Stormwater Pollution Prevention Plan

City of Phoenix
Aviation Department

PHX

Phoenix Sky Harbor International Airport

Prepared: December 2019
Revised: February 2021

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Gresham Smith

Professional Engineer Seal

The undersigned Professional Engineer and employee of Gresham Smith attests that he is familiar with the requirements of the Arizona Pollutant Discharge Elimination System (AZPDES) Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities No. AZMSGP2019-001 (MSGP); that he is familiar with the operations at Phoenix Sky Harbor International Airport subject to the MSGP; and that this SWPPP has been prepared in accordance with the requirements of the MSGP.

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Signature: Michael D. Hunkler

Date: 4/8/2021

Electronic copy of final document; sealed original document is with Michael D. Hunkler, P.E. (registration #30892).

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Acronyms

ADEQ – Arizona Department of Environmental Quality
AST – Aboveground Storage Tanks
AVE – Aircraft Vehicle and Equipment
Aviation – City of Phoenix Aviation Department
AZPDES – Arizona Pollutant Discharge Elimination System
AZPDES CGP – AZPDES Construction General Permit No. AZG2020-001
CERCLA – Comprehensive Environmental Response, Compensation and Liability Act
CM – Control Measure
COP – City of Phoenix
CWA – Clean Water Act
ELG – Effluent Limitation Guideline
FBO – Fixed-Base Operator
FOD – Foreign Object Debris
GA – General Aviation
GSE – Ground Support Equipment
myDEQ – ADEQ's e-Permitting/e-Compliance Online Portal
MS4 – Municipal Separate Storm Sewer System
MSGP – Stormwater Multi-Sector General Permit for Industrial Activities
NDC – No Discharge Certification
NEC – No Exposure Certification
NFPA – National Fire Protection Association
NOI – Notice of Intent
NOT – Notice of Termination
OAW – Outstanding Arizona Water
OPM – Arizona Office of Pest Management
OWS – Oil Water Separator
PHX – Phoenix Sky Harbor International Airport
PPT – Pollution Prevention Team
RCC – Rental Car Center
SPCC – Spill Prevention Control and Countermeasure
SRP – Salt River Project
SWPPP – Stormwater Pollution Prevention Plan
TI – Tenant Improvement
USEPA – United States Environmental Protection Agency
UST – Underground Storage Tank
WSP – Wash Service Providers

Section 1 – Introduction

This Stormwater Pollution Prevention Plan (SWPPP) has been developed for the Phoenix Sky Harbor International Airport (PHX) in compliance with the requirements of Arizona Pollutant Discharge Elimination System (AZPDES) Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities No. AZMSGP2019-001 (MSGP) released by the Arizona Department of Environmental Quality (ADEQ). The MSGP, effective January 1, 2020 and expiring December 31, 2024, is accessible at https://static.azdeq.gov/permits/azpdes/msgp_permit.pdf.

The operations at PHX are classified under Standard Industrial Classification (SIC) code 4581 for establishments primarily engaged in the transport of passengers or air freight via aircraft. Sector S of the MSGP is applicable to the facilities classified under this SIC code and to those facilities on the property with stormwater drainage that mixes with stormwater from areas under the SIC code. Sector S requirements have been incorporated into this SWPPP.

For each permit term, the Aviation Department (Aviation) and operators that perform MSGP-regulated industrial activities, known as co-permittees, are required to apply for coverage under the MSGP by submitting Notices of Intent (NOIs) through ADEQ's online portal known as myDEQ. Alternatively, No Exposure Certifications (NECs) or No Discharge Certification (NDC) may be submitted where applicable. The current NOI and NOI Authorization Certificate for Aviation is also included as **Appendix B**, as required by MSGP Part 5.6.

This comprehensive plan is implemented at PHX through the combined efforts of the City of Phoenix (COP), Aviation, and the Pollution Prevention Team (PPT). This SWPPP replaces previous versions and has been updated to address current operations. This SWPPP has been developed to provide consistent and effective management of stormwater quality throughout PHX, in accordance with good engineering practices. The SWPPP is designed to:

1. Identify sources of pollution potentially affecting the quality of stormwater discharges associated with industrial activities that are covered under the MSGP;
2. Describe and ensure implementation of practices to minimize and control pollutants in stormwater discharges from these industrial activities; and
3. Ensure compliance with the terms and conditions of the MSGP.

