

NPDES 1200-Z, 1200-ZN, AND 1200-COLS GENERAL PERMITS

**Applying for Permit Coverage
Developing Your Stormwater Pollution Control Plan:
Technical Assistance for Industrial Operators**



State of Oregon
Department of
Environmental
Quality

December 2011



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NPDES 1200-Z, 1200ZN and 1200-COLS General Permits



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1.0 Applying for Industrial Stormwater Permits

What is the purpose of this document?

The purpose of this document is to provide technical assistance on developing a Stormwater Pollution Control Plan (SWPCP). You should use this guide if you are an operator of an industrial facility required to develop a SWPCP that complies with a National Pollutant Discharge Elimination System Industrial Stormwater General Permit Nos. 1200-Z, 1200-ZN or 1200-COLS.

This document is organized in the following manner:

- Section 1.0 provides information on how to apply for these permits.
- Sections 2.0 through 4.0 provide information on how to develop a SWPCP.
- The appendices provide information that will assist in developing the SWPCP.

Who Needs to Apply for the Permits

Industrial facilities that discharge stormwater from a point source to surface waters or to conveyance systems that discharge to surface waters and conduct industrial activities identified in Table 1 of 1200-Z/ZN Permits and Tables 1 and 2 of 1200-COLS Permit. Please note that facilities may apply for an exemption from the permit if there is no exposure of industrial activities or materials to stormwater (see pg. 8 of the permits). These facilities must submit a signed No Exposure Certification (NEC) for approval. Copies of the NEC form can be found on DEQ's website at: <http://www.deq.state.or.us/wq/stormwater/docs/forms/noexposureexcl.pdf>.

Permit Effective Dates

These permits expire every five years. The existing 1200-COLS permit expired on August 31, 2011. The 1200-Z permit is scheduled to expire on June 30, 2012.

On October 1, 2011, DEQ renewed the permits. Please see summary in Appendix I that compares the new permit requirements to the old permit requirements. Copies of the new permits can be found on DEQ's website at: <http://www.deq.state.or.us/wq/stormwater/industrial.htm>

The new requirements for 1200-COLS and 1200-ZN permit became effective on October 1, 2011. The new requirements for the 1200-Z permit will become effective on July 1, 2012.

Agents

DEQ has entered into agreements with several local jurisdictions known as "Agents" to administer the permits on DEQ's behalf. The Agents typically conduct the following activities: review application materials, review monitoring data, review no-exposure certifications, conduct inspections and evaluate compliance with the permit. If a facility is operating in an Agent's jurisdiction, they typically submit application materials, including two paper copies of the SWPCP, and other permit documents to the Agent rather than DEQ. Please see Appendix V for contact information and addresses for

Agent jurisdictions.

Application Steps

New applications:

New facilities must submit application materials at least 60 calendar days before beginning operations. Existing facilities that are operating without permit coverage must submit the application materials upon learning of the need for the permit.

Please submit the application form, the SWPCP and checklist, Land Use Compatibility Statement (LUCS) and fees. Please submit one paper copy of the SWPCP and one electronic PDF version of the SWPCP (preferably on a CD).

Copies of the application forms, LUCS and fee information can be found on DEQ's website at: <http://www.deq.state.or.us/wq/wqpermit/stminfo.htm>. Please see Appendix II for the SWPCP checklist. Please see Appendix V for contact information and addresses for DEQ regional offices.

Application requirements for discharges to impaired waters:

There are additional application requirements for new applicants that discharge to impaired waters that do not meet water quality standards and need a Total Maximum Daily Load (i.e., Category 5, 303(d) listed waters). DEQ's Integrated Report describes the condition of Oregon's waters and includes the 303(d) list of impaired waters. More information on impaired waters can be found on DEQ's website, located at <http://www.deq.state.or.us/wq/assessment/rpt0406/search.asp>.

These requirements apply to new dischargers, which can be a newly constructed facility as well as an existing facility that was required to obtain permit coverage, but failed to do so. If these facilities discharge directly to an impaired waterbody or indirectly via a storm sewer system, ditch or other conveyance system they will need to meet these additional application requirements.

Facilities will want to determine where the stormwater from their site discharges to (i.e., the receiving water). Your receiving water may be a lake, stream, river, wetland or other waterbody, and may or may not be located adjacent to your facility. Man-made conveyances, such as a municipal separate storm sewer system (MS4) storm sewer system, are not considered receiving waters. Your receiving water is the first natural waterbody your stormwater discharge enters. For example, if the discharge enters a storm sewer system, that empties into Johnson creek in the Portland area, which flows into the Willamette River, the receiving water is Johnson Creek, because it is the first natural waterbody the discharge will reach. If you discharge into a MS4 system, you must identify the waterbody into which that portion of the storm sewer discharges. That information should be readily available from the MS4 operator.

To obtain coverage under the permit, the new discharger must demonstrate (and document) the following:

- There is no exposure of stormwater to the impairment pollutant(s), or the impairment pollutant is not present at the facility,
- The pollutant is not present in the discharge, or

- The pollutant is present, but the discharge is not expected to cause or contribute to a water quality standards exceedance at the end of the pipe. To support this determination, the owner or operator will need to collect water quality samples of the discharge or gather other information such as conducting modeling.

This information will need to be included with the application materials and in the SWPCP. For more information please see page 5 of the permits (Condition 1 of the Permit Coverage and Exclusion from Coverage section of the permit).

Renewal Applications:

Existing facilities that are renewing their coverage under 1200-COLS and 1200-Z permits must submit the renewal application form, the SWPCP and completed checklist by the following deadlines:

- 1200-Z facilities: March 31, 2012.
- 1200-COLS facilities: December 31, 2011. March 31, 2012 if you are required to submit a PE stamped plan (applies to facilities that exceeded benchmarks based on 4th year geometric mean evaluation in current permit).

Please submit one paper copy of the SWPCP and one electronic PDF version of the SWPCP (preferably on a CD).

These facilities should continue to operate under the terms of the existing permits (1200-COLS permit, expired August 2011, and 1200-Z permit, expires June 2012), until they receive written notification that their coverage under the new permits has been granted or denied. The new permit requirements will become effective once facilities have received this notification.

2.0 Developing and Implementing a Stormwater Pollution Control Plan

Permit
Reference

What is SWPCP?

The SWPCP is a stormwater management plan that contains detailed information regarding the specific industrial site, your assessment of potential stormwater pollution sources and selection of best management practices (BMPs) that will be implemented on site to address stormwater pollution and meet the technology based requirements in the permit. Many of the SWPCP requirements are located in Schedule A of the permits. The reference to the specific requirements in the permits is provided on the right hand side of the page.

The first step in developing a SWPCP is to gain a thorough understanding of the activities conducted and equipment located at your facility to be able to identify potential pollutant discharge concerns. To complete this step, you will need to conduct a detailed walk-through of your facility to identify industrial materials or material handling activities exposed to stormwater, any stormwater BMPs already in place, the direction of stormwater flows through and from your facility, and the location of all stormwater outfalls. If possible, you should conduct your walk-through during a rain event so that you can observe the flow of stormwater on your site. In addition to your walk-through, you should communicate with fellow site employees who are familiar with daily operations to thoroughly identify any activities that may contribute to stormwater pollution.

What information should be included in the SWPCP?

The information requested in the SWPCP is grouped into three basic areas:

- A description of the permitted site and the ongoing industrial activities, including the identification of the potential pollutants that may be present in stormwater runoff such as sediments, oil and grease, and metals.
- A discussion of the site controls that will be implemented on the site to prevent stormwater pollution and meet the technology based requirements in the permit.
- A description of the procedures and schedules for conducting required spill prevention and response, preventative maintenance and employee education.

This guidance document outlines and suggests ways to prepare the SWPCP and to present the required information. Also, please use the SWPCP checklist in Appendix III to assist you in developing your plan and ensuring it contains all the required elements of Schedule A of the permit. ***The checklist must be filled out and submitted with your application materials.***

A.7

Permit
Reference

Who should prepare and implement the SWPCP?

The SWPCP must be prepared by a person knowledgeable in stormwater management and familiar with the facility. This person may be the plant manager, environmental manager, facility engineer, or any other person with knowledge of the site and of stormwater management practices.

A.6.a

Who should sign the SWPCP?

The SWPCP must be signed in accordance with 40 CFR (Code of Federal Regulations) §122.22. Changes to the plan must also be signed in this manner. By signing the SWPCP, the authorized representative is attesting that the information contained in the plan is true and accurate. The application and SWPCP is to be signed and certified as follows regardless of the number of employees:

A.6.b

(A) Signature:

(1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) For a partnership or sole proprietorship. By a general partner or the proprietor, respectively; or

(3) For a municipality, State, Federal, or other public agency. By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

(B) Certification: Any person signing these documents must make the following certification:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified

personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information 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.”

Where does the SWPCP need to be kept?

The most recent copy of the SWPCP and any previous revisions made in the last three years must be kept at the facility and made available upon request to DEQ or other government agencies responsible for stormwater management in your area.

B.10

What if the SWPCP needs to be revised?

The SWPCP is a living document. You are required to keep it up-to-date to reflect changes at your site both for your use and for review by the regulatory agencies responsible for overseeing your permit compliance. As conditions change at the site, you will revise practices and procedures such as site design, monitoring locations or BMPs outlined in your SWPCP. Update the SWPCP within 30 days of these changes occurring. Examples of changes that would require changes to your SWPCP include: a new industrial process may require additional potential pollutants to be used onsite, an operator may discover a new hazardous substance on the property or adding or removing a building may causes a re-routing of stormwater through a different outfall.

A.6.d and
A.8

Every time you revise your SWPCP you do not need to submit the revisions to DEQ or Agent. You are only required to submit SWPCP revisions related to: (1) changes to site contact; (2) changes based on a corrective action or inspection; (3) changes to monitoring locations or outfalls, and (4) changes to the site or control measures that may significantly change the nature of pollutants in your discharge, significantly increase pollutant levels, discharge frequency, volume or flow rate.

Submit the revised pages of the SWPCP or site map by mail or email within 30 days. Please include an electronic version of the changes. If the DEQ or Agent does not comment on the changes within 30 days, the changes are deemed accepted. Please note that if it is necessary to implement changes immediately, you do not need wait until you receive acceptance from DEQ or Agent.

