waters and is one of the state’s more damaging pollutants. TSS are solids suspended in water that are carried offsite in stormwater runoff. They include a wide variety of materials such as silt and clay, plant material, and debris or byproducts from industrial processes.  | Site preparation | Erosion and sediment control BMPs: Construction phasing, vegetative buffer strip, horizontal slope grading.  |
| TSS | [Vehicle Tracking](https://www.pca.state.mn.us/sites/default/files/wq-strm2-27.pdf) | Stone pads, concrete or steel wash racks, street sweeping.  |
| Fuel  | Fueling activities | Impervious pavements at fueling locations to allow spill cleanup with dry absorbent materials.  |

|  |  |  |
| --- | --- | --- |
| **Pollutant (continued)** | **Source** | **BMP**  |
| Oil and heavy metals  | Equipment and vehicle maintenance | Indoor maintenance and storage.  |
| pH-affecting materials | Concrete manufacturing | Use dust collection systems (e.g., bag houses) to collect airborne particles generated during handling operations.  |

Document all BMPs

After you’ve listed your materials and activities, think about how rain, snow, snowmelt or runoff make contact with them. It may help to walk around the property to identify if, and how, they are exposed. Then explain how contact with stormwater will be limited or prevented.

Tips for documenting your BMPs

* **Pollutant:** Safety data sheets can be helpful for identifying pollutants. The Industrial Stormwater BMP Guidebook lists common pollutants of concern.
* **Management Method/BMPs:** Describe how the source of pollution is protected from rain, snow, snowmelt or runoff. Several BMPs may be required to be protective.
* **Schedule for maintaining BMPs**: Maintain all BMPs to ensure effectiveness.\* A schedule for preventive maintenance of all BMPs is required in your plan.

\*If BMPs are not functioning properly – maintenance, repair or replacement shall take place within seven calendar days of discovery.

See the Special Requirements section in the permit for BMP requirements if your site has stormwater discharges with a discharge location that flows to and is within one mile of an Outstanding Resource Value Water or trout waters.

|  |  |  |  |
| --- | --- | --- | --- |
| Source of pollution (material or activity) | Pollutant | Management method/BMP | Schedule for maintaining BMP |
|  *Ex. Salt stored in shed* | *Ex. Chloride* | *Ex. John will check area and sweet up excess salt that’s been tracked out of the building* | *Ex. Sweeping shall be performed daily.* |
|        |        |        |        |
|        |        |        |        |
|        |        |        |        |

Site map (all sectors)

Include a site map, which does not need to be a surveyed map, at least to the level of detail indicated on a
7.5-minute [U.S. Geological Survey quadrangle map](https://www.usgs.gov/products/maps/topo-maps), which identifies the features in the chart below.

You may use the MPCA’s [Construction Stormwater Special and Impaired Waters](https://pca-gis02.pca.state.mn.us/CSW/index.html) map tool to locate items
a. through d. (surface waters, impaired waters, Outstanding Resource Value Waters and trout waters).

The U.S. Fish and Wildlife Service’s [Wetlands Mapper](https://www.fws.gov/wetlands/data/mapper.html) shows wetland type and extent for item e.

Portable sites can meet the requirements of i. through o. by developing general plant configuration maps.

Does your site map includes these features?

|  |  |  |
| --- | --- | --- |
| Yes | N/A | Feature |
|[ ] [ ]  a. Include the name of surface waters within one mile of your site. If the name is not known, indicate that on the map. |
|[ ] [ ]  b. Location of all impaired waters within one mile. Include the name of the impaired water, and the impairment (e.g. impaired for biota fish, turbidity, nutrients, etc.) |
|[ ] [ ]  c. Location of all Outstanding Resource Value Waters within one mile of the site.  |
|[ ] [ ]  d. Location of designated trout waters within one mile of the site.  |
|[ ] [ ]  e. Location of wetlands within one mile of the site.  |
|[ ]   | f. Directions of stormwater flow indicated by arrows (including stormwater that is contained/  infiltrated on site). |
|[ ] [ ]  g. Location of all stormwater and non-stormwater discharge points from the facility.  |
|[ ] [ ]  h. Location of all overflow points from control devices. |
|[ ]   | i. Topography of the area.  |
|[ ]   | j. Location of all activities and materials.  |
|[ ] [ ]  k. Location of all structural BMPs. |
|[ ] [ ]  l. Location and description of any non-stormwater discharges. |
|[ ] [ ]  m. Dewatering points. |
|[ ] [ ]  n. Water supply wells. |
|[ ] [ ]  o. Surface water supply intakes |

Additional requirements for asphalt facilities

For asphalt facilities (Subsector D1) only:

Do your inventory and list of materials, site map, and inspection areas cover the following?