1.1 Contents of the SWPPP

The SWPPP is generally organized and presented in a sequence consistent with SWPPP content requirements described in Part 5 of the MSGP, with related sections, incorporated as follows:

1. Introduction: Describes the purpose and applicability of the SWPPP and summarizes the structure of Aviation's stormwater pollution prevention program (Parts 5.1, 8.S.3.3, and 8.S.6).
2. Pollution Prevention Team (PPT): Identifies the members of the PPT, describes their roles and responsibilities, defines co-permittees and identifies the division of MSGP activities (Part 5.1.1).

3. Site Description: Provides a description of the site and the industrial activities that occur (Parts 5.1.1 and 8.S.6.1). This section also details the required information included as general and detailed maps (Part 5.1.1, 5.1.2 and 8.S.6.1).
4. Potential Pollutant Sources: Summarizes the industrial activities conducted and materials handled with exposure to stormwater (Parts 5.1.1 and 8.S.6.2).
5. Spills and Leaks: Identifies the history of significant spills or leaks and presents procedures for documenting spills and leaks (Part 5.1.1).
6. Non-Stormwater Discharges: Describes non-stormwater discharges and documents evaluations conducted (Parts 5.1.1, 1.1.3.1, and 2.2.1.2.9).
7. Control Measures (CMs): Provides a description of CMs installed and implemented (Parts 5.1.1, 2.1, 2.2.1 and 8.S.4) and details related schedules, practices and procedures (Part 5.1.1).
8. Inspections: Details procedures for inspections (Parts 4.1, 5.1.1, and 8.S.6.1)
9. Stormwater Monitoring: Provides a description of outfalls and details procedures for monitoring (Parts 4.2 and 8.S.8). This section also documents non-applicability of certain sampling requirements (Part 5.1.1 and 6.1.5).
10. Reporting: Describes the procedures for Corrective Action and other non-compliance reporting (Part 3, 7 and Appendix B Subsection 12).
11. SWPPP Administration: Describes the requirements for signature and certification of permit-related documents and reports (Parts 5.1.1, 5.2 and Appendix B, Subsection 9). This section also discusses maintaining and recording of revisions to the SWPPP (Part 5.3), identifies the requirements for maintaining the plan such that it is available to Aviation, PPT members, co-permittees, agency personnel and the public (Part 5.4) and identifies the record retention period (Part 7.4)

1.2 Aviation's Stormwater Pollution Prevention Program

Aviation has implemented a stormwater pollution prevention program (stormwater program) that is focused on achieving consistent implementation of stormwater pollution prevention measures airport-wide. In general, Aviation has assumed the role of program administrator. In order to effectively implement the program and reduce redundancy, Aviation implements certain MSGP requirements for the PPT, whereas some requirements are implemented by the PPT members themselves. Aviation coordinates MSGP activities with the PPT as well as consultants or others performing work on behalf of Aviation.

Each individual co-permittee remains responsible for ensuring all requirements of its own MSGP coverage are met regardless of whether this SWPPP allocates the implementation of MSGP requirements to Aviation. If Aviation does not implement an MSGP requirement on behalf of a co-permittee, it does not negate the co-permittee's ultimate liability.

Section 2 – Pollution Prevention Team

2.1 PPT Membership

MSGP, Part 5.1.1 requires Aviation to establish a PPT. The PPT is structured to promote teamwork and idea sharing and to provide a platform for collaborative problem solving.

Program Administrator:
Aviation manages the stormwater pollution prevention program, assuming the roles of program administrator, permittee, and PPT member.

Co-Permittee Facilities:
Industrial operators that perform MSGP-regulated industrial activities are included in the program as co-permittees. Industrial operators with Sector S activities or other MSGP-regulated industrial activities are required to obtain MSGP coverage for their facility by submitting an NOI through myDEQ, pay MSGP permit fees, conduct regular inspections, and maintain documentation of the NOI and NOI Authorization Certificate. Industrial operators that perform MSGP-regulated industrial activities but qualify for and have submitted an NEC or NDC are also included in the program as co-permittees. Sector S facilities may include:

1. Air passenger and cargo companies;
2. Fixed-based operators (FBOs);
3. Aircraft, vehicle and equipment (AVE) wash companies;
4. AVE maintenance providers;
5. Owner/operator; and
6. Deicing operator.