3.0 Elements of Stormwater Pollution Control Plan

		Permit Reference
What should be included in the cover page of the SWPCP?	<p>Please list the following information on the title page is:</p> <ul style="list-style-type: none">• The site name or common name. Please provide the legal name as listed with the Oregon Department of Commerce Corporation Division. To find the legal name, please use the Secretary of State’s Business Registry database for corporations, located at: http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login. Please note that the corporation needs to be listed as an active corporation on the database, and cannot be an assumed business name (ABN). If the company legal name is an individual, that person does not need to be listed on the database but must be able to provide legal documentation of their ability to operate a business in the state of Oregon under this name.• The name of the site operator or owner.• The name of the person preparing the SWPCP.• If you are currently operating under a permit, provide the DEQ file number listed on the permit issued to you.• Contact person’s name and telephone number and email address if available. This should be the person that DEQ or Agent can contact regarding the SWPCP.• Physical address of the facility, including county, and mailing address, if different that physical address.• Date of the SWPCP. If you are submitting a revision to the SWPCP, include the current date to ensure that DEQ or Agent has the most recent copy.	A.7.a
What should be included in the site description section?	<p>In this section, please provide the following:</p> <ul style="list-style-type: none">• General location map• Site specific map• Description of the materials produced and the general operations at the site• Description of potential pollutants in stormwater runoff• Description of site controls used to meet the technology and water quality based requirements in Schedule A and any applicable sector specific requirements in Schedule E of the permit.• Estimate of impervious surface area, including buildings, concrete and asphalt surfaces on site.• Name of receiving waters for stormwater runoff• Identification of discharge outfall(s) and monitoring point(s), including if multiple outfalls are representative	A.7.b

Permit
Reference
A.7.b.i

What should the general location map look like?

The purpose of the general location map is to show the permitted site's boundaries and its proximity to major streets, bodies of water, and prominent landmarks or features. This information is required on the general location map for both the industrial site and the area surrounding it. For example, copies of city or county tax maps are acceptable general location maps, if accompanied by a street map showing the location of the facility. Internet street and satellite maps are also acceptable as general location maps. The property boundary must be highlighted and must show the required features both on the site and around it for about an one-mile radius (the distance surrounding the site will vary as needed to show these features). A street map pin-pointing the location of the facility on a roadway network is also helpful. Please see Appendix IV for examples of general location maps and information on where to obtain base maps.

What should the site-specific map look like?

The site-specific map is required to show detailed information about the ongoing activities and stormwater drainage both on and off the industrial site. The site map can be a drawing or sketch of the site. This map illustrates the complete drainage for the overall site, and includes the location of the permitted facility, property boundaries, buildings, operations or process areas, drainage patterns, stormwater control structures, (i.e. catch basins including type, oil/water separators, etc.) and surface waterbodies. All of these elements need to be clearly identified on the map.

A.7.b.ii

Please make the map large enough so that the information provided on them can be read easily read. Several site maps may be used to provide all the required information rather than providing too much information on one site map that will make reading and deciphering the information too difficult.

Please see the Appendix IV for examples of site specific maps and references of useful websites for creating geographic maps for various locations throughout the state.

Specific Components of the Site Map

The site map should include the all elements described below.

Drainage patterns

The drainage patterns of the surface water flow on the site are described here (i.e. does rain water/stormwater-flow over land as sheet flow, or flow in a series of drainage ditches).

A.7.b.ii (1)

Drainage and discharge structures

Identify discharge structures or outfalls for each drainage basin or sub-basin. Such structures refer to definite points where stormwater runoff is collected and leaves the site (i.e. all the piping, outfalls, etc. on site). Examples of discharge

A.7.b.ii (2)

Permit
Reference

structures or outfalls include pipes, ditches, channels, tunnels, or conduits. For clarity, the outfalls should be numbered on the map.

In addition to appearing on the map, a description of the outfalls should appear in the document text.

The following table is an example:

Outfall ID	Drainage Basin	Outfall Description
SW # 1	1	NE corner of property
SW #2	2	SE corner of property

Outline of drainage area for each outfall

Drainage basins are specific areas within the watershed in which stormwater runoff flows to a common discharge or outfall point based upon the slope of the land. An approximation of the surface area covered by the drainage basin should be included on the map. Color coded maps are good for illustrating separate drainage areas. Drainage basins should be drawn with a bold line onto the map to indicate stormwater flow patterns both on and off the permitted site. There should be a separate drainage basin for each outfall.

A.7.b.ii (3)

Paved areas and buildings

Identify buildings, structures, and pavement that direct stormwater runoff to an outfall. These areas are considered to be impervious surfaces that will not allow the runoff to infiltrate or be absorbed by the ground surface. An approximation of the surface area covered by the impervious portions of the site should be noted on the map.

A.7.b.ii (4)

Significant materials

Identify the locations of areas used for outdoor manufacturing, treatment, storage or disposal of significant materials. Significant materials include, but are not limited to, the following: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act; any chemical the facility is required to report pursuant to Section 313 of Title III of the Superfund Amendments and Reauthorization Act; fertilizers; pesticides; and waste products such as mill slag and sludge that have the potential to be released with stormwater discharges. Please ensure that the significant materials you identified in the general description of industrial activities section of the plan are referenced here.

A.7.b.ii (5)

		Permit Reference
Structural control measures	Stormwater runoff can be controlled physically by installing structural control measures. Examples of structural controls are vegetative swales, collection and reuse of stormwater, inlet controls, diversion ditches used as outlet control, infiltration devices, and wet retention measures. Identify on the map any structural controls that are being used on your site. Also, identify any structural features for reducing flow or minimizing impervious areas.	A.7.b.ii (6) and (7)
Material loading and access	Identify any loading areas, including garages and roadway access points, drum storage bins, or drum loading areas.	A.7.b.ii (8)
Hazardous waste storage/ disposal	Identify any loading or storage areas of hazardous materials described in the general description section of the plan.	A.7.b.ii (9)
Wells	Sometimes stormwater infiltrates into the ground through wells, including waste injection wells, seepage pits, drywells, groundwater wells, etc. Please identify where and how this occurs on the map.	A.7.b.ii (10) and (12)
Surface waters	Identify surface water bodies such as creeks, springs, wetlands or lakes on site or adjacent to the site.	A.7.b.ii (11)
Non-stormwater discharges	Identify the location of authorized non-stormwater discharges. A non-stormwater discharge is any discharge from your facility that is not composed entirely of rainfall or snowmelt runoff. Examples of authorized non stormwater discharges are landscape watering provided that fertilizers, pesticides or herbicides are applied according to manufacturer's instructions; uncontaminated condensate from air compressors, or pavement wash waters that do not use detergents or hot water. For a full list of authorized non-stormwater discharges, please see page 9 of the permits. Copies of the new permits can be found on DEQ's website at: http://www.deq.state.or.us/wq/stormwater/industrial.htm	A.7.b.ii (13)
Sampling points	Identify the location of the sampling points where monitoring will occur.	A.7.b.ii (14)
Spill Prevention	Identify the location of the spill prevention and cleanup materials.	A.7.b.ii (15)
What should be included in the general description of the industrial	Please prepare an introductory paragraph that includes a brief history of the operations at the industrial facility, the current activities, and any future plans for expansion. For example, the following questions should be answered. What does the facility manufacture or what services are provided? What	A.7.b.iii

activities performed on the site?

types of raw materials or products does the facility receive? What are some of the processes used to manufacture the products and to ship them?

Next provide a description of significant materials exposed to stormwater runoff. See page 10 of this document for a list of significant materials.

Finally, you must list the significant materials that are treated, stored, or discarded on the site. The name of the material given should reflect either the common name (e.g., gasoline, diesel), or the industrial name along with the usage of the material on the site. In addition, the quantity of the material stored on the site should be given in units appropriate for the particular material (cubic yards, cubic feet, gallons, etc.) as well as the potential impact to stormwater runoff. If the facility is involved in clean-up activities for past contamination of the site, include this information in this section of the plan.

It is helpful to provide in this section a description of external building construction materials (i.e., corrugated galvanized siding, concrete tilt-up, etc.), roofing materials (i.e., composition, built-up, galvanized corrugated sheet metal, etc.), and paving materials (i.e., gravel, asphalt, concrete, etc.). This information will assist DEQ or the Agent in providing technical assistance regarding pollutant sources. For example, stormwater runoff from galvanized roofing and siding often contains high concentrations of zinc.

Also, it is helpful to provide a general discussion of topography and the landscape of the site, which will assist DEQ or the Agent when they review the site map.

How to identify Potential pollutants in stormwater runoff

Evaluate the industrial activities occurring in each drainage basin listed in the map and identify in the SWPCP the potential pollutants that may be present in stormwater runoff from these areas.

A.7.b.iv

The following activities at industrial facilities have the potential to be major sources of pollutants in stormwater:

1. Loading and Unloading Operations

Loading and unloading operations can include pumping of liquids or gases from tankers to storage facilities, pneumatic transfer of dry chemicals, transfer by mechanical conveyor systems, or transfer of bags, boxes, drums or other containers by forklift or other material handling equipment. Material spills or losses from loading and fueling in these areas can accumulate and be washed away during a storm.

2. Outdoor Storage

Outdoor storage activities include storage of fuels, raw materials, by-products, intermediate products, final products, and process residuals. Materials may be stored in containers, on platforms or pads, in bins, boxes or silos, or as piles. Storage areas that are exposed to rainfall and/or runoff can contribute pollutants to stormwater when solid materials wash off.

3. Outdoor Process Activities

Although many manufacturing activities are performed indoors, some activities, such as timber processing, rock crushing, and concrete mixing, occur outdoors. Outdoor processing activities can result in liquid spillage and losses of material solids, which makes associated pollutants available for discharge in runoff.

4. Dust or Particulate Generating Processes

Dust or particulate generating processes include industrial activities with stack emissions or process dusts that settle on surfaces. Some industries, such as mines, cement manufacturing, and refractories, also generate significant levels of dust that can be mobilized in stormwater runoff.

5. Illicit Connections and Non-Stormwater Discharges

Illicit connections of process wastes or other pollutants to stormwater collection systems can be a significant source of stormwater pollution. Non-stormwater discharges include any discharge from the facility that is not generated by rainfall runoff (for example, wash water from industrial processes).

6. Waste Management

Waste management practices include everything from landfills to waste piles to trash containment. All industrial facilities conduct some type of waste management at their site, much of it outdoors, which must be controlled to prevent stormwater pollution.

