

Pollution Prevention Team

Worksheet #1

Completed by: _____

Title: _____

Date: _____

Responsible Official: _____ Title: _____

Team Leader: _____ Office Phone: _____

Responsibilities:

(1) _____ Title: _____

Office Phone: _____

Responsibilities:

(2) _____ Title: _____

Office Phone: _____

Responsibilities:

(3) _____ Title: _____

Office Phone: _____

Responsibilities:

Identify Areas Associated With Industrial Activity

Worksheet #2

Completed by: _____

Title: _____

Date: _____

Edit these areas to only include those occurring at the boatyard, or add additional areas which may be sources of pollution. Discuss the potential of these areas and activities as potential pollutant sources and identify any pollutant that may be generated by that activity.

Industrial Area or Activity	Potential Stormwater Pollutant from Area or Activity	Likelihood of being present in your stormwater discharge. If yes, describe reason.
Loading or unloading of dry bulk materials or liquids		
Outdoor storage of materials or products		
Outdoor work and repair areas		
Dust or particulate generating processes		
Roofs or other surfaces exposed to air emissions from enclosed vessel repair		
Onsite waste treatment, storage or disposal		
Vehicle and vessel fueling, maintenance and/or cleaning		
Roofs or other surfaces composed of materials that may be mobilized by stormwater (galvanized or copper)		

Potential Pollutant Source Identification

Worksheet #5

Completed by: _____

Title: _____

Date: _____

List all potential stormwater pollutants from onsite activities.

Stormwater Pollutant Source	Potential Stormwater Pollutant	Likelihood of pollutant being present in your stormwater discharge. If yes, explain
Pressure washing		
Surface preparation		
Paint removal		
Sanding		
Painting		
Engine/vessel maintenance and repairs		
Material handling and storage (listed in Worksheet #3)		
Cooling water		
Pump testing		
Gray water		
Sanitary waste		
Engine bilge water		

Non-Stormwater Miscellaneous Discharges

Worksheet #7

Completed by: _____

Title: _____

Date: _____

Edit these discharges to only include those occurring at the boatyard. For those occurring, specify volume, frequency of discharge, expected duration of discharge and Best Management Practices employed to assure they are uncontaminated.

Discharge From	Volume	Frequency	Duration	BMP
Fire Fighting Activities				
Fire protection system testing and maintenance				
Dechlorinated potable water				
Uncontaminated condensate				
Uncontaminated groundwater				
Dewatering activities				

Mandatory Boatyard BMP Identification

Worksheet #10

Completed by: _____

Title: _____

Date: _____

Describe the BMPs that are needed for the facility to address existing and potential pollutant sources identified in the SWPPP. The description shall include the following minimum requirements.

BMPs	Brief Description of Activities or Improvements
Use of Vacuum Sander	
Tidal Grids	
In-Water Vessel Maintenance and Repair	
Upland Vessel Maintenance and Repair	
Solids Management	
Paint and Solvents Use	
Oil and Bilge Water Management	
Sacrificial Anode Management	

Mandatory Boatyard BMP Identification

Worksheet #10

Completed by: _____

Title: _____

Date: _____

Describe the BMPs that are needed for the facility to address existing and potential pollutant sources identified in the SWPPP. The description shall include the following minimum requirements.

BMPs	Brief Description of Activities or Improvements
Chemical Management	
Wash Pad Decontamination	
Sewage and Gray Water Discharges	

Other Minimum Source Control BMP Implementation

Worksheet #11

Completed by: _____

Title: _____

Date: _____

Develop a plan for implementing each BMP. Describe the steps necessary to implement the BMP, the schedule for completing those steps (list dates) and the person(s) responsible for implementation.

BMPs	Description of Action(s) Required for Implementation	Schedule Milestone and Completion Date(s)	Person Responsible for Action
Pollution Prevention Team	1.		
	2.		
	3.		
Good Housekeeping	1.		
	2.		
	3.		
Preventive Maintenance	1.		
	2.		
	3.		
Spill Prevention and Emergency Cleanup	1.		
	2.		
	3.		
Inspections, Reporting and Recordkeeping	1.		
	2.		
	3.		

Employee Training

Worksheet #12

Completed by: _____

Title: _____

Date: _____

Describe the annual training of employees on the SWPPP, addressi ng spill response, good housekeeping, and material management practices.

Training Topics	Brief Description of Training Program/Materials (e.g., film, newsletter course)	Schedule for Training (list dates)	Attendees
1.) LINE WORKERS			
Spill Prevention and Response			
Good Housekeeping			
Material Management Practices			
2.) P2 TEAM:			
SWPPP Implementation			
Monitoring Procedures			

Enhanced/Additional BMP Implementation

Worksheet #13

Completed by: _____

Title: _____

Date: _____

Describe the trigger and activities associated with any enhanced/additional BMPs. These are BMPs needed to prevent the discharge of pollutants despite implementation of mandatory and minimum source control BMPs. Describe the steps necessary to implement the BMP (i.e., any construction or design) and the schedule for completing those steps (list dates).

Trigger for Enhanced/Additional BMP	Enhanced/Additional BMP	Brief Description of Activities or Improvements	Schedule Milestone and Completion Date(s)