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DEPARTMENT OF TRANSPORTATION
ENVIRONMENTAL COMPLIANCE OFFICE**
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TDOT STANDARD OPERATING PROCEDURE - ENVIRONMENTAL

NO.
20

Subject: *SWPPP Management at Unstaffed Facilities*

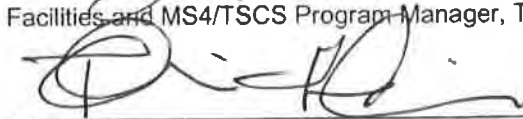
Reviewed and approved by:


Barry Brown, PE

05-02-17

Date

Facilities and MS4/TSCS Program Manager, TDOT Environmental Compliance Office



5.5.17

Date

Toks Omishakin
Environmental Bureau Chief, TDOT Environmental Planning Bureau

Status: Revised and re-approved with no significant changes.

Version 3 – Replaces
Version 2 dated April 2016

1.0 PURPOSE AND SCOPE

This Standard Operating Procedure (SOP) is intended to define the circumstances and procedures for the management of Storm Water Pollution Prevention Plans (SWPPPs) and related documentation at TDOT-owned/operated facilities. The TDOT Municipal Separate Storm Sewer System (MS4) Permit No. TNS077585 requires TDOT to produce SWPPPs for all applicable TDOT-owned/operated facilities. In response to this permit requirement, TDOT has generated SWPPPs for 183 facilities including all TDOT-operated Regional, District, and County maintenance garages, ferry landings, remote salt storage facilities, and remote HELP facilities. Additionally, SWPPPs have also been produced for facilities maintained by TDOT, but operated by other state government agencies, including rest areas, welcome centers, aeronautics facilities, and weigh stations.

The MS4 Permit also requires that the SWPPPs be maintained onsite. Specifically, Appendix B of the permit includes this requirement:

The current SWPPP shall be maintained on-site, including unstaffed facilities, at all times. The current SWPPP shall also be maintained at the TDOT Region or District facility within the geographic jurisdiction.

However, management of SWPPPs at those facilities where TDOT staff are typically not present has become problematic, and the need for an alternate approach has been identified. This SOP will define the conditions and methods to be followed for those facilities where the storage and maintenance of a SWPPP at the facility is not practical.

2.0 DEFINITIONS

Pollution Prevention Team — Each SWPPP shall identify a specific individual or individuals within the facility organization as members of a Storm Water Pollution Prevention Team who are responsible for developing the SWPPP and assisting the facility or plant manager in its implementation, maintenance, and revision.

TDOT-Owned/Operated Facilities — This includes Region Headquarters facilities, District Headquarters facilities, County Garages, aeronautics facilities, truck weigh stations, welcome centers, rest areas, Floating Maintenance facilities, remote salt storage facilities, remote HELP truck facilities, and other facilities owned and/or operated by TDOT. **Note:** Remote facilities are those that are separate from TDOT Region Headquarters facilities, District facilities, and County Garages.

Unstaffed Facilities — This includes those facilities where TDOT staff are not routinely present during a normal working day, or where TDOT staff must travel from their normal work location for specific and unscheduled activities. The unstaffed facilities are presented in Attachment A of this SOP.

3.0 SWPPP MAINTENANCE PROBLEMS AT UNSTAFFED FACILITIES

Maintenance of the SWPPP onsite does not only require the presence of the actual document, but also maintenance of all ancillary documentation, including:

- Facility Inspection reports;
- Outfall inspection reports;
- Non-Stormwater Discharge Certifications;
- Comprehensive Site Compliance Evaluation report;
- Spill records; and/or
- Sampling records.

Most of these records are typically maintained as original handwritten checklists or notations in tables provided in the SWPPP document. Additionally, the SWPPP itself, especially the facility map, is a "living document" in that it will be frequently modified by redline changes in drawings or handwritten changes to the text. The MS4 Permit requires all documentation to be maintained at least three years after expiration of the permit (i.e., April 27, 2011).

At TDOT-owned/operated facilities these documents are typically maintained in a file cabinet or desk where they can be protected from inadvertent damage or unauthorized modification. At unstaffed facilities, the TDOT Pollution Prevention Team typically does not have access to any type of secure storage where the documentation can be secured and accessed when needed.

