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|  | **Best Management Practices Plan (BMPP) Template**  **for Single Source De Minimis Discharges**  **to Waters of the United States under the**  **AZPDES De Minimis General Permit (AZG2016-001)** |

Introduction

To help you develop a Best Management PracticesPlan (BMPP) that is consistent with the AZPDES De Minimis General Permit (DMGP), the Arizona Department of Environmental Quality has created this BMPP Template (or, “the Template”). Before completing the Template, make sure you read and understand the requirements of the DMGP. You are not required to use the Template, but it has been designed to help ensure that your BMPP addresses all the necessary elements required in DMGP Part IV.D.

Any applicant who submits a new Notice of Intent (NOI) for De Minimis discharges must prepare a BMPP and implement it for the discharging project. However, for single source discharges, the applicant is not required to submit the BMPP to ADEQ unless **1)** the discharge point is within ¼ mile of an Outstanding Arizona Water (OAW) or an impaired water, or **2)** ADEQ specifically requests submittal of the BMPP.

***NOTE:* If the proposed discharge site is located within Indian Country** **as defined in DMGP Part VII.B., STOP HERE.**  ADEQ does not have permitting authority for discharges conducted in Indian Country. Please contact US EPA Region 9 regarding authorization to discharge.

**Tips for using the BMPP Template:**

* Definitions of terms can be found in DMGP Part VII.B.
* The Template is designed to be filled out on a computer using Microsoft Word. You can add any images, tables, or additional text needed.
* The Template generally uses blue font or check-boxes (**🗆**) where you will need to enter information.
* On your computer screen, left-click once within the gray form fields to enable inserting your information. (Example)
* To insert page header information, please access the header of the Table of Contents or a subsequent page, and make entries where indicated. Your project name and the date will then display on all pages.
* After you have entered information in the template, the page numbering in the Table of Contents may need to be updated. To do this, find the “Help” feature in your version of MS Word, query for “Update Table of Contents”, and follow the instructions.

While ADEQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the permittee’s actual obligations are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the DMGP, the permit controls. ADEQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

Best Management Practices Plan

for Single Source Discharges under the

AZPDES De Minimis General Permit

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Name of discharging project:

**Insert name of discharging project**

**Operator of Project:**

(Person / organization responsible for the discharge)

Insert Name of Operator

Insert Operator's Business/Agency

Insert Mailing Address

Insert City, State, Zip Code

Insert Operator's Telephone Number with Area Code

BMPP Prepared by:

Insert BMPP Preparer Information

Insert BMPP Preparer's Business / Agency

Insert Mailing Address

Insert City, State, Zip Code

Insert Telephone Number (with Area Code)

Date:

**\_\_ \_\_/ \_\_ \_\_ /** **\_\_ \_\_ \_\_ \_\_**

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# SECTION 1: PROJECT DESCRIPTION AND CONTACT INFORMATION

### 1.1 Project Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Site Information** | | | | | | |
| Street address (if applicable): Insert street address or reference driving directions in NOI | | | | | | |
| City: Insert name of city or town nearest to the site | | | State: AZ | ZIP Code: Insert ZIP code | | |
| County: Insert county in which site is located | | | | | | |
| Permit Tracking Number, when assigned: AZDGP- Insert digits of AZDGP number, when assigned | | | | | | |
| Latitude and Longitude of Discharge Location **(Degrees, Minutes, Seconds)** | | | | | | |
| Latitude: | | Longitude: | | | |
| \_ \_ º \_ \_ ' \_ \_.\_ \_'' N  (degrees, minutes, seconds) | \_ \_ \_ º \_ \_ ' \_ \_ . \_ \_'' W  (degrees, minutes, seconds) | | | |
|  | | | | | | |
| **Discharge Information** | | | | | | |
| Type of discharge activity: Insert type of discharge activity (e.g., potable water system maintenance, aquifer testing, hydrostatic testing)  Does this facility discharge into a Municipal Separate Storm Sewer System (MS4)? Yes  No  If yes, name of MS4 operator (example - City of Phoenix): Insert name of MS4 operator | | | | | | |
| Name of closest water of the U.S. that receives discharges from your facility or discharge activity:  Insert name of closest receiving water, or "unnamed" if there is no name | | | | | | |
| What is the type of the closest receiving water (see definitions in DMGP Part VII.B.):  Ephemeral  Effluent-dependent  Perennial or Intermittent | | | | | | |
| Is the discharge location within 1/4 mile of an **Outstanding Arizona Water** **(OAW)**, an **impaired water,** or a **not attaining water**?  Yes  No  *If you answered Yes, a copy of the BMPP must be submitted with the NOI for review by ADEQ. Maps of these waters are available in the “Water Quality” section of the GIS eMaps page on ADEQ’s website.*  If applicable, enter the name of the OAW: Insert name of the OAW  If applicable, enter the name of the impaired or not attaining water: Insert name of the affected water  If applicable, identify the pollutant(s) causing the impairment: Identify the pollutants causing the impairment, if applicable | | | | | | |
| Do you have reason to believe the pollutant(s) identified above will be present in the discharge?  Yes  No Additional information Enter additional information, if any  For any pollutants identified, which have a completed TMDL? Enter pollutants for which a TMDL has been completed, or "None"  TMDL information is available on the ADEQ website. | | | | | | |
|  | | | | | | |