Identify and list any potential pollutants on the site that are associated with industrial activities on site that could reach and contaminate stormwater discharge. This includes all solid and liquid materials that have the potential to spill and impact stormwater and thus flow off-site. Oils, greases, fuels, or hazardous wastes that are stored on-site, even if they are stored in a covered area, could be considered potential pollutants.

Examples of potential pollutants that should be identified in the plan are:

- Sediment that can leave the site during a rain event.
- Metals such as copper, lead and zinc, and oil and grease may be in stormwater runoff from manufacturing facilities due to high volumes of truck traffic.
- Zinc from unsealed galvanized roofs or downspouts.

Additional information about potential pollutants that may be present in stormwater runoff from your facility is located on EPA's website, located at <http://cfpub.epa.gov/npdes/stormwater/swsectors.cfm>. EPA developed industrial stormwater fact sheets that provide a summary of typical pollutants associated with different industrial sectors/activities and the types of stormwater BMPs used to minimize the discharge of those pollutants.

Stormwater BMPs	In the site description section of the plan, include the control measures (i.e., stormwater BMPs) that are installed and implemented on site to meet the technology and water quality limits in the permit (see Schedule A, conditions 1 through 5 and Schedule E). For further information, please see section 4.0 of this document.	A.7.b.v
How to estimate the proportion of impervious area	Once the site map is complete, determine the amount of impervious area and total area for each drainage basin identified on the site map. Remember to consider roof area and paved areas as impervious area. Provide this information in area units (i.e., total square footage). This estimate should be done for each area that drains to a different outfall. Provide this information in the site description section of the SWPCP.	A.7.b.vi.
Receiving body of water	Your receiving water may be a lake, stream, river, wetland or other waterbody, and may or may not be located adjacent to your facility. Your facility may discharge directly into its receiving water, or indirectly to the receiving water by discharging first through a municipal separate storm sewer system (MS4), ditch, or other conveyance. Your receiving water is the first natural waterbody your stormwater discharge enters. For example, if the discharge enters a storm sewer system, that empties into Johnson creek in the Portland area, which flows into the Willamette River, the receiving water is Johnson Creek, because it is the first natural waterbody the discharge will reach. Man-made conveyances, such as a MS4 system are not considered receiving waters.	A.7.b.vii

If the discharge from your facility does not discharge into an underground storm sewer system, you can use your site map and local topographic maps to pinpoint the closest waterways. Using the contours on the topographic map and your facility's outfall locations, determine the direction stormwater runoff

flows from your facility. Once you know the direction of flow, you should be able to identify the receiving waters into which you discharge.

You are required to describe how stormwater discharges from your site. In addition, include name of the receiving water that ultimately receives the discharge. If you discharge into a MS4 system, you must identify the waterbody into which that portion of the storm sewer discharges. That information should be readily available from the MS4 operator.

Resources to help you identify your receiving waters:

- Topographic maps, which can be obtained from the U.S. Geological Survey (USGS) at: http://topomaps.usgs.gov/ordering_maps.html or through a retailer.
- DEQ's Facility Profiler website located at <http://deq12.deq.state.or.us/fp20/>. You can use this tool to search by address and see topographic maps, aerial photos and street maps.
- DEQ's Longitude Latitude Identification (LLID) tool, which is located at <http://www.deq.state.or.us/WQ/wqlmaps/wqlmapshome.htm>. To use this tool, enter the address or the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds to the nearest 15 seconds. Latitude and longitude can be obtained from USGS quadrangle topographic maps by calling toll-free at 1-888-ASK-USGS (1-888-275-8747) or by using DEQ's location finder web site, located at <http://deq12.deq.state.or.us/website/findloc/data.asp>. The tool will identify nearby receiving waters. Please note that unnamed waterbodies will not be identified in the LLID tool. In this case, you can use your site map and local topographic maps to pinpoint the closest waterways or walk the site and trace the discharge to the nearest receiving waters.

Stormwater monitoring discharge points or outfalls

You must identify, list, and describe in the SWPCP all discharge point(s) or outfalls on the site where stormwater monitoring will take place (Sampling Points). For clarity, please number the outfalls on the site map and provide a general description of their location in the text of the SWPCP.

A.7.b.viii
and A.7.c

If the site contains multiple outfalls but monitoring occurs at only a few representative outfalls, you must provide justification for reducing the number of sampling points. For example, a single monitoring point can be used if all of the outfalls on the site have substantially similar effluents (i.e. provide drainage for similar activities) and the same BMPs are used on all the outfalls. It is expected that the discharges from

these outfalls will be similar in composition. The data or analysis supporting that the outfalls are representative must be included in the SWPCP. Also, it is also important to outline on the site map the drainage areas for each outfall and the topography of the site so that DEQ or its Agents can verify the drainage areas and the direction of stormwater runoff.

Please see Appendix IV for guidance on Representative Samples.

If you are updating your SWPCP and included monitoring information in the previous SWPCP, please remove this outdated information from the SWPCP or update it to reflect the new permit requirements. For example, there may be additional pollutant parameters that you need to monitor (i.e., sector specific benchmarks) and the sampling frequency may have changed.

4.0 Stormwater Pollution Control Plan Site Controls and Record Keeping Requirements

Permit
Reference

**Control
Measures**

Control measures or stormwater best management practices (BMPs) used on site to meet the permit requirements can include operational, structural or treatment measures. The site operator is given the flexibility to select the type of control measures, including specific technologies, which he/she believes are best suited to the facility and that will meet the permit's requirements. This flexibility is necessary given the variability of each industrial operation, the differences in the topography from site to site, and the varieties in the activities and materials exposed to stormwater.

A.3 and
A.7.b.v

Facilities often implement operational or structural source control BMPs to minimize the potential for industrial pollutants coming in contact with stormwater that discharges to receiving waters. The new permits refer to these BMPs as Narrative Technology Based Effluent Limits (Schedule A of the permits) Examples of operational BMPs are employee training, good housekeeping measures, and spill prevention. Structural BMPs are physical, structural or mechanical devices used to keep stormwater from coming into contact with industrial activities. Examples of structural BMPs are using roofs over storage areas, grading the site to direct stormwater away from material storage areas, and coating galvanized metal roofs. If operational and structural source control measures are not feasible or adequate at controlling the pollutants in their discharge then stormwater treatment BMPs that remove pollutants from stormwater may be necessary. Examples of treatment BMPs include detention/retention basins, media filtration, and constructed wetlands.

A combination of these control measures usually results in the most effective stormwater management for minimizing the offsite discharge of pollutants in stormwater runoff. Most control measures require regular maintenance to function as intended. Some control measures have simple maintenance requirements, while others may require more extensive upkeep in order to maximize their performance.

The following are helpful resources for selecting, installing and implementing control measures for your site:

- EPA Sector-specific Industrial Stormwater Fact Sheet Series, located at: <http://cfpub.epa.gov/npdes/stormwater/swsectors.cfm>.
- EPA National Menu of Stormwater BMPs, located at: www.epa.gov/npdes/stormwater/menuofbmps.
- Washington Department of Ecology's Stormwater Management Manuals, located at: <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/StrmwtrMan.html>

Description of Stormwater BMPs

At a minimum, the plan must describe the BMPs implemented on site to address the following narrative technology based limits: (1) minimize exposure, (2) oil and grease, (3) waste chemicals and material disposal, (4) erosion and sediment control, (5) debris control, (6) dust generation and vehicle tracking of industrial materials, (7) housekeeping, (8) spill prevention and response, (9) preventative maintenance, (10) employee education and (11) non-stormwater discharges. In addition, certain facilities are required to meet additional sector specific requirements in Schedule E of the permit (please see discussion below).

A.7.b.v

If there are any additional BMPs you implement on the site to meet water quality limits or any sector specific requirements or numeric effluent limits that apply to your facility, please include a description of these BMPs in the plan. Please see the discussion below on requirements for numeric effluent limits and sector specific requirements.

Narrative Technology Based Requirements- What does minimize mean?

The technology-based limits require that you minimize (i.e., defined as reduce and/or eliminate) stormwater exposure to pollutants using control measures that are technologically available, economically practicable, and achievable in light of best industry practice. When determining what is "best" for your industry, evaluate control measures for similarly situated industries in Oregon and nearby states such as Idaho, Washington, and California. Also, consider the age of the equipment and facilities involved, the processes employed; the engineering aspects of the application of various types of control techniques, the pollutant reduction likely to be achieved, any adverse environmental or energy effects of potential measures, and the costs of achieving pollutant reductions. Please keep in mind that the control measures you select must be designed and implemented in accordance with good engineering practices and manufacturer's specification.

A.3.a-c

Minimize Exposure

The first step in an effective stormwater control program is minimizing exposure of manufacturing, processing, material storage areas, loading and unloading areas, dumpsters and other disposal areas, maintenance activities, and fueling

A.1.a

operations to rain, snow, snowmelt, and runoff by both locating industrial materials and activities inside or protecting them with storm resistant coverings.

Describe all structural controls or practices used to minimize the exposure of industrial activities to stormwater runoff in the SWPCP. Examples of control measures that could be used at your facility and described in the plan include:

- The location and extent of grading, berms, or curbs used to contain contaminated stormwater or divert stormwater around areas of industrial activity.
- A description of the types of materials and equipment stored within secondary containment and the location of contained storage areas. All hazardous substances should be stored within berms or other secondary containment devices to prevent leaks and spills. If the use of berms or secondary containment devices is not possible, then hazardous materials must be stored in areas that do not drain to the storm sewer system. Also include how the retained water within the containment berm is disposed. If you have question as to whether a material is hazardous, please refer the table of hazardous substances and corresponding reportable quantities found in 40 CFR 302 Designation, Reportable Quantities and Notification. The following fact sheet may help to determine if your waste is considered hazardous waste:
<http://www.deq.state.or.us/lq/pubs/factsheets/hw/HazardousWasteDetermination.pdf>.
- The location of spill cleanup kits and a description and spill cleanup procedures.
- Proper procedures for leaky vehicles and equipment, such as drip pans; parking in a contained area, or parking indoors.
- The use and location of spill/overflow protection equipment.
- Procedures for long-term storage or disposal of equipment and vehicles, such as draining all fluids;
- The location of covered and/or contained equipment cleaning areas.
- The disposal method for all wash water, such as an on-site sump (if a sump is used, specify the pumping frequency) or sanitary sewer.

