



# Stormwater Pollution Prevention Plan (SWPPP)

Rutherford County Highway Department

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1510 Rutledge Way Murfreesboro, TN37129

Development of a Stormwater Pollution Prevention Plan (SWPPP) is required under the National Pollution Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4). Permitted MS4s, “must develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. The program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.” (State of TN Small MS4 General NPDES Permit)

The purpose of this document is to serve as a guide for your facility on how you will prevent stormwater pollution on your site. The director of the facility must sign and date the SWPPP and is charged with ensuring the SWPPP is followed.

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Signature

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Print Name

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Title

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Date

**You must keep a copy of your Stormwater Pollution Prevention Plan available to the public and submit a copy to:**

**Regulatory Agency / Stormwater Department**

**MAKE SURE YOU HAVE A COPY OF YOUR SWPPP AVAILABLE TO EMPLOYEES AND INSPECTORS AT YOUR FACILITY**

# Pollution Prevention Team

Year: 2021

## **SWPPP Coordinator– Rutherford County’s Stormwater Department**

**Point of Contact:** Shelia Huffmire

**Assistant County Engineer**

**shuffmire@rutherfordcountyttn.gov**

615-898-7732

Responsibilities:

- Ensures BMPs are maintained and working properly
- Ensures records are being updated and maintained
- Coordinates meetings
- Conducts annual SWPPP review / update
- Coordinates employee trainings

## **Team Member 1: Rutherford County Highway Department**

(On the ground team representative)

**Point of Contact:** Greg Brooks

Highway Superintendent

615-898-7856

**2<sup>nd</sup> Point of Contact:** Ben Friend

Public Works Engineer

615-898-7732

Responsibilities:

- Includes visual analysis
- Reports failing BMPs to Coordinator
- Helps to facilitate meetings
- Helps to facilitate employee trainings
- Helps to update SWPPP annually

# Facility Description

## A. Facility Location:

Rutherford County Highway Department is located at 1510 Rutledge Way Murfreesboro, TN 37129. The facility is approximately 11.13 acres. The facility is in an urban area with industry businesses around with an open field to the south and southeast. The site is part of the West Fork of the Stones Watershed eventually draining to the West Fork of the Stone River approximately .6 miles away.

## B. Site Description:

The total area of the site is approximately 11.13 areas and approximately 8.79 acres or 79% is impervious. 21% is a grassy mowed pasture. The site contains a fueling station, mechanic shop with a vehicle wash, salt shed, two large storage buildings, and an office building. That is a total of 5 buildings. There is a grassy swale around the outer perimeter of the site.

## C. Site Activities:

Site Activities:

The Rutherford County Highway Department is the central area for the Public Works department. The facility regularly works on construction and road equipment. Maintenance includes body repair, extensive parts maintenance, and routine maintenance. The facility has two gas pumps used for fueling highway department vehicles and a wash bay for washing fleet vehicles. Salt and equipment for various public works projects are stored on site. On average, 55 vehicles are parked on the lot daily. Typically the facility operates 10 hours a day 4 days a week and employees 55 people.

# Site Map

Site Map:

**Legend**

- Outfall
- flow direction



## Potential Stormwater Pollutants

**Inventory of Materials:** The facility’s Pollution Prevention Team must develop an inventory listing materials currently handled at the facility. All materials and liquids should be included on the list, no matter how small the quantity involved. *Please feel free to use multiple lines for the same material if needed.*

**Please insert another page if needed.**

### Materials Inventory

Materials Inventory			
Type of Pollutant	Area Found:		Type of Pollutant
			Area Found:
Salt	Under covered area		
Motor Oil	In maintenance shop		
Grease	In maintenance shop		
Metals	In maintenance shop		
Sediment	On equipment		
Paint	In maintenance shop		
Car Wash Soap	Washing Bay		
Diesel Propane and Gasoline (Fuel)	In Fuel bay and in welders		
Hydraulic Fluids	Equipment under covered storage		
Asphalt Oils	On equipment		
Bituminous			