|  |  |  |
| --- | --- | --- |
| Yes | N/A | Material/activity |
|[ ] [ ]  Petroleum storage |
|[ ] [ ]  Fuel storage |
|[ ] [ ]  Recycled asphalt pavement storage |
|[ ] [ ]  Aggregate storage |
|[ ] [ ]  Recycled concrete, concrete block and brick crushing and storage |
|[ ] [ ]  Cold patch storage |
|[ ] [ ]  Release agent storage and application |

Additional requirements for ready mix operations

For ready mix operations (Subsector E2) only:

Do your inventory and list of materials, site map, and inspection areas cover the following?

|  |  |  |
| --- | --- | --- |
| Yes | N/A | Material/activity |
|[ ] [ ]  Bag house or other dust control device |
|[ ] [ ]  Recycle/sediment pond, clarifier, or other device used for the treatment of process wastewater |
|[ ] [ ]  The areas that drain to the treatment device |
|[ ] [ ]  Description of multiple locations of ready-mix and other concrete operations, if applicable |

Karst topography

Karst areas are underlain by fractured carbonate bedrock and feature geological characteristics such as sinkholes, springs, subsurface drainage, caves, sinking streams, dissolutionally enlarged joints (grikes) or bedding planes, and bedrock surface channels (karren). Counties commonly known for karst features include parts of Dakota, Rice, Dodge, and Mower, and most of Goodhue, Olmsted, Winona, Wabasha, Houston and Fillmore. However, karst areas are found in many other Minnesota counties. Evaluate your site for karst features using mapping tools and field observations.

The porous topography in karst areas allows contaminants to find routes quickly from the surface into groundwater. There are special requirements for containment basins in karst areas.

* [Wastewater permit reference map](https://mpca.maps.arcgis.com/apps/webappviewer/index.html?id=f9415886121744cab264626d82ee4415). Search for karst features in your area. Enable the layer for ‘Karst Feature Database’ and zoom-in to see features.
* Map of [Minnesota Regions Prone to Surface Karst Feature Development](https://files.dnr.state.mn.us/waters/groundwater_section/mapping/gw/gw01_report.pdf).
* [County Atlases for Geology and Groundwater](https://www.dnr.state.mn.us/waters/groundwater_section/mapping/status.html)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Question** |
|[ ] [ ]  Is your site located in karst topography? If no, special requirements for containment basins do not apply. Proceed to the non-stormwater discharges section. |
|[ ] [ ]  Are you constructing a new containment basin for non-stormwater discharges? New infiltration devices for authorized non-stormwater discharges are prohibited within 1000 feet up-gradient or 100 feet downgradient of active karst features. |
|[ ] [ ]  Does your site have an existing containment basin for authorized non-stormwater discharges? Describe the additional or different measures, as necessary to assure compliance with surface and groundwater standards and to protect drinking water supply management areas:       |

Non-stormwater discharges to groundwater

Under this permit, the following non-stormwater discharges to groundwater are allowed as long as water is contained onsite and is not discharged to surface waters. Non-stormwater that co-mingles with stormwater is considered a non-stormwater discharge.

Does the site have any of the allowed discharges below?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **Allowed discharges** | **If yes, describe what action you've taken to prevent contamination of groundwater.**  |
|[ ] [ ]  Aggregate wash water from Subsector J1 and J2 facilities.J1 includes construction sand and gravel mining and industrial sand mining. J2 includes dimension stone and mining/quarry areas for crushed and broken limestone, granite, and other stone.  |       |
|[ ] [ ]  Dredging operations from Subsector J1 and J2 facilities. |       |
|[ ] [ ]  Installation, construction, and operation of wet scrubbers at asphalt production areas, including portable asphalt plants (Subsector D1). |       |
|[ ] [ ]  Washing trucks, mixers, transport buckets, forms and/or other equipment at concrete block and brick, concrete products other than block and brick, and ready-mix concrete facilities (Subsector E2). |       |
|[ ] [ ]  Uncontaminated scale deck wash water that does not use detergents, solvents, or degreasers. |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **Allowed discharges** | **If yes, describe what action you've taken to prevent contamination of groundwater.**  |
|[ ] [ ]  Stormwater and deck wash water collected in holding tanks under scales. |       |
|[ ] [ ]  Wash water associated with cleaning of mobile equipment that does not use detergents, solvents, or degreasers. |       |
|[ ] [ ]  Waters used for sawing stone or dust control on crushers, conveyors, associated equipment, stockpiles, and site roadways. |       |
|[ ] [ ]  Boiler blowdown and reverse osmosis reject. |       |
|[ ] [ ]  Low or high pressure steam curing. |       |
|[ ] [ ]  Noncontact cooling water used for dryer, pump and air compressor cooling. |       |

Non-stormwater discharges to surface water

This permit allows some types of non-stormwater discharges to surface waters, provided that BMPs are used to minimize erosion and discharge of sediment.