Facilities can opt out of the permit by submitting a “No Exposure Certification” to DEQ or the Agent when all industrial activities are protected from contact with stormwater. Please see page 8 of the permits for the “No exposure Certification” qualifications. The “No Exposure Certification” form is located on DEQ’s website at

		Permit Reference
	<p>http://www.deg.state.or.us/wq/stormwater/docs/forms/noexposure_excl.pdf. The EPA Guidance Manual (EPA 833-B-00-001) may be used to determine whether the no exposure criteria are met.</p>	
Oil and Grease	<p>If applicable, oil/water separators, booms, skimmers or other methods must be used to minimize oil and grease in stormwater discharges. Please include in your plan a description of these measures implemented on your site along with their location on the site map.</p>	A.1.b
Waste chemicals and material disposal	<p>Wastes chemicals and other refuse must be recycled or properly disposed of in a manner to eliminate or minimize exposure of pollutants to stormwater. All waste contained in bins or dumpsters must be covered to ensure contaminated stormwater does not seep through the bins or dumpsters. Acceptable covers include, but are not limited to, storing of bins or dumpsters under roofed areas and use of permanent secure lids. You may contact your garbage company and request a lidded dumpster. Include in your plan a description of these measures on your site along with their location on the site map.</p>	A.1.c
Erosion and sediment control	<p>Erosion control methods such as vegetating exposed areas, graveling or paving should be used to minimize soil erosion at the site. Sediment control methods such as detention facilities, sediment control fences, vegetated filter strips, bioswales, or grassy swales may be used to minimize sediment loads in stormwater discharges. Include in your plan a description of these measures implemented on your site.</p> <p>For activities that involve land disturbance, please contact the local municipality to determine if there are other applicable requirements.</p>	A.1.d
Debris control	<p>To minimize debris in stormwater discharges, please use screens, booms, sealing ponds, or other methods. Include in your plan a description of these measures on your site in the plan.</p>	A.1.e
Dust Generation and Vehicle Tracking	<p>Dust can be carried offsite, thereby increasing soil loss from disturbed areas and increasing the likelihood of sedimentation and water pollution. As an operator, you are responsible for minimizing generation of dust and off-site tracking of raw, final or waste materials. Dust control practices can reduce the activities and air movement that cause dust to be generated from disturbed soil surfaces. Include in your plan a description of these dust control measures used on your site.</p>	A.1.f

Permit
Reference

House-keeping

Good housekeeping practices offer a practical and cost-effective way to maintain a clean and orderly facility to prevent potential pollution sources from coming into contact with stormwater. Areas that may contribute pollutants to stormwater must be kept clean. Sweeping, prompt clean up of spills and leaks, and proper maintenance of vehicles help to minimize exposure of stormwater to pollutants. You should also establish protocols to reduce the possibility of mishandling materials or equipment and train employees in good housekeeping techniques. Include in your plan a description of the good housekeeping measures on your site.

A.1.g

Spill Prevention and Response

Spills and leaks can be a significant source of industrial stormwater pollution. For this reason, please identify control measures in your plan that are used at your site to minimize the potential for spills, leaks, and other releases that may come into contact with stormwater.

A.1.h and
A.7.c.i

Much of this information may be found in spill prevention plans required by other regulations such as the Spill Prevention Control and Countermeasure (SPCC) plan required by 40 CFR § 112 or the Contingency Plan required by Subpart D of 40 CFR §264 or 265. You may substitute spill prevention plans developed under other regulations provided that stormwater management concerns are addressed. If the stormwater management concerns are not addressed in the SPCC, you must describe in the SPRP how stormwater will be managed on site. Also be aware that local jurisdictions may have reporting requirements as well if the spill is to an MS4 system. You should check with the local jurisdiction to make this determination and include it the plan if pertinent.

You are required to develop Spill Prevention and Response Procedures (SPRP) for the permitted facility. Describe any structural controls or procedures you are putting in place to minimize the potential for leaks, spills, and other releases.

At a minimum, include:

- Procedures for plainly labeling containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides,” etc.) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur.
- Preventative measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling. The SPRP should identify areas where potential spills of significant materials

may contact and potentially contaminate stormwater discharges. Outfalls where the contaminated stormwater would leave the site must be identified.

- Procedures for quickly stopping, containing, and cleaning up leaks, spills, and other releases. A list of the materials in the spill kit and any other clean-up equipment should be included in the SPRP. The equipment must be on the site and readily available for use by trained personnel. The location of these materials must be identified in the SPRP and on the site map. It may also be useful to identify in the SPRP where contaminated material is stored and disposed of.
- Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies. This information should include names, phone numbers and titles of people notified. It should also include contact information for the Oregon Emergency Response System (OERS). All spills that reach a waterbody are required to be reported to OERS. The following spill guidance provides additional information on what to do if there is a spill at your facility, located at DEQ's website at: <http://www.deq.state.or.us/lq/pubs/factsheets/cu/WhatToDoWhenYouveHadASpill.pdf>. Information on reportable quantities and notification procedures required by state and federal law can be found in Oregon Administrative Rules, Chapter 340, Division 108, Oil and Hazardous Material Spills and Releases.

Employees must be knowledgeable of the spill response plan. It is useful to include in the SPRP information on employee training on spill prevention and clean-up and how often it occurs.

You are also required to maintain records of any spill or leaks of significant materials that impacted or had the potential to impact stormwater or surface waters, including the clean-up measures. It may be useful to include in the SPRP where the incident reports are kept and who the incident was report to, i.e., company people, agencies, etc.

Preventative maintenance

Maintenance programs are intended to ensure that structural control measures and industrial equipment are kept in good operating condition and to prevent or minimize leaks and other releases of pollutants. A Preventative Maintenance Program is required to ensure the effective operation of material management areas, industrial equipment, and stormwater control measures. A good maintenance program requires regular inspections and

A.1.i and
A.7.c.ii

Permit
Reference

testing along with maintenance and repair of industrial equipment and industrial systems.

Describe procedures in your plan to:

- Maintain industrial equipment so that leaks and other releases are avoided.
- Maintain any of your site's control measures in effective operating condition.
- Include the schedule you will follow for inspections, maintenance and repair activities, and regular pick-up and disposal of waste materials.

Employee Education

You must develop and implement an Employee Orientation and Education Program. The purpose of this program is to inform personnel of the SWPCP, the spill response procedures, materials management practices, and good housekeeping measures that will prevent pollution of stormwater runoff. The program can be implemented in various ways through presentations at safety meetings, by posting good housekeeping signs, and by providing training meetings for employees on use of the SWPCP and its components.

A.1.j and
A.7.c.iii

A schedule for employee education needs to be included in the SWPCP. Such education and training must occur within 30 calendar days of hiring a new employee, who works in areas where stormwater is exposed to industrial activities or conducts duties related to the implementation of the SWPCP. This education and training must also occur annually thereafter. Documentation of employee training must be kept and made available on site for review upon request.

Non-Stormwater Discharges

You must eliminate any non-stormwater discharges not authorized by a NPDES permit (see authorized non-stormwater discharges on page 9 of the permits). Unauthorized non-stormwater discharges cannot be discharged from your facility unless specifically authorized by a separate, individual NPDES permit. If non-stormwater discharges are present on the site that are not authorized under the permit, include in the plan measures you are taking to control or eliminate these discharges.

A.1.k

Numeric effluent limitations

Some industrial activities have Federal numeric effluent limits (also called effluent limitation guidelines) that must be achieved in stormwater discharges. The effluent limits are maximum concentrations or levels of specific pollutants that can be discharged. If your facility includes one of the industrial categories listed below, refer to your Schedule E of the permits for the specific numeric concentration limits and monitoring requirements:

A.2 and
Schedule E

Permit
Reference

- Runoff from asphalt emulsion facilities
- Runoff from material storage piles at cement manufacturing facilities
- Contaminated stormwater runoff from non-hazardous and hazardous waste landfills
- Runoff from coal storage piles at steam electric generating facilities

If your facility is subject to numeric effluent limits, you must document in your plan the location and type of control measures installed at your site to meet those limits.

**Sector
Specific
Requirements**

Certain facilities are required to meet the following sector specific requirements in Schedule E of the permits:

Schedule E

- Tailoring their SWPCP to meet additional sector specific plan requirements (i.e., adding information to the site map related to specific activities on site).
- Narrative and numeric technology based effluent limits (e.g., housekeeping requirements for fabricated metal products industries (Sector AA) for their raw steel handling storage areas). The SWPCP needs to specifically document how you will comply with those requirements.
- Sector specific benchmarks.

Not all sectors will have additional sector-specific discharge requirements. Please see table below for the list of sectors.

You are responsible for complying with sector-specific requirements associated with your primary industrial activity and all co-located industrial activities. Co-located industrial activities are secondary activities located on-site that are identified in Table 1 of the permit.

Your primary Standard Industrial Classification (SIC) Code best describes the primary industrial activities performed by your facility under which you are required to obtain permit coverage. The SIC Code is a four digit number assigned to businesses. These SIC codes may differ from company-wide SIC Codes or those used for other programs such as worker's compensation insurance. If you do not know your facility's SIC Code and Title, try the OSHA Web Site located at: http://www.osha.gov/pls/imis/sic_manual.html or contact DEQ or the Agent for assistance.

Some facilities may have multiple industrial activities and may be subject to more than one sector requirement. There may be different requirements for different outfalls depending on the type of industrial activity conducted in the drainage area of each outfall. Facilities are required to conduct benchmark monitoring for those outfalls with

discharges from the specific sectors that have sector specific benchmarks.