Non-Co-permittee Facilities:
Aviation requires entities not covered under the MSGP, but conducting activities that have the potential to impact stormwater quality, to be included. These entities include businesses that handle chemicals and oils as part of their business conducted at the airport and construction projects not required to obtain an AZPDES Construction General Permit. These entities are not co-permittees but are inspected as part of the stormwater pollution prevention program, are part of the PPT, and must comply with the requirements of the SWPPP, City MS4 Permit and the MSGP.

PPT Member Selection:
Each PPT facility must identify at least one employee to serve as a PPT member. Current PPT member roles are identified in **Appendix C**. The PPT member should:

1. Have knowledge and experience of the PPT facility relevant to the SWPPP;
2. Possess local knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility, to evaluate the effectiveness of stormwater pollution CMs, and to participate in routine site inspections (RSI); and
3. Implement and maintain stormwater pollution CMs to prevent stormwater pollution and take corrective actions, as necessary.

2.2 PPT Member Responsibilities

As the program administrator, Aviation's primary responsibility is to manage the stormwater pollution prevention program; whereas PPT members implement specific tasks. As a condition of agreements and obtaining access to do business, PPT members are required to comply with all applicable environmental rules and regulations, including securing coverage under the MSGP, if applicable. Each PPT member is responsible for ensuring all requirements of the MSGP are met regardless of whether this SWPPP allocates the actual implementation of responsibilities to Aviation or the PPT member. The responsibilities of each role are identified in **Table 2-1**.

Table 2-1 Division of Responsibilities

Aviation	PPT Members
■ Administer the SWPPP ■ Maintain official copy of the SWPPP with appendices	■ Implement the SWPPP ■ Certify the SWPPP and retain copy of certification ■ Retain a copy of the SWPPP
■ Maintain NOI Authorization for PHX	■ File an NOI, NEC or NDC for each permit term[1] ■ File an NOI, NEC or NDC within 30 calendar days of change in ownership, name, operation, and/or location and notify Aviation[1] ■ File an NOT within 30 calendar days of ceasing operations[1] ■ Retain documentation of NOI, NOI Authorization, NEC, NDC, or NOT[1]
■ Develop and implement CMs	■ Implement CMs ■ Maintain and operate facility-specific CMs ■ Perform repairs and maintenance of CMs, as required ■ Retain maintenance records ■ Annually certify compliance with SPCC rule, if applicable
■ Develop and present Annual Train-the-Trainer Session ■ Develop, present and document Aviation employee training annually	■ Attend Annual Train-the-Trainer Session ■ Present and document employee training annually
■ Perform Routine Site Inspections ■ Perform Routine Outfall Inspections	■ Facilitate Routine Site Inspections ■ Facilitate ADEQ Inspections and notify Aviation prior to inspection ■ Complete Self-Inspections and retain records
■ Track deicing chemical usage	■ Complete deicing inspection monthly when deicing occurs ■ Call Deicing Hotline (1-800-GLYCOL) before every deicing event ■ Provide monthly quantities of deicing chemical usage to Aviation

Table 2-1 Division of Responsibilities	
Aviation	**PPT Members**
■ Track spills ■ Evaluate non-stormwater discharges	■ Address spills ■ Report spills for tracking log
■ Submit Corrective Action Report for non-co-permittees	■ Submit Corrective Action Report forms to ADEQ and copy Aviation[1]
■ Perform Outfall Visual Assessments	■ Retain a copy of the Outfall Visual Assessments

[1] Required by co-permittees only.

Recordkeeping Summary

To facilitate recordkeeping efforts, Aviation's maintains a document repository known as the stormwater database for internal documents, as well as a virtual notebook, within which relevant documentation is stored. For PPT members, a virtual notebook includes useful information regarding the program; however, PPT members are required to maintain documentation not located within the notebook. **Table 2-2** summarizes the responsibilities related to documentation.