## Current Best Management Practices

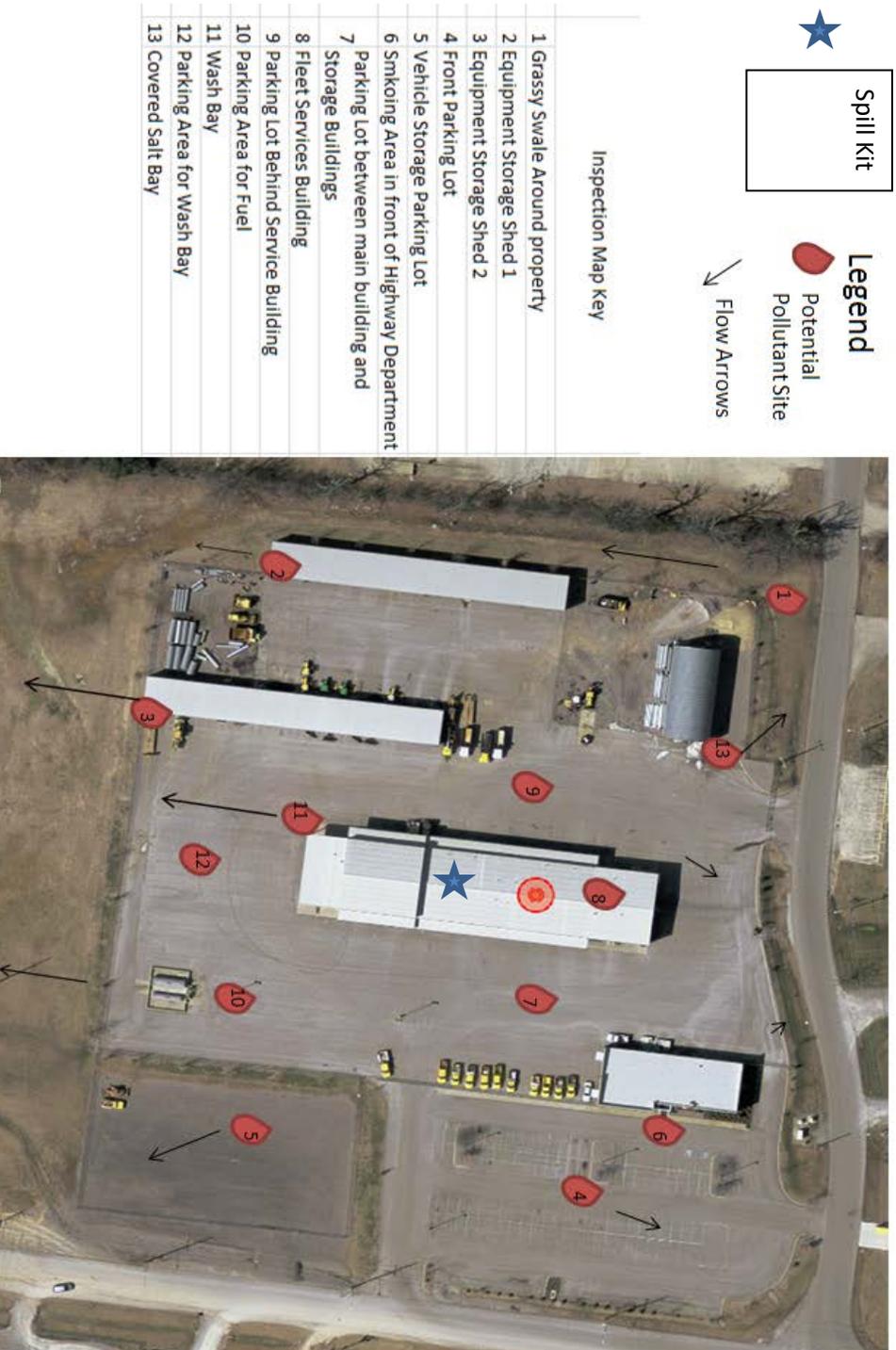
Best Management Practices (BMPs) can be classified as "structural" or "non-structural". Structural BMPs might include devices installed or constructed at a site to prevent or treat polluted runoff. Non-Structural BMPs could include schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States.