Table: Specific Sectors with additional requirements

Sector A – Timber Products	Sector O – Steam Electric Generating Facilities
Sector B – Paper and Allied Products Manufacturing	Sector P – Land Transportation
Sector C – Chemical and Allied Products Manufacturing	Sector Q – Water Transportation
Sector D – Asphalt Paving and Roofing Materials Manufacturers and Lubricant Manufacturers	Sector R – Ship and Boat Building or Repairing Yards
Sector E – Glass, Clay, Cement, Concrete, and Gypsum Product Manufacturing	Sector S – Air Transportation Facilities
Sector F – Primary Metals	Sector T – Treatment Works
Sector G – Metal Mining (Ore Mining and Dressing)	Sector U – Food and Kindred Products
Sector H – Coal Mines and Coal Mining-Related Facilities	Sector V – Textile Mills, Apparel, and other Fabric Products Manufacturing
Sector I – Oil and Gas Extraction and Refining	Sector X – Printing and Publishing
Sector K – Hazardous Waste Treatment Storage or Disposal	Sector Y – Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries
Sector L – Landfills and Land Application Sites	Sector Z – Leather Tanning and Finishing
Sector M – Automobile Salvage Yards	Sector AA – Fabricated Metal Products
Sector N – Scrap Recycling Facilities	

You must maintain records of the following information:

B.10

- Copies of the SWPCP and any revisions.
- Copies of corrective action and inspection reports.
- Inspection, maintenance, repair and education activities.
- Spills or leaks of significant materials that have impacted or have had the potential to impact stormwater or surface waters. Include the corrective actions to clean up the spill or leak as well as measures to prevent future problems of the same nature.

This information does not need to be submitted with the SWPCP. However, this information must be provided to the DEQ, its Agents or other government agencies responsible for stormwater management in your area upon request. Please retain this information for at least three years.

1200-Z, 1200-ZN, and 1200-COLS

Appendix I

New 1200-Z Permit Requirements

Category	Old 1200-Z	New 1200-Z
Best Management Practices	Implement best management practices (BMPs) that are appropriate for the site and describe the BMPs in a Storm Water Pollution Control Plan (SWPCP).	Meet mandatory BMP requirements (for example, “erosion and sediment control” and “spill prevention and response”). These requirements are narrative technology based effluent limits in the permit. Describe specific details of BMPs used at the site to meet these requirements in the SWPCP.
Water Quality Based Effluent Limits	Do not cause a violation of in-stream water quality standards.	Do not cause or contribute to a violation of in-stream water quality standards. Facilities discharging to impaired waters that do not meet the state’s water quality standards must meet additional monitoring requirements.
Benchmarks	Meet statewide stormwater discharge concentration benchmarks for copper, lead and zinc, total suspended solids, pH and oil and grease; also E. coli (for certain landfill and sewage treatment plants).	Meet lower metals benchmarks for copper, lead and zinc and meet EPA’s sector-specific benchmarks for certain industrial sectors (for example, pulp mills and automobile salvage yards).
Other Pollutants	None	Monitor for a broader suite of metals (cadmium, chromium and nickel) to determine if they are present in industrial stormwater.
Benchmark Exceedances	Within 30 days of receiving water quality sample results that exceed a benchmark concentration, submit Action Plan that contains (1) results of review, (2) a corrective action, (3) and an implementation schedule.	Complete Tier I corrective actions are required when stormwater sample results exceed benchmark or impairment reference concentrations. Tier I requirements are similar to responses in the current permit, except only submit to DEQ or Agent changes made to SWPCP based on investigation. Retain Tier I corrective action report on site and submit to DEQ or Agent upon request. Tier II corrective actions are required if a second-year geometric mean concentration exceeds a benchmark. Must implement treatment BMPs within two years. Professional engineer or certified engineering geologist must design and stamp the portion of the SWPCP addressing the treatment measures.
Sampling	Sample 4 times per year. Samples must be collected at least 14 days apart.	Added requirement to monitor during first 12 hours of a stormwater discharge event.
Monitoring Waiver	Monitoring waiver can be obtained for individual parameters after four consecutive samples collected are at or below the benchmark or exceedance due to background or natural conditions.	Monitoring waiver can be obtained for individual parameters after four consecutive samples are at or below the benchmarks based on geometric mean evaluation or due to background natural conditions.
Inspections	Monthly inspections of areas where potential spills of significant materials or industrial activities occur, and where stormwater	Continued inspection of items listed at left and broadened what needs to be inspected. Clarified that visual observations of stormwater discharge can occur during the monthly inspection. Require facilities to document

Category	Old 1200-Z	New 1200-Z
	control measures, structures, catch basins, and treatment facilities are located.	inspection results.
Documentation	Maintain and submit to DEQ or Agent all records of inspection, maintenance and repair, education activities, and any spills.	Identified priority reports that must be submitted to DEQ or Agent and reports that are retained on site (and only submitted upon request), such as: <ul style="list-style-type: none"> • Continue to submit Discharge Monitoring Reports to DEQ or Agent on an annual basis; • Retain/submit only if requested routine benchmark exceedance reports (Tier I corrective action) and monthly inspection reports.

New 1200-COLS Permit Requirements

Category	Old 1200-COLS	New 1200-COLS
Best Management Practices	Implement best management practices (BMPs) that are appropriate for the site and describe the BMPs in a Storm Water Pollution Control Plan (SWPCP).	Meet mandatory BMP requirements (for example, “erosion and sediment control” and “spill prevention and response”). These requirements are narrative technology based effluent limits in the permit. Describe specific details of BMPs used at the site to meet these requirements in the SWPCP.
Water Quality Based Effluent Limits	Do not cause a violation of in-stream water quality standards.	Do not cause or contribute to a violation of in-stream water quality standards. Facilities discharging to impaired waters that do not meet the state’s water quality standards must meet additional monitoring requirements.
Benchmarks	Meet statewide stormwater discharge concentration benchmarks for copper, lead, zinc, total suspended solids, pH, oil and grease; E. coli, BOD5 and phosphorus.	Meet benchmarks listed at left and meet EPA’s sector-specific benchmarks for certain industrial sectors (for example, pulp mills and automobile salvage yards).
Other Pollutants	None	Monitor for a broader suite of metals (cadmium, chromium and nickel) to determine if they are present in industrial stormwater.
Benchmark Exceedances	Within 30 days of receiving water quality sample results that exceed a benchmark concentration, submit Action Plan that contains (1) results of review, (2) a corrective action, (3) and an implementation schedule.	Complete Tier I corrective actions are required when stormwater sample results exceed benchmark or impairment reference concentrations. Tier I requirements are similar to responses in the current permit, except only submit to DEQ or Agent changes made to SWPCP based on investigation. Retain Tier I corrective action report on site and submit to DEQ or Agent upon request. Tier II corrective actions are required if a second-year geometric mean concentration exceeds a benchmark. Must implement treatment BMPs within two years. Professional engineer or certified engineering geologist must design and stamp the portion of the SWPCP addressing the treatment measures.
Sampling	Sample 4 times per year. Samples must be collected at least 14 days apart.	Added requirement to monitor during first 12 hours of a stormwater discharge event.
Monitoring Waiver	Monitoring waiver can be obtained for individual parameters after four consecutive samples collected are at or below the benchmark or exceedance due to background or natural conditions.	Monitoring waiver can be obtained for individual parameters after four consecutive samples are at or below the benchmarks based on geometric mean evaluation or due to background natural conditions.
Inspections	Monthly inspections of areas where potential spills of significant materials or industrial activities occur, and where stormwater control measures, structures, catch basins, and treatment facilities are located.	Continued inspection of items listed at left and broadened what needs to be inspected. Clarified that visual observations of stormwater discharge can occur during the monthly inspection. Require facilities to document inspection results.

Category	Old 1200-COLS	New 1200-COLS
Documentation	Maintain and submit to DEQ or Agent all records of inspection, maintenance and repair, education activities, and any spills.	Identified priority reports that must be submitted to DEQ or Agent and reports that are retained on site (and only submitted upon request), such as: <ul style="list-style-type: none"> • Continue to submit Discharge Monitoring Reports to DEQ or Agent on an annual basis; • Retain/submit only if requested routine benchmark exceedance reports (Tier I corrective action) and monthly inspection reports.

Appendix II

DEQ Industrial Stormwater Permits

Stormwater Pollution Control Plan (SWPCP) Check List

Instructions: Complete this form and submit with SWPCP. Fill in the appropriate page number(s) indicating the location of information in the SWPCP. New requirements are highlighted and italicized.

Site Name:

File No.:

Permit Schedule		Requirement	Page #	Comments (For official use only)
SIC codes	Sch. E	<i>Provide primary and any additional SIC Codes (in renewal application or in cover letter if already submitted application)</i>		
Signature	A.6.b	Signed and certified in accordance with 40 CFR 122.22		
Title Page	A.7.a	Site Name		
		Site Owner or Operator		
		<i>Name(s) of the person(s) who prepared the plan</i>		
		DEQ Permit File (not ORR #)		
		Contact Person Name and Telephone Number		
		Site Physical Address, including County		
		Site Mailing Address (if different)		
Site Description *	A.7.b.iii	Industrial activities conducted on-site (description of processes, products made, services provided, etc.)		
		Significant materials (include methods of storage, usage, treatment, and disposal)		
General Location Map	A.7.b.i	Site in relation to surrounding properties, transportation routes, surface waters, and other relevant features.		
Site Map* (please identify clearly)	A.7.b.ii	Drainage Patterns		
		Drainage and Discharge Structures (piping, ditches, etc.)		
		Drainage Area Outline for each Stormwater Outfall		
		Paved Areas, Equipment, Tanks, Buildings in each drainage area		
		Areas of Outdoor Manufacturing, Treatment, Storage or Disposal of Significant Materials		
		Stormwater Structural Control Measures		
		<i>Stormwater features to reduce flow or minimize impervious surfaces</i>		

Permit Schedule		Requirement	Page #	Comments (For official use only)
		Material Loading and Access Areas		
		Used Oil, Hazardous Waste Treatment, Storage and Disposal Facilities		
		Location of Wells (including waste injection wells, seepage pits, and drywells)		
		Location of Springs, Wetlands and Surface Waterbodies (both on-site and adjacent to the site)		
		<i>Location of Non-Stormwater Discharges</i>		
		<i>Location of Sampling Points and Outfalls</i>		
		<i>Location of Spill Prevention and Cleanup Materials</i>		
Potential Pollutants*	A.7.b.iv	Identify potential pollutants that could be present in stormwater for each drainage basin		
Impervious Area	A.7.b.vi	Estimates, by individual stormwater outfall, of impervious area including paved areas and building roofs.		
Receiving Waters	A.7.b.vi i	Name(s) of the receiving water(s). If to a municipal storm sewer system include ultimate receiving waters and name of municipality.		
Monitoring Locations*	A.7.b.vi ii	Identify discharge outfall(s) and sampling point(s) where stormwater monitoring will occur.		
		If all outfalls are not monitored, include description of outfalls, data, and analysis supporting outfalls are representative according to Schedule B.2.c.		
Site Controls*	A.7.b.v	<p><i>Identify Best Management Practices to meet technology based requirements (Sch. A.1) and any applicable sector specific requirements (Sch.E):</i></p> <ul style="list-style-type: none"> • <i>Minimize Exposure,</i> • <i>Oil and Grease,</i> • <i>Waste Chemicals and Material Disposal,</i> • <i>Erosion and Sediment Control,</i> • <i>Debris Control,</i> • <i>Dust Generation and Vehicle Tracking,</i> • <i>Housekeeping,</i> • <i>Spill Prevention and Response,</i> • <i>Preventative Maintenance,</i> • <i>Employee Education, and</i> • <i>Non-Stormwater Discharges</i> 		
Procedures and Schedules*	A.7.c	Spill Prevention and Response Procedures. Include methods to prevent spills along with clean-up and notification procedures. Spill prevention plans may be substituted if stormwater is adequately addressed.		