Table 2-2 Recordkeeping Summary	
Stormwater Management Program's Virtual Notebook	**PPT Members (On site)**
■ This SWPPP; ■ Control measures documentation; ■ Link to the MSGP; ■ Link to the online training; ■ Records of Outfall Visual Assessments and Outfall Routine Site Inspections from the previous year; ■ Spill response plans; ■ Forms that PPT members may need for SWPPP compliance; and ■ Other pertinent information.	■ SWPPP Certification; ■ Self-inspection records; ■ Training records; ■ Maintenance records; and ■ myDEQ records, including NOIs, NOI Authorization Certificates, NDC, NECs and NOTs[1]

[1] Required by co-permittees only.

Individual SWPPPs

Co-permittees may elect to develop their own SWPPP as long as it is at least as stringent and meets the requirements of this comprehensive SWPPP. **Table 2-3** lists PPT members with their own SWPPPs.

Table 2-3 PPT Members Facility SWPPPs
PPT Members
■ AZ Air National Guard ■ Transdev ■ United ■ UPS

2.3 PPT Member Communication

As Aviation conducts some activities on behalf of its PPT Members, **Table 2-4** lists these and describes methods for communicating results to PPT members and ensuring appropriate follow-up, as required by MSGP Part 8.S.3.3.

Table 2-4 Communications Protocol between Aviation and PPT Members	
Activity & Communication Performed by Aviation	**Communication Methods between PPT and AVN**
Conduct Routine Site Inspections	■ Aviation's inspector reviews results with the PPT member at the end of the inspection. ■ An email from AVN-Stormwater@phoenix.gov or inspector summarizing the inspector observations is sent to the PPT member. ■ PPT members are expected to provide documentation of actions taken to correct the stormwater program findings. ■ Inspector documents record of finding and correction in the stormwater database.
Conduct Outfall Visual Assessments and Outfall Routine Site Inspections	■ PPT members are notified by email that the Visual Assessment and Outfall Routine Site Inspection are available on the virtual notebook. ■ If a pollutant is identified, the appropriate PPT member is immediately informed by the Aviation Stormwater Program Team. ■ Aviation documents results with findings, maintained in the virtual notebook and stormwater database.
Provide training	■ Aviation provides an annual train-the-trainer session. ■ Training certificates are issued via email or hand delivered and documented in the virtual notebook. ■ The training certificates are available for download by PPT members on the virtual notebook.

Table 2-4 Communications Protocol between Aviation and PPT Members	
Activity & Communication Performed by Aviation	**Communication Methods between PPT and AVN**
Identify applicability/ requirement and record co-permittee NOI/NEC/NDC Numbers, if applicable	■ Aviation provides information on the SWPPP and PHX to allow PPT members to file NOIs, NECs, NDC, and/or NOTs. ■ PPT members maintain NOIs and NOI Authorization Certificates, NECs or NDCs. ■ PPT members provide NOI Authorization number to Aviation to be stored in the stormwater database. ■ PPT members provide NOT to Aviation to be stored in the stormwater database.
Conduct outreach	■ Aviation provides stormwater newsletter on key issues and upcoming events.
Maintain Deicing Hotline	■ Aviation emails a reminder to call deicing hotline prior to every deicing event.
If applicable, identify the need for Corrective Action Reports and assist	■ Aviation coordinates with non-co-permittees and submits to ADEQ. ■ Co-permittees submit Corrective Action Report forms to ADEQ and copies Aviation.
Coordinate SPCC certifications	■ Aviation provides SPCC certification form. ■ PPT members annual certify SPCC plans are up to date.
Coordinate SWPPP Certifications	■ Aviation provides SWPPP certification form. ■ PPT members certify conformance with the SWPPP.

Section 3 – Site Description

3.1 Site Activities

This section describes the site, including industrial activities conducted at PHX as required by MSGP Part 5.1.1.

PHX is primarily a commercial service airport. The airport was built in 1928 and has been operated by the City of Phoenix (COP) since 1935. PHX has undergone several expansions since 1935 including ongoing upgrades. In 2020, PHX averaged approximately 436,000 flight operations annually. (https://www.skyharbor.com/About/Information/AirportFacts) There are some private general aviation (GA) entities and commercial FBOs providing storage and aircraft maintenance services. PHX is also the location of the 161st Air Refueling Wing of the Arizona Air National Guard.