4.0 ALTERNATE SWPPP MAINTENANCE PROCEDURE FOR UNSTAFFED FACILITIES

At any of the unstaffed facilities listed in Attachment A, the responsible District Maintenance Supervisor may elect to maintain the unstaffed facility's SWPPP and its ancillary documentation at the nearest District or County Garage. At the unstaffed facility, emergency contact signage must be in place and visible from the primary access gate(s). For facilities with more than one primary access gate, multiple signs will be required. Signs must be legible from the area immediately outside the primary access gate(s). **Signage must also include SWPPP notification coverage, including its location and contact information; examples are shown in Attachment B.**

The postings should be visible from the primary access gate(s) and constructed in such a way to be protected from weathering, if posted outside of a completely enclosed structure. Continued visibility of the postings must be verified by each quarterly facility inspection and by the Comprehensive Site Compliance Evaluation.

The SWPPP and documentation for each unstaffed facility must be maintained in an individual file completely separate from any other facility SWPPP. The file must be clearly marked with the unstaffed facility's name and location and must be readily accessible for inspection.

5.0 TRAINING

5.1 SWPPP Requirements

Personnel at TDOT facilities with SWPPPs will be initially trained by TDOT Environmental Compliance Office personnel or by designated TDOT contractor personnel regarding their SWPPP responsibilities, including spill prevention and response. Annual refresher training of such personnel will subsequently be provided by the TDOT Facility Supervisor or his designated representative. A record of the attendees will be maintained within the SWPPP. This refresher training will be conducted to ensure understanding of the SWPPP.

5.2 General Requirement

Each TDOT Facility Supervisor is responsible for ensuring that the facility employees under his supervision receive training on the requirements of this SOP commensurate with their job responsibilities.

ATTACHMENT A
UNSTAFFED FACILITIES

Site	Facility Type	County	Super District	Region
I-26 Sullivan County Welcome Center	WC	Sullivan	17	1
I-26 Unicoi County Welcome Center	WC	Unicoi	17	1
I-26 MM50/Unicoi	SS	Unicoi	17	1
I-81	WC	Sullivan	17	1
I-81 N	RA	Greene	17	1
I-81 S	RA	Greene	17	1
I-81 (MM 29)	SS	Greene	17	1
I-81	WS	Greene	17	1
I-40 E	RA	Jefferson	18	1
I-40 W	RA	Jefferson	18	1
I-81 S	RA	Jefferson	18	1
I-40	WC	Cocke	18	1
I-75/SR63	SS	Campbell	19	1
I-75/Stinking Creek	SS	Campbell	19	1
I-75	WC	Campbell	19	1
Knoxville (Old Site)	SS	Knox	18	1
I-40 E	WS	Knox	18	1
I-40 W	WS	Knox	18	1
I-40/MM262 Harriman	SS	Roane	19	1
I-75 N	RA	McMinn	29	2
I-75 S	RA	McMinn	29	2
SR111/Back Valley Rd	SS	Hamilton	29	2
I-75/Exit 36	SS	McMinn	29	2
I-24	WC	Hamilton	29	2
I-75	WC	Hamilton	29	2
I-24 E	RA	Grundy	28	2
I-24 W	RA	Grundy	28	2
I-24 E	RA	Marion	28	2
I-24	WC	Marion	28	2
I-40 E	RA	Cumberland	27	2
I-40 W	RA	Cumberland	27	2
I-24 (MM135)	SS	Marion	28	2
I-40E (MM 307.5)	SS	Cumberland	27	2
I-40W (MM 340.1)	SS	Cumberland	27	2
Cookeville	SS	Putnam	27	2
I-24 (MM 107)	SS	Coffee	28	2
I-24-E	WS	Coffee	28	2
I-24-W	WS	Coffee	28	2
SR840/SR106	SS	Williamson	37	3