List the practices and procedures you are currently doing on your site to prevent stormwater from becoming polluted. Please list the location of any structural BMPs and describe any non-structural BMPs you may employ at your site.

Structural Best Management Practices	Non-Structural Best Management Practices
Secondary containment around outside areas that have potential to cause stormwater pollution (Fuel Tanks)	Run off from site goes to grassy area and swales before entering any drains
Oil container in spill proof area—properly labeled	Regular annual inspections of facility by MS 4 staff and recommend spot checks by Hwy Dept. staff
Covered salt containment area	Using absorbents for minor leaks and spills (oil dry)
Drains for car washing and oil replacement connect to a 7 chamber cleaning system	Spill Kits readily available
Vehicles met quality and leak proof standards at time of purchase	

## Mapped Areas of Potential Stormwater Pollution

Fueling area, auto maintenance shop and washing bay are biggest areas for potential spills and stormwater contamination.



## Best Management Practices

Best Management Practice to Implement	Estimated Completion Date	Date Completed
Purchase spill kits and train employees on use		
Good housekeeping maintenance/inspection schedule		
Proper labeling on all tanks, drums and containers at facility		
Training of key maintenance building employees		
Posted spill reporting procedures		
Training of key Public Works Employees		
Keep garbage bins closed		



# Routine Site Inspections

**Periodic Inspections:** Qualified personnel who are familiar with your site activities should conduct periodic inspections to determine the effectiveness of the following:

- **Good Housekeeping Measures:**  
Ensure that areas that can contribute pollutants to stormwater are maintained in a clean, orderly manner. Good housekeeping may be one of the most important aspects of your stormwater pollution prevention efforts. An investigator is much less likely to find an area of concern in a well maintained facility than they would in a disorderly one.
- **Spill Prevention and Response Measures:**  
You may want to evaluate if the plan is posted and employees are being trained. You may also want to walk around the site to see if there are areas where spill and leaks are evident and not cleaned up.
- **Maintenance Program for Structural Controls:**  
If you have any controls on your site that need maintenance (ie. ponds, catch basin inserts, oil/water separators, etc.,) someone needs to be making sure they are functioning properly and are clean.
- **Best Management Practices:**  
If you have identified BMPs that you will implement on your site that are not a structural control, someone needs to make sure they are present, maintained and functioning. For example, one of your BMPs may have been to cover your dumpster or have an absorbent material at the gas pumps for spills. Someone needs to make sure those BMPs are actually present and being used properly.
- **Employee Training Program:**  
The only way to make sure your site stays clean is if you properly train your employees on what to look for and what to do if they see a problem. Are all employees trained on procedures related to the SWPPP? Is the program effective?

Periodic inspections should occur on a frequency of at least once per season. Worksheet 6 is an example of a simple inspection checklist you can use and keep on file with your SWPPP and your Special Pollution Abatement Permit. You may be asked for inspections during your annual inspection. It is not a requirement that you do them, but your site will run more smoothly if you do routine inspections.