Industrial activities at PHX are described in **Section 4** and summarized as follows:

1. Aircraft, Ground Vehicle and Equipment (AVE) Maintenance;
2. AVE Cleaning;
3. AVE Storage;
4. Material Storage Areas;
5. Airport Fuel System and Fueling Areas;
6. Building and Grounds Maintenance;
7. Recycling, Waste Handling and Disposal;
8. Lavatory and Potable Water Service;
9. Facility Construction/Renovation; and
10. Aircraft Deicing.

3.2 Site Layout

PHX is located in south central Arizona, approximately two miles east of the central business district of the COP. Land use in the surrounding area consists of predominantly industrial and commercial property.

PHX is situated along the Salt River and encompasses approximately 2,450 acres. Approximately 75 percent of the site is covered by impervious surfaces, such as buildings, runways, taxiways and parking lots. The pervious surfaces comprising the remainder of PHX are concentrated in the southern portion of the airport property, along the Salt River.

Stormwater drains through the stormwater drainage system to 18 outfalls along the Salt River. Most of the stormwater drainage system inlets drain airport property only. However, some of the stormwater drainage system, oriented north-south, is a continuation of the COP municipal separate storm sewer system (MS4).

The Salt River (located along the airport's southern boundary) is the receiving water for stormwater discharges from PHX. The Salt River is a dry riverbed during most of the year except during periods of water release from the Granite Reef Dam, located upstream, irrigation releases, and during stormwater runoff events. PHX has approximately 20 feet of relief between the western and eastern boundaries of the airport, with a gradient of 8 feet per mile sloping to the west. Drainage basins connected to an extensive underground drainage system primarily collect surface runoff. Refer to A.A.C. R18-11-112 for special water designation of the Salt River.

3.3 Site Maps

MSGP, Parts 5.1.1, 5.1.2 and 8.S.6.1 require inclusion of site maps with the SWPPP. **Figure 1**, identifies general location with the Salt River as the surface water receiving stormwater discharges from the site identified. To display detailed information on the site, **Figures 2, 3, 4**, and **5** were developed. Figure 2 presents locations of industrial activity and potential pollutants. Figure 3 shows the surface water and stormwater discharge locations from PHX. Figure 4 presents locations where significant spills or leaks have occurred.

Table 3-1 identifies the figure that presents the data required in MSGP Parts 5.1.2 and 8.S.6.1.

Table 3-1 Site Maps

Required Information	Figure Number
Boundaries of the property	**1**
Designation of area(s) associated with industrial activities	**2**
Identification of adjacent properties	**2**
Directions of stormwater flow for areas of the site that generate stormwater discharges with a reasonable potential to contain pollutants	**2**
Locations of stormwater conveyances including ditches, pipes and swales	**2**
Locations of major structural stormwater CMs	**2**
Locations of surface water receiving the site's discharges	**2**
Locations of any special waters clearly labeled within 2.5 miles of the site	**N/A**
Locations where the site's stormwater discharges to a regulated MS4	**3**
Locations where significant spills or leaks have occurred in the past three years	**4**
Locations of outfalls with a unique identification code for each feature	**3**
An approximate outline of the areas draining to each outfall	**3**
Identification of which outfalls are considered sampling points	**3 – See also Section 9.1**
Identification of which outfalls are being treated as substantially identical outfalls	**N/A**

Table 3-1 Site Maps	
Required Information	**Figure Number**
Locations of outfalls that are inactive or no longer used as outfalls, if practicable	**N/A**
Identification of all outfalls that include allowable non-stormwater discharges under MSGP Part 1.1.3	**3 – Applicable to all outfalls**
Location of on-site drywell(s) and their registration number(s)	**2**
Sources of run-on to the site from adjacent property that may contain pollutants	**3**
Locations of following activities and features that are exposed to stormwater with the potential to discharge pollutants, including but not limited to: 1. Fueling stations; 2. AVE maintenance and/or cleaning areas; 3. Loading/unloading areas; 4. Locations used for the treatment, storage, or disposal of wastes; 5. Liquid storage tanks; 6. Processing/storage areas; 7. Transfer areas for bulk materials; 8. Access roads/rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the site; 9. Aircraft and runway deicing operations; and 10. Storage areas for AVE awaiting maintenance.	**2**

There are PPT facilities subject to MSGP requirements that are not identified in **Figure 2**. These service providers conduct mobile operations without an onsite facility and include wash service providers (WSPs). While they conduct Sector S specific industrial activities at PHX, the place of business is located off site.