### 1.2 General Description of Discharging Project

Insert general description of discharging project

### 1.3 Contact Information for Responsible Parties

Instructions:

* List the contact information for the individual(s) or position title(s) responsible for onsite monitoring, maintenance/inspection, reporting, and other compliance functions (DMGP Part IV.D.2.f.). Multiple blocks are provided for convenience; you may delete any that are not needed, or copy and paste to add more.
* The “Additional Information” line can be used to identify specific roles if applicable, or other details.

|  |
| --- |
| Contact Name:  Insert Contact Name  Contact Business Name: Insert Contact's Business/Agency  Contact Telephone Number: Insert Contact Telephone Number  Contact Email Address: Insert Contact Email Address  Operator Mailing Address: Insert Contact's Mailing Address  City, State, ZIP code: Insert City, State, ZIP code  Additional Information: Insert additional information, if any |
| Contact Name: Insert Contact Name  Contact Business Name: Insert Contact's Business/Agency  Contact Telephone Number: Insert Contact Telephone Number  Contact Email Address: Insert Contact Email Address  Contact Mailing Address: Insert Contact's Mailing Address  City, State, ZIP code: Insert City, State, ZIP code  Additional Information: Insert additional information, if any |
| Contact Name: Insert Contact Name  Contact Business Name: Insert Contact's Business/Agency  Contact Telephone Number: Insert Contact Telephone Number  Contact Email Address: Insert Contact Email Address  Operator Mailing Address: Insert Contact's Mailing Address  City, State, ZIP code: Insert City, State, ZIP code  Additional Information: Insert additional information, if any |

# SECTION 2: FACTORS TO CONSIDER (DMGP Part IV.D.1.)

Instructions:

You must consider the factors below, as applicable, in developing your BMPP (DMGP Part IV.D.1.). Space is provided for any notes that may be necessary for each section.

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### 2.1. Setting of discharge:

* Climate and topography
* Adjacent land uses and downstream uses
* Potential flow path for given quantity of discharge

NOTES (optional): Insert any notes pertaining to the above factors.

### 2.2. Constituents of concern (COCs):

• Potential sources and quantities

• Containment/reduction methods

• Possible need for sampling the affected surface water prior to discharge (*e.g.*, hardness in perennial or intermittent receiving waters, if the discharge will be sampled for trace metals)

NOTES (optional): Insert any notes pertaining to the above factors. (Specific information will be entered in Section 3, if applicable.)

### 2.3. Identification of possible spills and proper containment.

NOTES (optional): Insert any notes pertaining to potential spills from chemicals or equipment.

### 2.4. Location and accessibility of temporary containment materials.

NOTES (optional): Insert any notes pertaining to the above factors.

# SECTION 3: POTENTIAL POLLUTANTS (Constituents of Concern)

Instructions:

Check any applicable boxes below to identify potential “constituents of concern” (COCs) that may be discharged as a result of this project (COC is defined in DMGP Part VII.). If you check “Other”, identify the COC and anticipated concentration, if known.

|  |
| --- |
| Total Residual Chlorine (TRC) Insert anticipated TRC level before dechlorination |
| Other halogenated disinfectant (*e.g.*, bromine) Insert anticipated level before control measures |
| Suspended sediment |
| Oil / grease |
| pH (above 9.0 or below 6.5 standard units): Insert anticipated pH before control measures |
| E.Coli |
| Other (identify): Potential COC (1) and anticipated concentration, if known |
| Potential COC (2) and anticipated concentration, if known |
| Potential COC (3) and anticipated concentration, if known |

# SECTION 4: CONTROL MEASURES

Instructions:

In the following sections, describe the control measures to be implemented at your site to minimize COC’s in the discharge (as identified in Section 3) and to ensure compliance with the terms and conditions of the DMGP.