## Inspection Checklists & Action Plans

SWPPP Inspection Checklist Highway Dept				Pollutants		
<b>Date of Inspection:</b>				1 = Sediment 2 = Trash / floatables 3 = Oil / greases / auto fluid spill / leak 4 = Dumpster juice 5 = Cleaners 6 = kitty litter / lime 7 = Salt 8 = Paints / solvents		
<b>Inspectors:</b>						
<b>(Refer to SWPPP Site Map for Highway Department)</b>						
<u>Site</u>	<u>Site Description</u>	<u>Pollutants (see Key)</u>	<u>Action Needed (Short-Term Action)</u>	<u>Date Action Completed</u>	<u>Other Actions needed</u>	
HWY	Grassy swale around site					
HWY	entrance to main building					
HWY	equipment storage shed 1					
HWY	Equipment storage shed 2					
HWY	Parking lot front					
HWY	Parking Lot Gravel and gated					
HWY	Trash Bin (Outside)					
HWY	Washing Bay					
HWY	Maintenance area					
HWY	Smoking area in front of Highway Department					
HWY	truck parking area in back					
HWY	Salt brine storage tank area					
HWY	Covered salt bay					
HWY	Main building entrance					
HWY	Fuel Area					
HWY	Storm Drain					

# Annual or Spot Checks for Site Inspections

**Quarterly Site Inspections:** The entire Stormwater Pollution Prevention Team should conduct periodic inspections to determine the effectiveness of the following:

- **Good Housekeeping Measures:**  
Ensure that areas that can contribute pollutants to stormwater are maintained in a clean, orderly manner. Good housekeeping may be one of the most important aspects of your stormwater pollution prevention efforts. An investigator is much less likely to find an area of concern in a well maintained facility than they would in a disorderly one.
- **Spill Prevention and Response Measures:**  
You may want to evaluate if the plan is posted and employees are being trained. You may also want to walk around the site to see if there are areas where spill and leaks are evident and not cleaned up.
- **Maintenance Program for Structural Controls:**  
If you have any controls on your site that need maintenance (ie. ponds, catch basin inserts, oil/water separators, etc.,) someone needs to be making sure they are functioning properly and are clean.
- **Best Management Practices:**  
If you have identified BMPs that you will implement on your site that are not a structural control, someone needs to make sure they are present, maintained and functioning. For example, one of your BMPs may have been to cover your dumpster or have an absorbent material at the gas pumps for spills. Someone needs to make sure those BMPs are actually present and being used properly.
- **Employee Training Program:**  
The only way to make sure your site stays clean is if you properly train your employees on what to look for and what to do if they see a problem. Are all employees trained on procedures related to the SWPPP? Is the program effective?

An example Quarterly Site Inspection forms is provided, but the Pollution Prevention Team can create new ones to best fit the needs of the site.

Please replace the example forms with any the Team creates.

Please place completed inspections in the appropriate section of your master folder.

## Rutherford County or Yearly or Spot Checks for SWPPP Inspection Checklist/Action Plan

Date:

Inspectors:

Weather conditions today:

<i>Issue</i>	<i>Location (i.e., C3)</i>	<i>Describe Problem/Solution</i>
<b>GENERAL HOUSEKEEPING</b>		
IMPROPERLY DISPOSED OF TRASH, OILY RAGS, EMPTY OIL OR CHEMICAL CONTAINERS, USED OIL FILTERS, USED FUEL FILTERS, USED COOLANT FILTERS, USED AIR FILTERS, ETC.		
EXCESSIVE SEDIMENT OR SALT DEPOSITS, ETC. AROUND SITE AND IN PARKING AREAS AND CATCH BASINS		
EVIDENCE OF FUEL SPILLS OR LEAKS IN PARKING AREAS AND CATCH BASINS		
<b>TANKS, DRUMS, CONTAINERS, ETC.</b>		
UNLABELED CONTAINERS		
FOR RUSTY, PUNCTURED, DAMAGED, OR UNCAPPED DRUMS		
CONTAINERS WITH LEAKS, DRIPS, OR EXTERIOR CONTAMINATION		
<b>ABOVEGROUND STORAGE TANK(S)</b>		
CONFIRM CAPACITY OF SECONDARY CONTAINMENT		
EXAMINE CONCRETE SECONDARY CONTAINMENT STRUCTURE FOR CRACKS, LEAKS, AND CLOSED, LOCKED DRAINAGE VALVES		
OIL SHEEN ON WATER IN SECONDARY CONTAINMENT STRUCTURE		
CONFIRM TANK LABELS MATCH CONTENTS OF TANK		
<i>Issue</i>	<i>Location (i.e., C3)</i>	<i>Describe Problem/Solution</i>
CONFIRM PRESENCE OF SPILL KITS		
LEAKS FROM TANK BODY		
BENT, DAMAGED, DEFORMED, SEVERELY CORRODED PIPING		
UNAUTHORIZED MATERIAL IN SECONDARY CONTAINMENT STRUCTURES		