Section 4 – Potential Pollutant Sources

4.1 Activities in the Area

MSGP Part 5.1.1 and Part 8.S.6.2 requires the SWPPP include a summary of potential pollutant sources. The activities with the potential to discharge pollutants to stormwater are described below. The potential for discharges takes into consideration CMs that are in place for each activity. The CMs for each activity are discussed in **Section 7** with details provided in **Appendix A**. In addition to CMs for these activities, site-wide CMs associated with good housekeeping have been developed that are not associated with a specific industrial activity. These CMs play a critical role in preventing pollutant exposure and/or minimizing the potential for contact between pollutants and stormwater.

Appendix D identifies the industrial activities conducted by the PPT. **Figure 2** identifies the specific areas where industrial materials or activities may be exposed to stormwater. In some instances, the chemicals are stored indoors, but may be transferred or activities may be conducted outdoors utilizing the chemicals.

4.1.1 Aircraft, Ground Vehicle & Equipment Maintenance

Activities:

The majority of the PPT maintains aircraft, equipment and/or vehicles. Maintenance activities are performed both indoors and outdoors. PPT members who have hangars large enough to accommodate aircraft generally perform aircraft maintenance indoors. The remaining PPT members perform aircraft maintenance in designated paved areas. Vehicle and ground support equipment (GSE) maintenance is performed inside maintenance bays or in designated paved areas. The rental car companies at the Rental Car Center (RCC) conduct light vehicle maintenance. The majority of this maintenance is conducted inside contained maintenance bays.

All PPT members, except private aircraft owners collect and dispose of their own waste materials. Aviation provides accumulation sites for private aircraft owner use only. The accumulation sites are for the collection and recycling of used oils, and disposal of waste solvents.

Pollution Source Potential:

Low – In compliance with the CMs, AVE maintenance activities represent a low potential for significant pollutant discharge. Additionally, there is a low potential for pollutant discharge to the stormwater drain system from the floor drains at the listed facilities due to adherence to the CMs.

4.1.2 Aircraft, Ground Vehicle & Equipment Cleaning

Activities:

Many PPT members perform cleaning activities, which include AVE washing and equipment degreasing. Most PPT members conducting aircraft washing do so at designated wash racks. The wash racks' OWSs discharge to the COP sanitary sewer system.

When washing must be performed outside of such facilities for large aircraft, nearby stormwater drains are covered to prevent discharge and wash water is recovered using a vacuum sweeper/scrubber or other method. The collected wash water is discharged to the COP sanitary sewer via an OWS.

WSPs perform aircraft and vehicle washing. WSPs are required to submit a written wash plan to Aviation, for approval, identifying wash areas, location of nearby stormwater drains, water retrieval process, water disposal method, and list of wash products. WSPs are identified on Figure 2.

To minimize potential for pollutant discharges from washing activities, many PPT members use dry-washing methods. Companies using dry-washing methods are still required to submit a wash plan and protect stormwater drain inlets during washing activities.

In addition to aircraft washing, many PPT members also conduct vehicle and equipment washing. PPT members conducting washing must request and receive permission from Aviation to conduct this activity at the wash racks.

Runoff from non-recycled water facilities is routed to the COP sanitary sewer system. An exception is the Arizona Fueling Facilities Corporation (AFFC), a fueling facility owned by a consortium of major air carriers. At AFFC, runoff from vehicle washing is discharged to an aboveground OWS. Wash water is then routed to an oily water recovery tank which discharges to an above ground evaporation pond where most of the wash water evaporates. Approximately 3-4 times per year, wash water will go through carbon filtration before discharging to the sanitary sewer.