Permit Schedule		Requirement	Page #	Comments (For official use only)
		Preventative Maintenance Procedures. Include procedures for inspection, maintenance and repairs, and schedule for regular pick up and disposal of waste materials, and inspection for leaks and condition of drums, tanks and containers		
		Employee Education Schedule. Orientation w/in 30 days, education annually.		
Monitoring Info from Previous Permit*	A.7.d	<i>Remove or update monitoring information if plan contains monitoring information from previous permit.</i>		

* Some facilities must meet sector specific requirements (Schedule E) and include additional information in SWPCP, including the site map. If applicable, ensure that the SWPCP includes the sector specific information.

For Official Use Only

Date received:

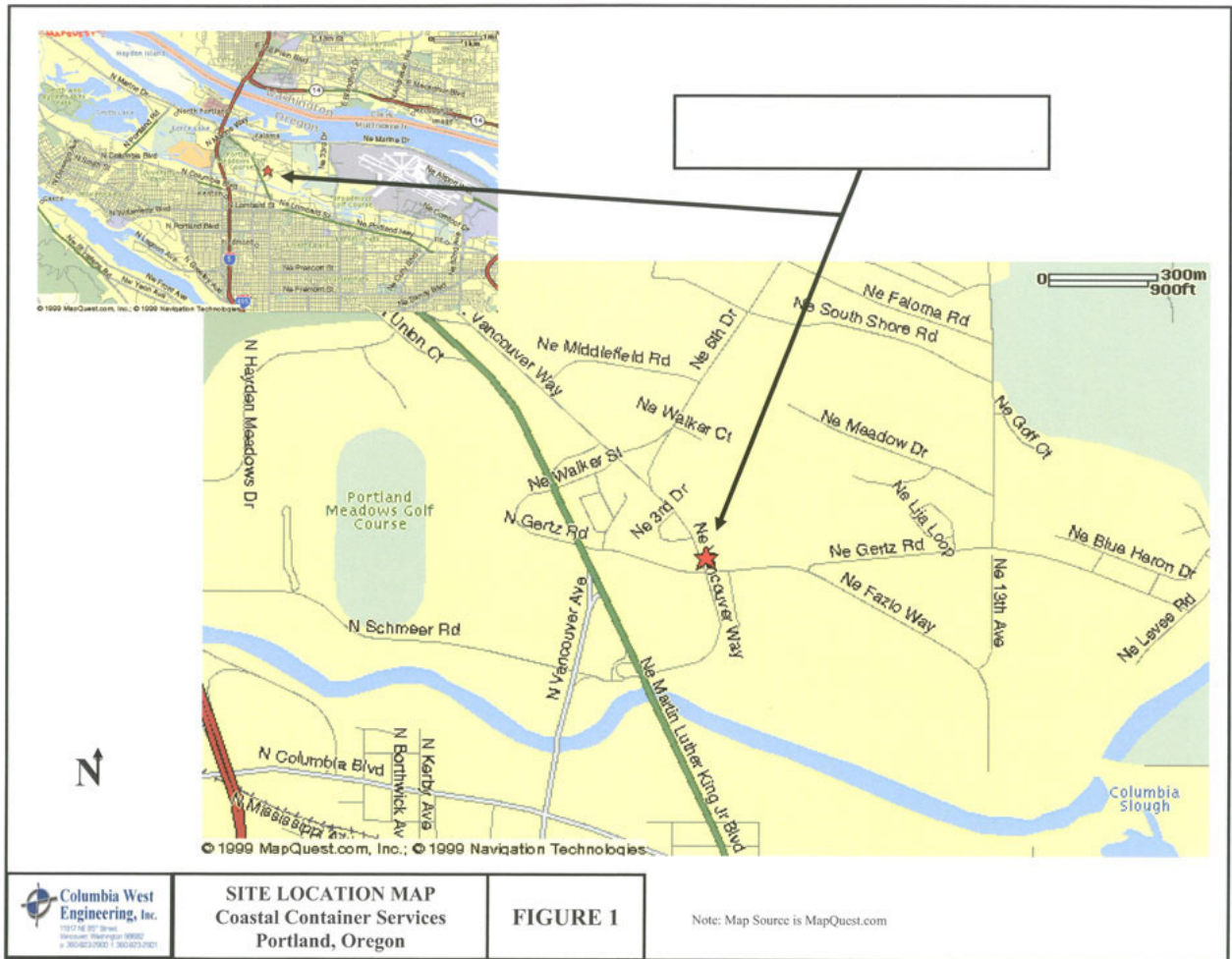
Plan Accepted: N/Y

Notes:

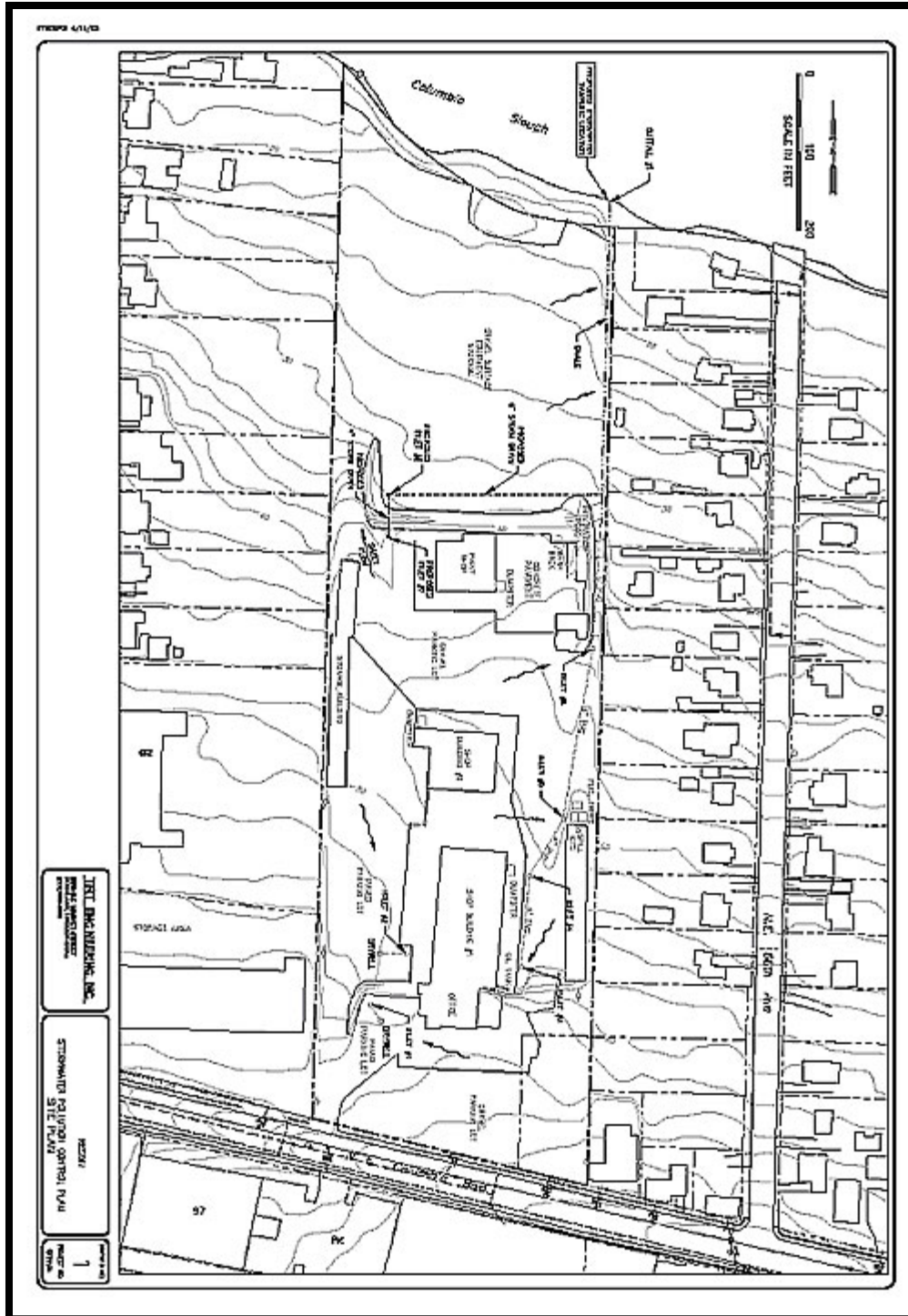
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Appendix III - DEQ Industrial Stormwater Permits

