

**INSTRUCTIONS
FOR DEVELOPING A
STORMWATER MANAGEMENT PLAN
FOR REGULATED ACTIVITIES IN
AQUIFER PROTECTION AREAS**

August 2011



**DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
BUREAU OF WATER PROTECTION AND LAND REUSE
PLANNING AND STANDARDS DIVISION
AQUIFER PROTECTION AREA PROGRAM
79 ELM STREET, HARTFORD, CT 06106**

INSTRUCTIONS

This document was prepared by the Department of Energy and Environmental Protection to assist you with the stormwater management requirements of the Aquifer Protection Area Program. Because many of the facilities in Aquifer Protection Areas have already registered for the General Permit Associated with Commercial Activity (GP-Commercial) or the General Permit for the Discharge of Stormwater Associated with Industrial Activity (GP-Industrial), those forms and the accompanying Stormwater Management Plan or Pollution Prevention Plan serve as the basis for the Aquifer Protection Stormwater Management Plan (APSWMP). Due to the sensitivity of aquifer protection areas, there are some special considerations beyond those in the general permits, so an Aquifer Protection Stormwater Supplement to the general permit stormwater plan is required. The Supplement should be used to revise your existing Stormwater management Plan or Pollution Prevention Plan. Facilities without an existing stormwater general permit should complete a registration form for GP-Commercial, and develop the associated stormwater management plan, taking into consideration the Aquifer Protection Stormwater Supplement.

The APSWMP therefore has 3 components:

1. The GP-Commercial **OR** GP-Industrial Registration Form. This form covers facility and site location and contact information;
2. The Stormwater Management Plan for the GP-Commercial **OR** A Stormwater Pollution Prevention Plan for the GP-Industrial. This plan covers basic pollution prevention considerations for stormwater, including the following (the terminology differs somewhat between the Commercial and Industrial plans, but the components are essentially):
 - a. The Pollution Prevention Team or individual responsible for implementation of the plan;
 - b. Identification of discharge points or potential pollution sources;
 - c. Housekeeping measures;
 - d. Spill control and response measures;
 - e. Maintenance and inspection provisions and checklists;
 - f. Employee training;
 - g. Regular compliance evaluations;
 - h. Future Considerations;
 - i. Record keeping requirements;
 - j. Monitoring requirements (Industrial only); and
 - k. Plan Certification; and
3. The Aquifer Protection Stormwater Supplement. This Supplement covers additional components required only in Aquifer Protection Areas due to the sensitive nature of the resource.

Specifically:

- a. Certain map features
- b. Prevention of illicit discharges
- c. No outside storage of hazardous materials
- d. Attenuation of paved-surface runoff

- e. Existing subsurface infiltration devices
- f. Runoff management practices
- g. Infiltration of clean roof runoff
- h. Including aquifer protection information in employee training
- i. Aquifer protection certification

If you have an existing Stormwater Management Plan or Pollution Prevention Plan, go through each item in the Aquifer Protection Stormwater Supplement. Ensure that each item in the Supplement is addressed in the Stormwater Management Plan or Pollution Prevention Plan, and if not, modify the Plan to address each. Once modifications are made (if any are necessary), add the certification required by the Supplement and sign and date it.

Please keep in the following in mind when completing the Plan:

1. *If any section does not apply to your facility, state that it is not applicable. Do not skip it or leave it blank.*
2. You do not need to type your forms as long as they are legible.
3. If other similar information has already been prepared for the site for other purposes (i.e. site plans, emergency response procedures, spill plans, etc.) and meets the APSMP requirement, it may be submitted as an attachment instead of the APSMP form.

Once the Plan is complete, you are required by the Aquifer Protection Area Program to keep your APSWP on file at your facility and use it to assist you in maintaining your site. Keep the Plan up to date. By using common sense, good housekeeping and by following your Plan, pollutants that could potentially contaminate ground water can be managed or eliminated without significant cost. Remember, it costs less to keep pollutants out of the ground water than to remediate later.

Below are some phone numbers you may find useful in assembling your Plan.

Aquifer Protection Area Program: 860-424-3020 (for any questions specific to completing the Plan, its format or its contents)

Pollution Prevention: 860-424-3297 (for any question about pollution prevention or best management practices)

Bureau of Materials Management and Compliance Assistance: 860-424-3023 (for any questions about spills, hazardous materials, waste engineering and enforcement)

Wastewater Permitting and Enforcement: 860-424-3018 (for any questions about stormwater discharges)

Emergency Response and Spill Prevention

Emergency Line: 860-424-3333 OR 860-424-3338 (to report spills)

General Information: 860-424-3024 (for questions on underground storage tanks or spill preparedness)