<b>SERVICE CENTER/BODY SHOP/WELDING SHOP</b>		
USED OIL, USED OIL FILTER, USED ANTIFREEZE, USED DIESEL FUEL FILTER, USED PAINT, USED BATTERIES, ETC. RECYCLING		
CONFIRM KITTY LITTER, LIQUIDS, FILTERS, ETC. ARE BEING CLEANED UP AND DISPOSED OF IN THE CORRECT RECEPTACLES		
UNLABELED CONTAINERS		
RUSTY, PUNCTURED, DAMAGED OR UNCAPPED DRUMS		
CONTAINERS WITH LEAKS OR DRIPS		
MAKE SURE ALL BARRELS, CONTAINERS, ETC. ARE STORED CORRECTLY AND OUT OF HIGH TRAFFIC AREAS		
EVIDENCE OF SPILLS LEAVING THE SHOP AREAS, POSSIBLY REACHING PARKING LOT CATCH BASINS, ETC.		
SPILL KITS IN SHOP AREAS		
<b>GAS PUMP AREA</b>		
SIGNS OF LEAKING GAS NOZZLES OR PUMPS		
SIGNS OF FUEL SPILLS ON THE CONCRETE PAD		
SIGNS OF SPILLS LEAVING THE CONCRETE PAD AREA AND ENTERING THE PARKING AREA AND POSSIBLY CATCH BASINS		
CONFIRM KITTY LITTER IS BEING PROPERLY USED, CLEANED UP AND DISPOSED OF IN RECYCLING BARREL		
CONFIRM THAT THE OVERALL AREA IS BEING MAINTAINED PROPERLY AND IS FREE OF LITTER, ETC.		
<b><i>Issue</i></b>	<b><i>Location (i.e., C3)</i></b>	<b><i>Describe Problem/Solution</i></b>
<b>WASH BAY/SALT SHED AREA</b>		
SIGNS THAT WASH WATER OR SALT IS LEAVING THE WASH BAY/SALT SHED AND IS ENTERING PARKING LOT CATCH BASINS		
CONFIRM THAT THE OVERALL AREA IS BEING MAINTAINED PROPERLY AND IS LITTER FREE, ETC.		

**MAKE SURE YOU HAVE A COPY OF YOUR SWPPP AVAILABLE TO EMPLOYEES  
AND INSPECTORS AT YOUR FACILITY AT ALL TIMES.**

If you have questions about this Storm Water Pollution Prevention Plan or need assistance in any way  
please contact:

Rutherford County Stormwater Management

615-898-7732 or shuffmire@rutherfordcountyttn.gov

*How does stormwater affect the environment and water quality?*

*Rushing **stormwater** picks up litter, chemicals, dirt, and other pollutants as it flows into a storm drainage system or directly to a lake, stream, river or wetland. **Stormwater is not clean water** and, unlike drinking water and wastewater, **stormwater receives no treatment** to remove any of these pollutants. Instead they are carried into Rutherford County's waterways where they **may harm fish and wildlife, and ultimately pollute the places you enjoy for fishing, swimming, and other recreational activities.** Because Rutherford County uses surface water as a drinking water source, these contaminants can **add to the cost of treating drinking water** to make it safe.*

*Rutherford County is committed to preventing stormwater pollution by understanding our contribution to stormwater pollution and implementing measures to reduce that pollution. This SWPPP you are completing will help you understand how water flows on your site, identify pollutants of concern on your site and choose practices that you can put into action on your site.*

*Thank you for your cooperation!*