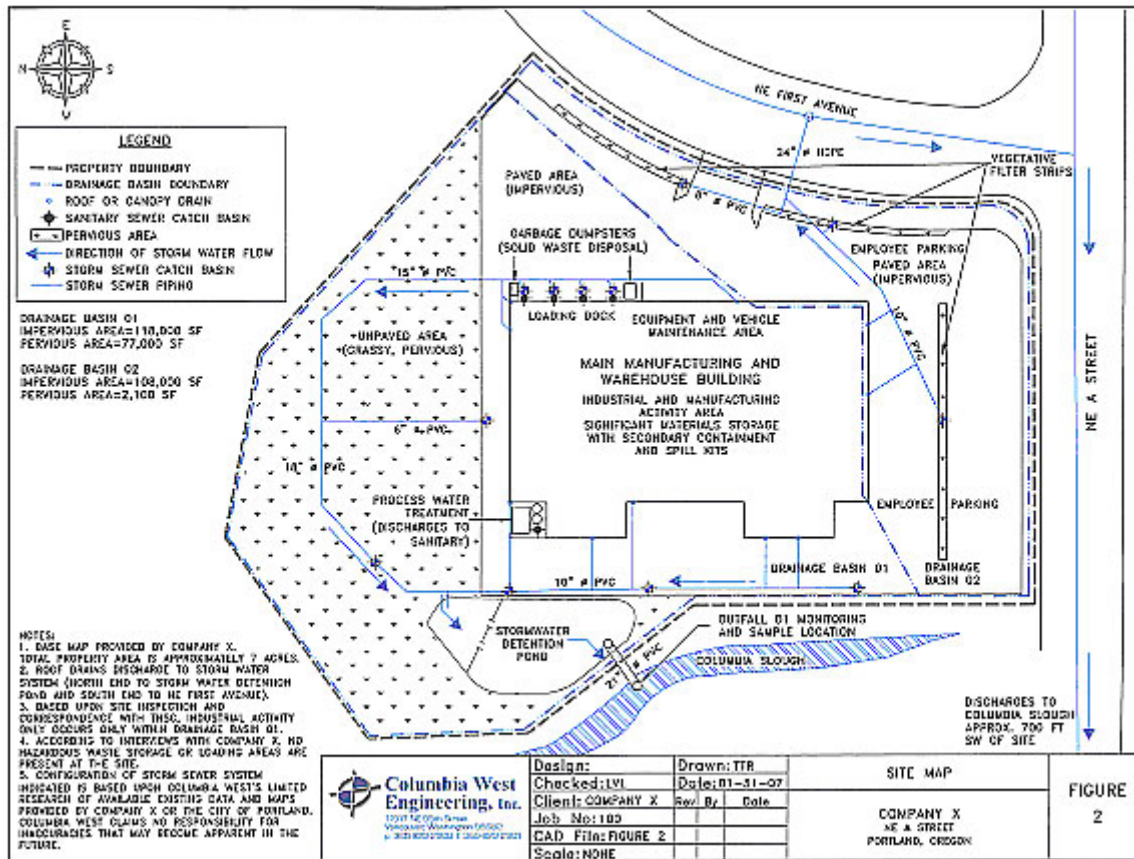
Example Site Maps



Example of General Location Map



Example of Site Map



Example of Site Map

Useful Websites for Site Maps

For very large industrial sites, maps such as the United States Geological Survey (USGS) 7.5 Minute Series Topographic Map can be purchased from the Oregon Department of Geology and Mineral Industries, (503) 731-4444, or from sporting goods stores. The following internet web sites can provide printable aerial photographs, property maps, and/or USGS maps for these purposes.

USGS	http://www.topozone.com http://www.usgs.gov/pubprod/aerial.html
Black & White Aerial Photographs – All State	http://deqapp1/website/lit/data.asp
Site Location Street Maps	http://www.mapquest.com/ or http://maps.google.com/
Property Tax Maps, Utilities Maps, & Color Aerial Photographs of the City of Portland	http://www.portlandmaps.com/mapping.cfm
Property Tax Maps of Clackamas County	http://www.clackamas.us/gis/
Property Tax Maps of Tillamook County	http://www.co.tillamook.or.us/
Color Street Maps -Oregon Department of Transportation	http://www.oregon.gov/ODOT/maps.shtml
Property Tax Maps for Lane County	http://apps.lanecounty.org/TaxMap/Search.aspx
Color Maps of Jackson County	http://www.smartmap.org/
Douglas County Maps	http://www.co.douglas.or.us/puboaa/mapsonline.asp
Color Property Maps for Deschutes County	http://lava5.deschutes.org/mox5/indexPublic.cfm
Color Terrain Map of Josephine County	http://68.185.2.151/website/pumaweb/
Soils Information from the Oregon Branch of the Natural Resource Conservation Service	http://www.or.nrcs.usda.gov/technical/soil/hydric.html

These maps will provide information about the elevations of the land on and around the site. However, the USGS maps are drawn to a scale that may be too small (1 inch - 2000 feet) and may not provide enough detail for the topography of the specific industrial site.

It is important to note that some local governments, such as the City of Portland Map Reproduction Department, (503) 823-4444, have topographic maps for purchase that are drawn to a larger scale (1 inch- 100 feet). These will show greater detail in the topography of the land.

If the larger scale map does not provide enough detail for additional information to be added, a land surveyor or professional engineer should be able to map the site and develop a base map to the appropriate scale. An appropriate scale will vary depending on the size of the site. For very small sites, a base map drawn to a scale of 1 inch - 10 feet or 1 inch - 20 feet may be needed. Sites that are larger can be mapped and drawn to scales such as 1 inch - 30 feet, 1 inch - 40 feet, or larger. It is important to remember that additional information (the location of buildings, process areas, drainage patterns, and stormwater control structures) will need to be added to the base map.

Appendix IV

Determining Representative Outfalls: Multiple Outfalls with Substantial Similar Effluents

A. Determining the number of sampling points

You must identify in the SWPCP the outfalls that you will sample. Where outfalls are representative (i.e. have substantially similar effluents), you are not required to monitor each outfall. In the SWPCP, you must describe the location of outfalls and a detailed explanation of why the outfalls are expected to discharge substantially similar effluent. This determination should be based on past monitoring or an analysis of industrial activities, site characteristics, significant materials, and management practices and activities within the area drained by the outfalls. If the Department or Agent determines that the outfalls are not representative, you may be required to sample additional outfalls.

A variety of methods can be used to demonstrate that stormwater outfalls are representative and have substantially similar effluents. Three options are discussed below: (1) submission of a narrative description and a site map; (2) submission of matrices, or (3) submission of model matrices. Detailed guidance on each of the three options is provided below. The owner/operator should certify the option selected. If this information is provided in the SWPCP, then the SWPCP certification is sufficient.

Petition for Identifying Substantially Similar Stormwater Effluents

Option 1: Narrative description and site map

Facilities demonstrating that stormwater outfalls are substantially similar may submit a narrative description of the facility and a site map to DEQ or its Agent. The narrative portion must include a description of why the outfalls are “representative” and have substantially similar effluents.

Permit registrant may demonstrate that these outfalls contain stormwater discharges associated with:

- Substantially similar industrial activities and processes;
- Substantially similar significant materials that may be exposed to stormwater [including, but not limited to, raw materials (such as steel, lumber, fiberglass), fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act; any chemical the facility is

required to report pursuant to Section 313 of Title III of the Superfund Amendments and Reauthorization Act; fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with stormwater discharges as per 40 CFR 122.26(b)(12));

- Substantially similar stormwater management practices (retention ponds, enclosed areas, diversion dikes, gutters, and swales) and material management practices (protective coverings and secondary containment); or
- Substantially similar flows, as determined by the estimated runoff coefficient and approximate drainage area at each outfall.

The site map should include:

- facility's topography or surface water runoff flow direction;
- each of the drainage and discharge structures;
- drainage area of each stormwater outfall;
- paved areas and buildings within the drainage area for each stormwater outfall;
- all past or present areas used for outdoor storage or disposal of significant materials;
- identification of the significant materials in each drainage area;
- identification of each existing structural control measures used to reduce pollutants in stormwater runoff, materials loading and access areas; and
- areas where pesticides, herbicides, soil conditioners, and fertilizers are applied.

Use an estimate runoff coefficient for impervious surfaces such as roofs or paving of 0.90 and 0.50 for pervious surfaces or a more specific runoff coefficient from other sources to determine the estimated average runoff coefficient for the drainage area.

Estimated Average Runoff Coefficient (for N areas) =

$$\frac{(\text{Area A})(\text{Runoff Coef. A}) + (\text{Area B})(\text{Runoff Coef. B}) + \dots + (\text{Area n})(\text{Runoff Coef. N})}{\text{Area A} + \text{Area B} + \dots + \text{Area N}}$$

For more areas, add the Area multiplied by the Runoff Coefficient in the numerator and add the area in the denominator.

Please see Exhibit 1 below for an example of this option.

Option 2:
Use of matrices to indicate similar outfalls

Facilities demonstrating that stormwater outfalls are substantially similar may include matrices describing specific information associated with each outfall in the facility's SWPCP. Matrix information is required only for those outfalls that the permit applicant is attempting to demonstrate are similar, not for all outfalls. Permit registrants must demonstrate, using the matrices, that the outfalls have stormwater discharges that meet the criteria for substantially similar outfalls, as described in Option 1 above. Refer to Exhibit 2 for examples of matrices that demonstrate substantially similar outfalls.

Option 3:
Model matrices

Facilities demonstrating that stormwater outfalls are substantially similar may include model matrices in the SWPCP. This option is particularly appropriate for facilities with a large number of stormwater outfalls and the potential for numerous groupings of similar outfalls.

Model matrices should contain information for one grouping of substantially similar outfalls. For example, if a facility has 150 outfalls comprised of several groupings of similar outfalls, the facility would choose one of the groupings of similar outfalls to provide information in the model matrices. The permit registrant must demonstrate, using these matrices, that all outfalls within this grouping have stormwater discharges that meet the criteria for substantially similar outfalls, as described in Option 1 above.

Substantially Similar Effluents – Exhibits

EXHIBIT 1. PETITION TO SAMPLE SUBSTANTIALLY SIMILAR OUTFALLS (NARRATIVE DESCRIPTION/SITE MAP)

Examples

- I. The Pepper Company of Philadelphia, Pennsylvania, is primarily engaged in manufacturing paperboard, including paperboard coated on the paperboard machine (from wood pulp and other fiber pulp). This establishment is classified under SIC code 2631. Pursuant to the November 16, 1990, NPDES stormwater permit application regulations, this facility is considered to be “engaging in industrial activity” for the purposes of stormwater permit application requirements in 40 CFR 122.26(b)(14)(i) and (ii).
- II. “When an applicant has two or more outfalls with substantially similar effluents, the Director may allow the applicant to test only one outfall and report that the quantitative data also apply to the substantially similar outfalls.” [40 CFR 122.21(g)(7)]

In accordance with 40 CFR 122.21(g)(7) of the NPDES regulations, the Pepper Company hereby petitions the State of Pennsylvania (the permitting authority) for approval to sample certain representative stormwater outfalls in groupings of stormwater outfalls that are substantially similar. The Pepper Company will demonstrate that of the ten (10) outfalls discharging stormwater from our paperboard manufacturing plant, there are two pairs of substantially similar outfalls. Outfalls 3 and 4 are substantially similar and should be grouped together. Outfalls 8 and 9 are substantially similar and should be grouped together. Outfalls 1, 2, 5, 6, 7, and 10 have distinct characteristics and, therefore, will not be grouped together with other outfalls for the purposes of stormwater discharge sampling.