The discharge of vehicle and equipment wash water is not authorized under MSGP. MSGP Part 2.2.1.2.9 requires wastewaters to be covered under a separate AZPDES permit, discharged to a sanitary sewer in accordance with applicable industrial pretreatment requirements, or disposed of otherwise in accordance with applicable laws.

Parts cleaners for equipment degreasing are located inside various hangars where they are not exposed to stormwater.

Pollution Source Potential:

Moderate – Cleaning activities represent a moderate source of non-stormwater discharges to the stormwater drain system due to Aviation's requirements that:

1. Washing activities are to be conducted at a designed wash rack unless otherwise approved;
2. Wash water be collected and properly disposed to the COP sanitary sewer; and
3. An approved wash plan be in place prior to initiating washing activities outside the designated wash racks.

4.1.3 Aircraft, Ground Vehicle & Equipment Storage

Activities:
The majority of the PPT have AVE stored for short periods of time at the airport. For long-term storage of AVE, Aviation requires PPT members to drain fluids to minimize the possibility of leaking fluids. Long-term storage is considered storage for more than 30 days.

Repaired equipment and equipment awaiting repair, salvage, or demolition are stored short-term in designated areas located at GSE maintenance areas. Most of the PPT also have designated areas where vehicles and equipment (i.e., tugs, lavatory carts, etc.) are stored short-term when they are not being used.

Additionally, some of the PPT is required to store damaged aircraft or vehicles on their properties. These AVE cannot be moved due to insurance requirements. However, PPT members are required to employ and properly maintain, as appropriate, CMs such as drip pans for these aircraft and vehicles.

Pollution Source Potential:
Moderate – Storage activities represent a moderate potential source of stormwater pollution. During rain events, residues (e.g., fuel, oil, grease) on the equipment under repair or residuals from spills or leaks from the stored AVE could be a source of potential pollutants in stormwater discharges.

4.1.4 Material Storage Areas

Activities:
Many PPT facilities store chemicals. These PPT facilities have indoor and outdoor storage areas. Chemicals, cleaning products, new oil, and used oil are typically stored in 55-gallon or smaller containers. Paint, liquid soap, and glycol-based deicing fluid are stored in 250-gallon totes or smaller containers. Fuel is typically stored in aboveground and underground storage tanks (ASTs and USTs).

PPT members are responsible for using secondary containment in material storage areas with potential exposure to stormwater. Since outdoor storage areas have the greatest potential to impact stormwater, Aviation encourages use of a cover. PPT members without a leasehold on airport property, (such as WSPs or those who maintain aircraft and equipment at satellite locations) may transport chemicals, cleaning products, new oil, and used oil in less than 55-gallon capacity containers. These small quantities of oil and chemicals are stored inside the PPT member's vehicle and inside totes which act as secondary containment.

Pollution Source Potential:
Moderate – Outdoor material storage areas and chemical storage areas located near doorways represent a moderate potential source of stormwater pollution.

4.1.5 Airport Fuel Systems and Fueling Areas

Activities:

Most of the PPT conducts aircraft and/or vehicle fueling activities. Aircraft fueling activities are conducted only on paved surfaces such as concrete ramps or at the gates. Most vehicle and GSE fueling is conducted at the gates or at the Swissport-operated fueling station. Rental car companies at the RCC operate numerous fuel stations for vehicles.

Fuel spills are contained promptly through use of absorbent materials or other CMs. PPT members are required to provide spill kits and spill response plans in PPT-owned or leased fueling areas. As a supplement to PPT member supplied materials, Aviation maintains spill kits and spill response plans at gates, accumulation sites, and certain storage locations at PHX for emergency use in containing spills. Aviation enforces Rules and Regulations 01-01, "Fuel Release and Releases of Other Regulated Substances" (**Appendix E**) which was developed to comply with COP City Code Chapter IV, Article IV, Section 4-114 "Fueling and defueling aircraft; fueling ground service vehicles; flowage fee."

Fuel is stored in both ASTs and USTs. There are significant fuel storage areas at the Arizona Air National Guard Base, the AFFC, and at the Executive Terminal Fuel Farm that Swissport leases from Aviation. Additionally, FBOs, such as Cutter and Swift, operate ASTs to service their equipment and clients. Fueling is performed from refueling vehicles or directly from the subsurface fuel hydrant system. Fueling service providers are required to equip refuelers with spill kits and spill response plans.