### 4.1. Control of Erosion, Streambed Scour, and Sedimentation

Instructions:

Describe controls that will be implemented to minimize erosion of the land surface, streambed / lakebed scouring, and sedimentation in the affected surface water due to the discharge.

INSERT DESCRIPTION OF CONTROL MEASURES HERE

### 4.2. Provisions for dechlorination (if applicable)

Instructions:

If applicable, describe provisions for dechlorination of the discharge in accordance with DMGP Part IV.D.2.c.

At a minimum, a treatment plan for dechlorination should include:

* a description of the dechlorination method(s) to be used, including the type of dechlorination device/chemicals, or an alternative method such as retention and dissipation.
  + if chemical dechlorination is used:
    - a statement that the permittee will determine and apply the chemical dosage needed to meet the permit limit without excessive chemical use.
    - for automated dechlorination device(s), if any: the schedule for inspection, chemical resupply, and testing of the equipment.

INSERT PROVISIONS FOR DECHLORINATION HERE

### 4.3. Provisions for control of any other COC’s identified in Section 3

Instructions:

Describe your plans for minimizing the duration of any discharges that occur as a result of system failure or malfunction (e.g., line breaks, leaks, or overflows).

INSERT DESCRIPTION OF CONTROL MEASURES HERE

### 4.4. Provisions for limiting the duration of discharge

Instructions:

Describe your plans for minimizing the duration of any discharges that may occur as a result of system failure or malfunction (e.g., line breaks, leaks, or overflows).

INSERT DESCRIPTION OF CONTROL MEASURES HERE

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### 4.5. Other Control Measures

Instructions:

Describe your plans for minimizing the duration of any discharges that may occur as a result of system failure or malfunction (e.g., line breaks, leaks, or overflows).

INSERT DESCRIPTION OF CONTROL MEASURES HERE

### 4.6. Provisions for Training

Instructions (see DMGP Part IV

Describe your plan for training personnel to implement, manage, maintain, and remove BMPs upon completion of the permitted discharge(s).

INSERT DESCRIPTION OF TRAINING PLAN HERE

# SECTION 5: MONITORING

Instructions:

**Items 5.1 and 5.2:** If applicable, describe your procedures for conducting any discharge monitoring or sampling required in DMGP Appendix A or specified by ADEQ.

5.1 Monitoring Parameters, Frequency, and Location(s). Identify parameters to be monitored, frequency of monitoring, and locations where monitoring or sampling will be conducted:

Insert text here

5.2 Sampling Procedures (if applicable). Describe procedures you will follow for collecting any required samples, including responsible staff who will be involved, logistics for collecting and handling samples, laboratory to be used, etc.

INSERT TEXT HERE

Note: It may be helpful to create a table with a row for each parameter to be monitored and columns for the information called for above.

### **5.3. Monitoring of site conditions**

Instructions:

Describe your procedures for monitoring of on-site conditions related to the discharge, to ensure the appropriate control measures are implemented pursuant to your BMPP.

INSERT TEXT HERE

# 

# SECTION 6: BMPP CERTIFICATION

Instructions:

The following certification statement must be signed **(with an original, inked signature)** and dated by a person who meets the signatory requirements of DMGP Part V.K.2.

*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 this system, or those persons directly responsible for gathering the information, I believe the information submitted is 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. In addition I certify that the operator will comply with all terms and conditions stipulated in General Permit No. AZG2016-001 issued by the Director.*

Printed Name of Signer: Enter Signer's name here Title: Enter Signer's title here

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Business / Agency: Enter Signer's Business or Agency

Telephone: Enter Signer's telephone number with area code

# SECTION 7: LOG OF BMPP MODIFICATIONS

Instructions:

Your BMPP is a “living” document and is required to be modified and updated, as necessary. See Part IV.D.4. of the DMGP.

ADEQ recommends you keep a log with a description of each modification, the name of the person making it, and the date and signature of that person.

INSERT LOG HERE or REFERENCE ATTACHMENT

# BMPP ATTACHMENTS (optional)

You may wish to attach the following documentation to the BMPP:

### Attachment A – General Location Map

Include a copy of your general location map in Attachment A.

### Attachment B – Site Map

Include a copy of your site map(s) in Attachment B.

### Attachment C – Copy of DMGP

It may be helpful to keep a printed copy of the DMGP so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire DMGP into your BMPP. As an alternative, you can include a reference to the permit and where it is kept at the site.