Does the site have any of the allowed discharges below?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **Allowed discharges** | **If yes, describe what action you've taken to minimize erosion and limit discharge of dirt and sediment when necessary.**  |
|[ ] [ ]  Emergency fire-fighting activities. |       |
|[ ] [ ]  Fire hydrant and fire suppression system flushing. |       |
|[ ] [ ]  Potable water line flushing. |       |
|[ ] [ ]  Uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids. |       |
|[ ] [ ]  Pavement wash waters where no detergents are used and no spills or leaks of potential pollutants such as fertilizers, salts, or toxic and hazardous materials have occurred unless all spilled material has been removed. |       |
|[ ] [ ]  Routine external building wash down that does not use detergents, solvents, or degreasers. |       |
|[ ] [ ]  Uncontaminated groundwater or spring water (dewatering). |       |
|[ ] [ ]  Foundation or footing drains where flows are not contaminated. |       |
|[ ] [ ]  Incident windblown mist from cooling towers that collects on rooftops or adjacent portions of the facility, but not intentional discharges from the cooling tower (e.g. 'piped' cooling tower blowdown or drains). |       |

Employee training

Knowledgeable staff are key to implementing your plan to protect Minnesota's waters. Train employees who use or update the P2 Plan, work with materials or activities exposed to stormwater, do inspections, maintain BMPs, and do stormwater sampling.

Some topics you may want to cover are:

* Purpose of the P2 Plan
* What is in your plan
* Use and maintenance of stormwater management methods (BMPs)
* How to do a monthly inspection
* How and where samples are taken

You determine how training is accomplished. Note that Mine Safety and Health Administration training is not a substitute for P2 training.

Describe your plan for training employees, at a minimum annually, on components of your plan and include periodic dates for training:

You can use the chart below to document employee training for your records.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainer** | **Employee** | **Date**  | **Topics covered** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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Inspections

Conduct and document inspections monthly at active sites. At least one inspection per year must be done during a runoff event and one additional inspection occurs during a snowmelt event.

All inspections and resulting maintenance must be recorded and retained within the plan. Records of each inspection and maintenance activity shall include:

a. Date and time of inspections.

b. Name of person(s) conducting inspections.

c. An evaluation of the facility to determine that the plan accurately reflects conditions as described in the P2 Plan. At a minimum, the Permittee shall inspect storage tank areas, waste disposal areas, maintenance areas, loading/unloading areas, and raw material, intermediate product, by-product and final product storage areas.

d. An evaluation of all structural and non-structural BMPs to determine effectiveness and proper function.

e. An evaluation of the facility to determine whether new exposed significant materials or activities have been added to the site since completion of the plan.

f. Findings of inspections, including recommendations for corrective actions.

g. Corrective actions taken (including dates, times, and party completing maintenance activities).

h. BMPs that aren't functioning properly need to be repaired, maintained or replaced within 7 calendar days of discovery. If repairs or replacement can't be completed within 7 calendar days, implement a backup BMP (temporary or permanent) until the original BMP is restored and document in the plan why you needed more time to fix the failed BMP.

i. Asphalt and ready-mix operations see ‘Additional Requirements’ in this template for other areas to include in inspections.

You may develop your own inspection forms based on items a.-i.

The MPCA's Small Business Environmental Assistance Program has compliance calendars for [Aggregate facilities](https://www.pca.state.mn.us/sites/default/files/p-sbap5-02.pdf) and [Hot mix asphalt plants](https://www.pca.state.mn.us/sites/default/files/p-sbap5-05.pdf) which include space to document monthly inspections.

What if my site is temporarily inactive?

A site, or portion of a site, is temporarily inactive when nonmetallic mineral mining and/or milling, asphalt production or ready-mix concrete production occurred in the past but is currently not actively undertaken and permit coverage is maintained because it’s possible the activity will resume in the foreseeable future.

Permittees with a temporarily inactive and unstaffed site are exempt from conducting monthly site inspections. Ensure that permanent stormwater BMPs are maintained.

Intervention limit monitoring is not required while temporarily inactive, but you still need to report the inactivity in the Comments section of the Discharge Monitoring Report. Should the site become active, sample in accordance with the monitoring requirements of your permit for the calendar year the site becomes active.

What if my site in inactive?

A site, or portion of a site, is inactive when nonmetallic mineral mining and/or milling, asphalt production and ready-mix concrete production occurred in the past but is not an active facility. You do not anticipate mining and/or associated activities to occur in the foreseeable future, you’ve requested permit coverage at the inactive portion be terminated, and the inactive portion is no longer covered by an active mining permit.

Permittees with an inactive and unstaffed site, or a site that is undergoing final stabilization, are exempt from conducting monthly site inspections. Ensure that permanent stormwater BMPs are maintained.