- III. The Pepper Company will demonstrate that the substantially similar outfalls that have been grouped together contain stormwater discharges associated with: (1) substantially similar industrial activities and processes that are occurring outdoors; (2) substantially similar significant materials (including raw materials, fuels, finished materials, waste products, and material handling equipment) that may be exposed to stormwater; (3) substantially similar material management practices (such as runoff diversions, gutters and swales, protective coverings, and structural enclosures); and (4) substantially similar flows, as determined by the estimated runoff coefficient and approximate drainage area at each outfall.

1. Industrial Activities

A. Description of Industrial Activities at the Pepper Company

The Pepper Company receives wastepaper in bales. This baled wastepaper is sent through a hypulpur and converted to pulp. The fiber material is concentrated, stored, and then drawn through refiners to the paper machines. Wires, plastics, and miscellaneous material are removed during the pulping.

Three systems are used to produce top liner, back paper, and filler. The highest quality fiber is used for the top liner, the medium quality is used for the back paper, and the poorest quality is used for the filler paper. Wireforming or conventional boxboard processes are employed to produce clay-coated boxboard, using a water-based clay-coating material. Additional materials

may be used as binders. These are stored indoors and are not exposed to precipitation. Ammonia is used in the clay-coating process. Off-grade fiber and trim material are ground up and returned to the liquid process stream. Slime control agents, consisting of bactericides, are used in association with this process. These agents are organic materials used to prevent souring of mill operations. They are received in drums and stored indoors. Empty drums are returned to the supplier to reuse. In addition, the Pepper Company operates an onsite landfill for the disposal of miscellaneous waste materials removed during pulping and paper cuttings operations.

B. Demonstration of Why Outfalls Are Substantially Similar in Terms of Industrial Activities Conducted Outdoors.

Outfalls 3 and 4

Outfalls 3 and 4 are substantially similar in terms of industrial activities conducted outdoors. Both outfalls contain stormwater discharges associated with the outdoor storage of baled wastepaper. The wastepaper, which consists of old corrugated containers, mixed paper, and other types of wastepaper, is received weekly and stored for up to 3 weeks in Storage Areas #1 and #2. These uncovered storage areas are enclosed by chain-link fencing.

Outfalls 8 and 9

Outfalls 8 and 9 drain stormwater runoff from areas where all industrial activities occur indoors. The industrial activities occurring under roof cover at these two outfalls include hydropulping, storage of concentrated fiber material, refining, and paperboard production. These industrial processes have no potential for contact with precipitation.

2. Significant Materials

A. Description of Significant Materials at the Pepper Company

The significant materials listed below are used by the Pepper Company to manufacture paperboard. These materials are stored indoors, unless otherwise indicated.

(i) Raw materials, including baled wastepaper (off-spec damaged paper stock or recycled paper) [wastepaper is stored outdoors at Storage Areas 91 and 12]; clays, ammonias, sizings, and slime control agents (chlorine dioxide); caustic; ammonia, which is stored in two tanks. [See Storage Area 93].

(ii) Waste Materials, including miscellaneous materials removed during pulping and paper cuttings (such as staples, rubber bands, styrofoam, etc.). These waste materials are stored indoors in open dumpsters. However, prior to disposing of the waste in the onsite landfill, these dumpsters are moved outdoors where they are potentially exposed to precipitation for 12 hours or less. [See Storage Area 43].

(iii) Finished Products, including paperboard and molded fiber products. These are always stored indoors.

(iv) Others, including wood pallets (which are used to transport and haul raw materials, waste materials, and finished products) are stored both indoors and outdoors. [See Storage Area #3]. The Pepper Company has an above-ground fuel tank with a pump. [See Storage Area #3].

B. Demonstration of Why Outfalls are Substantially Similar in Terms of Significant Materials that Potentially May be Exposed to Stormwater

Outfall 003 and 004

Outfalls 003 and 004 are substantially similar in terms of significant materials that may be exposed to stormwater. Both outfalls contain stormwater discharges associated with the outdoor storage of baled wastepaper. The wastepaper, which consists of old corrugated containers, mixed paper, and other types of wastepaper, is received weekly and stored for up to 3 weeks in Storage Areas #1 and #2. These uncovered storage areas are enclosed by chain-link fencing.

Outfalls 8 and 9

Outfalls 008 and 009 are substantially similar in terms of significant materials. Both outfalls contain stormwater runoff from areas that have no significant materials potentially exposed to stormwater. All industrial activities occurring in the areas drained by Outfalls 008 and 009 occur completely indoors.

3. Material Management Practices

A. Description of Material Management Practices at the Pepper Company

The Pepper Company uses a wide range of stormwater management practices and material management practices to limit the contact of significant materials with precipitation. Non-structural stormwater management practices include employee training, spill reporting and clean-up, and spill prevention techniques. Structural stormwater management practices include:

- (i) Diversion Devices (both above-ground trenches and subterranean drains) are used to divert surface water from entering a potentially contaminated area.
- (ii) Gutters/Swales (constructed of concrete or grass) channel stormwater runoff to drainage systems leading to separate storm sewers.
- (iii) Overland Flow (which is the flow of stormwater over vegetative areas prior to entrance into a stormwater conveyance) allows much of the stormwater to infiltrate into the ground. The remainder is naturally filtered prior to reaching the stormwater conveyance. This is not considered sheet flow since natural drainage channels may be carved out during a heavy storm event.

B. Demonstration of Why Outfalls Are Substantially Similar in Terms of Stormwater Management Practices Used

Outfalls 003 and 004

Outfalls 003 and 004 are substantially similar in terms of stormwater management practices used. Both outfalls contain stormwater discharges associated with the outdoor storage of baled wastepaper, located in Storage Areas #1 and #2. Concrete gutters at both sites channel stormwater away from the storage areas down to the respective outfalls.

Outfalls 008 and 009

Outfalls 008 and 009 are substantially similar in terms of stormwater management practices used. Both outfalls contain stormwater runoff from areas that have no significant materials potentially exposed to stormwater. All industrial activities occurring in the areas drained by

Outfalls 008 and 009 occur completely indoors. Both outfalls receive overland flow stormwater. From roof drains, the stormwater in both drainage areas is then conveyed over similarly graded vegetative areas prior to entrance into the respective outfalls.

4. Flow Characteristics

Demonstration of Why Outfalls Are Substantially Similar in Terms of Flow, as Determined by the Estimated Runoff Coefficient and Approximate Drainage Area at Each Outfall

Outfalls 003 and 004

Outfalls 003 and 004 are substantially similar in terms of flow. Both drainage areas have a 2 to 7 percent grade and contain fine textured soil (greater than 40 percent clay) with a vegetative cover. The estimated runoff coefficient for both outfalls is 0.2. The approximate drainage area for each outfall is similar. Outfall 003 has an approximate drainage area of 3,500 square feet. Outfall 004 has an approximate drainage area of 2,900 square feet.

Outfalls 008 and 009

Outfalls 008 and 009 are substantially similar in terms of flow. Both drainage areas have a 2 to 7 percent grade and contain fine textured soil (greater than 40 percent clay) with a vegetative cover. The estimated runoff coefficient for both outfalls is 0.2. The approximate drainage area for each outfall is similar. Outfall 008 has an approximate drainage area of 7,600 square feet. Outfall 009 has an approximate drainage area of 8,700 square feet.

EXHIBIT 2 – Matrices Demonstrating Substantially Similar Outfalls

Industrial Activities					
OUTFALL	Outdoor Storage of Raw Material & Material Handling Equipment	Fueling	Waste Material Storage (Dumpster)	Loading/Unloading of Raw Materials, Intermediate Products, & Final Products	Landfill activity
003	X	-	-	X	-
004	X			X	-
008	-	-	-	-	-
009	-	-	-	-	-

Significant Materials That May Be Exposed To Stormwater						
OUTFALL	Outdoor Ammonia Tank	Wood Pallets	Aboveground Gas Tank	Waste Materials	Baled Wastepaper	Finished Products
003	-	-	-	-	X	-
004	-	-	-	-	X	-
008	-	-	-	-	-	-
009	-	-	-	-	-	-

Stormwater Management Practices					
OUTFALL	Runoff Diversion	Wetland/Swales	Vegetative Filter Strip	Catch Basin Insert Bags (without overflow)	Vacuum Sweeping
003	-	X	-	-	-
004	-	X	-	-	-
008	-	-	X	-	-
009	-	-	X	-	-

Flow Characteristics		
OUTFALL	Estimated Runoff Coefficient	Approximate Drainage Area of Outfall (sq. ft.)
003	0.2	3,500
004	0.2	2,900
008	0.2	7,600
009	0.2	8,700

Appendix V - DEQ and Agent Offices

DEQ Regional Offices		
DEQ Northwest Region 2020 SW 4 th Ave., Suite 400 Portland, OR 97201-4987 503-229-5263 or 1-800-452-4011	DEQ Western Region 165 East 7 th Avenue, Ste. 100 Eugene, OR 97401-3049 541-687-7326 or 800-844-8467	DEQ Eastern Region 700 SE Emigrant, Suite 330 Pendleton, OR 97801 541-276-4063 or 800-452-4011

NORTHWEST REGION (county)

Clackamas	Multnomah
Clatsop	Tillamook
Columbia	Washington

WESTERN REGION (county)

Benton	Douglas	Lane	Marion
Coos	Jackson	Lincoln	Polk
Curry	Josephine	Linn	Yamhill

EASTERN REGION (county)

Baker	Gilliam	Hood River	Lake	Sherman	Wallowa
Crook	Grant	Jefferson	Malheur	Umatilla	Wasco
Deschutes	Harney	Klamath	Morrow	Union	Wheeler

AGENT OFFICES		
City of Portland Bureau of Environmental Services Water Pollution Control Laboratory 6543 N. Burlington Ave. Portland, OR 97203-5452 Contact: Michael Pronold (503) 823-7584	Clean Water Services (includes all or part of Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood, Tigard, and Tualatin) 2550 SW Hillsboro Highway Hillsboro, OR 97123 Contact: Rick Fischl (503) 681-5134	City of Eugene 410 River Avenue Eugene, OR 97404 Contact: Jonathan Wilson (541) 682-8616