Site	Facility Type	County	Super District	Region
I-40/SR53	SS	Smith	37	3
Maddox Simpson Parkway (Lebanon)	SS	Wilson	37	3
Lebanon/I-40 MM 228	SS	Wilson	37	3
I-40	WC	Smith	37	3
Ferry	FL	Stewart	38	3
I-24/SR49	SS	Cheatham	38	3
I-65S/SR25	SS	Robertson	38	3
I-24	WC	Montgomery	38	3
I-65	WC	Robertson	38	3
I-65-N	WS	Robertson	38	3
I-65-S	WS	Robertson	38	3
I-24W (MM 72)	SS	Rutherford	39	3
I-40 E	RA	Dickson	38	3
I-40 W	RA	Dickson	38	3
I-40W (MM 169)	SS	Dickson	38	3
I-65	WC	Giles	39	3
I-65	WS	Giles	39	3
I-40 E	RA	Benton	47	4
I-40 W	RA	Benton	47	4
I-40/SR69	SS	Decatur	48	4
Martin	SS	Weakley	47	4
State Air Park (Reelfoot Lake)	AF	Lake	47	4
I-155	WC	Dyer	47	4
Braden	SS	Fayette	49	4
I-40 E	RA	Madison	48	4
I-40 W	RA	Madison	48	4
I-40/SR104	SS	Henderson	48	4
I-40 EB	WS	Haywood	48	4
I-40 WB	WS	Haywood	48	4
US-51 N/S RA	RA	Lauderdale	49	4
Boswell Street	SS/HF	Shelby	49	4
I-40	WC	Shelby	49	4
I-55	WC	Shelby	49	4

Facility Types:

AF = Aeronautics Facility

RA = Rest Area

WC = Welcome Center

SS = Remote Salt Storage

HF = Remote HELP Facility

WS = Weigh Station

FL = Ferry Landing

ATTACHMENT B
SWPPP CONTACT FORMS

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THIS FACILITY IS MAINTAINED AND AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATION:

FACILITY _____

ADDRESS _____

SWPPP CONTACT PHONE NUMBERS (TDOT REGION 1 FACILITIES)

Facility SWPPP Managers:

Primary: _____ Office: _____

Cell: _____

Home: _____

Secondary: _____ Office: _____

Cell: _____

Home: _____

TDOT Regional Environmental Technical Group Contacts:

Mark Doty: Office: 865-594-4517
Cell/Other: 865-712-8249

Matt Bowling: Office: 965-594-2439
Cell/Other: 865-440-4153

TDOT Environmental Compliance Office Personnel:

Barry Brown: Office (Nashville): 615-741-4732
Cell: 615-969-6580

John Nichols: Office (Nashville): 615-741-4732
Cell: 615-804-4978

Email: tdot.env.facilitycompliance@tn.gov

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THIS FACILITY IS MAINTAINED AND AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATION:

FACILITY _____

ADDRESS _____

SWPPP CONTACT PHONE NUMBERS (TDOT REGION 2 FACILITIES)

Facility SWPPP Managers:

Primary: _____ Office: _____

Cell: _____

Home: _____

Secondary: _____ Office: _____

Cell: _____

Home: _____

TDOT Regional Environmental Technical Group Contacts:

Tommy Paul: Office: 423-510-1293
Cell/Other: 423-763-8014

Sara Snyder: Office: 423-510-1295
Cell/Other: 423-298-8873

Key TDOT Environmental Compliance Office Personnel:

Barry Brown: Office (Nashville): 615-741-4732
Cell: 615-969-6580

John Nichols: Office (Nashville): 615-741-4732
Cell: 615-804-4978

Email: tdot.env.facilitycompliance@tn.gov

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THIS FACILITY IS MAINTAINED AND AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATION:

FACILITY _____

ADDRESS _____

SWPPP CONTACT PHONE NUMBERS (TDOT REGION 3 FACILITIES)

Facility SWPPP Managers:

Primary: _____ Office: _____

Cell: _____

Home: _____

Secondary: _____ Office: _____

Cell: _____

Home: _____

TDOT Regional Environmental Technical Group Contacts:

Michael Finks: Office: 615-350-4212
Cell/Other: 629-203-4712

David Sizemore: Office: 615-350-4590
Cell/Other: 615-476-8861

TDOT Environmental Compliance Office Personnel:

Barry Brown: Office (Nashville): 615-741-4732
Cell: 615-969-6580

John Nichols: Office (Nashville): 615-741-4732
Cell: 615-804-4978

Email: tdot.env.facilitycompliance@tn.gov

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THIS FACILITY IS MAINTAINED AND AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATION:

FACILITY _____

ADDRESS _____

SWPPP CONTACT PHONE NUMBERS (TDOT REGION 4 FACILITIES)

Facility SWPPP Managers:

Primary: _____ Office: _____

Cell: _____

Home: _____

Secondary: _____ Office: _____

Cell: _____

Home: _____

TDOT Regional Environmental Technical Group Contacts:

Lou Timms: Office: 731-935-0212
Cell/Other: 731-234-2147

Jared McCoy: Office: 731-935-0172
Cell/Other: 731-234-1874

TDOT Environmental Compliance Office Personnel:

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