Spill prevention and response (all sectors)

Develop and implement a spill prevention and response procedure. If the site already has a separate plan that addresses the necessary components, that plan can be incorporated by reference into the P2 Plan. Address all materials onsite. Spills include the discharge or movement of sediment.

How does the site meet the spill prevention and response requirement? Check one:

[ ]  Our site already has a separate spill prevention and response plan that meets the requirements of the MNG49 permit. We will refer to (Insert Name of Plan:      ).

[ ]  Our spill prevention and response plan is included in this P2 Plan.

In either case, a minimum of the following components shall be included with the P2 Plan, or in a separate document:

[ ]  Which materials could spill.

[ ]  Areas where spills could occur (e.g. where mobile refuelers transfer product).

[ ]  How materials will be handled and stored to prevent spills.

[ ]  Cleanup equipment, materials, and procedures to recover as rapidly and thoroughly as possible spills or leaks. Make sure materials and procedures are available to appropriate site personnel.

[ ]  Contact information for staff members, emergency, and regulatory agencies that must be notified in the event of a spill. When a spill or discharge of a potentially polluting material occurs, the Permittee shall immediately notify the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (metro area).

[ ]  Report and document spills or leaks (as defined in [Minn. Stat. Section 115.061](https://www.revisor.mn.gov/statutes/cite/115.061)) that occur in areas exposed to stormwater, or that drain to a monitoring location. Spills or discharges of any material, including sediment, which has the potential to pollute shall be reported.

For asphalt production (Subsector D1):

[ ]  You must use drip pans and splash guards where spills frequently occur; list where they will be placed.

For ready-mix and other concrete operations (Subsector E2):

[ ]  How you will prevent or minimize spilled cement, aggregate (including sand or gravel), kiln dust, fly ash, or settled dust from paved portions of the facility that are exposed to stormwater.

[ ]  How frequently you will sweep cement, aggregate, kiln dust, fly ash or settled dust from paved surfaces. Determine frequency by the amount of activity and frequency of exposure to stormwater, but sweep at least once per week where materials are being handled or processed and are present on paved surfaces.

[ ]  How you will prevent exposure of fine granular solids (cement, fly ash, kiln dust, etc.) to stormwater, where practical, by storing these materials in enclosed silos, hoppers, buildings, or under cover.

[ ]  How process wastewater from washing trucks, mixers, transport buckets, forms or other equipment is discharged as allowed by this permit.

Annual review

Review your plan at least annually and update it to show if any of the changes below have occurred. You can make copies of this form to help you review your plan and document your review.

If your permit covers multiple sites and a site achieves final stabilization requirements or ownership has been transferred, submit a [Site Inventory Form](https://www.pca.state.mn.us/regulations/nonmetallic-mining-and-associated-activities) to notify the MPCA and terminate coverage for the site. Only after coverage is terminated will you be released from all inspection, recording, and reporting requirements.

Annual review checklist

**Date plan was reviewed:**

**Who reviewed the plan:**

For your annual review, has the plan been updated to show the below activities?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **Activities requiring plan to be updated** | **Describe activity** |
|[ ] [ ]  There is construction or a change in design, operation, or maintenance at the facility that affects stormwater and wastewater management or compliance with this permit. |       |
|[ ] [ ]  The Permittee has identified a monitoring location from which the discharge flows to, and is within one mile of an impaired water.Use Map tool to identify impaired waters: [Construction Stormwater Special and Impaired Waters](https://pca-gis02.pca.state.mn.us/CSW/index.html) |       |
|[ ] [ ]  A routine inspection, compliance evaluation, or visual inspection found deficiencies in the plan and/or BMP. |       |
|[ ] [ ]  Additional stormwater and/or wastewater control measures and BMPs are necessary to meet applicable water quality standards or to address exceedances of intervention limits.Initiate modifications to the plan and BMPs immediately, but no later than 14 days (unless the result of an improperly functioning BMP – then 7 days) beyond discovery of an intervention limit exceedance. If it is infeasible to complete the installation of a new or modified BMP within 14 calendar days, document why and outline a schedule for completing the work. Implementation must be completed as soon as practicable after the 14-day timeframe but no longer than 45 days after discovery. If 45 days is infeasible, complete the installation or repair as soon as practicable and document the reason for the delay.  |       |
|[ ] [ ]  There is an unauthorized discharge from the facility. Include description and date of release, circumstances leading to the release, response, and measures taken to prevent recurrence.  |       |

**Gather inspection records**

Your annual review is a good time to make sure your plan includes inspection records. Take a look at your inspection records and note:

[ ]  Yes, the plan includes all inspection records from the previous year.

[ ]  Inspections from these dates were not conducted and are not included: (Insert dates:      )