Pollution Source Potential:

Significant/Moderate – Aircraft and vehicle fueling activities represent a significant potential impact to stormwater. Storage and transportation of AVE fuel represents a moderate potential source of stormwater pollution. Leaks from fuel transfers that are not immediately cleaned have the greatest potential to impact stormwater.

4.1.6 Building and Grounds Maintenance

Activities:

The PPT performs activities throughout PHX to maintain clean indoor and outdoor areas. Aviation performs apron cleaning with vacuum sweeper/scrubber in most areas. Wastewater from this activity is disposed of through OWSs routed to the COP sanitary sewer system. Many of the PPT members and/or their contractors conduct floor washing at their facilities and wash water is discharged to OWSs or directly to the COP sanitary sewer system.

Aviation personnel, licensed by the Arizona Office of Pest Management (OPM), perform herbicide application at Aviation facilities. Their chemicals are stored on-site in a designated storage area.

A small number of PPT members contract a service provider for application of pesticides (service providers must be approved by the OPM). Contractor applied products are generally used in small quantities and are not stored on-site.

Pollution Source Potential:
Low – In compliance with the CMs, outdoor apron and floor-washing activities do not represent a significant source of non-stormwater discharges to the stormwater drain system. Overall, building and ground maintenance activities represent a low potential source of stormwater pollution. The use of pesticides and herbicides at the airport does not result in significant discharges to the land surface. During rainfall events, pesticide and herbicide residuals at application sites may be washed into the stormwater drain system.

4.1.7 Recycling, Waste Handling and Disposal

Activities:
Most of the PPT manage solid wastes, universal waste, and used oil. Solid waste management and storage areas are required to be kept clean of trash and debris. Used oil and used batteries must be stored inside or under cover and on secondary containment if outside.

Aviation and several PPT facilities dispose of regulated wastes according to applicable regulations. Aviation and the individual PPT facilities are registered with ADEQ for waste disposal and follow proper disposal procedures. Aviation provides accumulation sites for private aircraft owners for used oil and waste solvents to ensure proper disposal.

Pollution Source Potential:
Moderate – Based on the widespread nature of this industrial activity, there is moderate potential impact to stormwater quality.

4.1.8 Lavatory and Potable Water Service

Activities:
Aircraft lavatory are serviced and maintained by airline operators and service operators. The main pollutant associated with this service is lavatory waste. Swissport operates a triturator for the disposal of aircraft lavatory waste. Users are required to keep the triturator area clean and all lavatory service equipment in good working order.

Aircraft potable water tank servicing must be performed in designated areas only. Aircraft potable water maintenance discharges containing disinfection products are discharged to the sanitary sewer via triturator or an OWS.

Potable water hose line flushing from the water cabinets located at the gates may be discharged to a nearby stormwater drain or allowed to evaporate.

Pollution Source Potential:
Moderate – Based on the frequency of lavatory and potable water service, these activities represent a moderate potential impact to stormwater quality.

4.1.9 Facility Construction/Renovation

Activities:
This activity includes construction and renovation. PPT members are required to obtain project approval through Aviation's Tenant Improvement (TI) program and to comply with all federal,

state and local regulatory requirements, especially the AZPDES Construction General Permit No. AZG2020-001 (AZPDES CGP). Through the TI program, Aviation will provide review of construction projects activities to observe whether AZPDES CGP requirements are followed. In the event that a construction project isn't required to obtain an AZPDES CGP, the City MS4 permit requires the construction project on Aviation property to comply with Aviation's SWPPP, the state MSGP and the City's MS4 permit. CM 10 – Facility Construction and Renovation must be followed for any project.

Pollution Source Potential:

Significant – Due to the size, duration, and amount of on-going construction projects, these activities represent a significant potential impact to stormwater quality.

4.1.10 Aircraft Deicing

Activities:

The deicing season is from November through February. Glycol-based deicing fluids are used on aircraft to eliminate or prevent ice build-up on the wings and fuselage of aircraft during cold weather conditions at PHX. In general, this activity is performed by only a few airlines. On average total deicing fluid use at PHX is less than 3,000 gallons annually.

Due to the relatively mild and dry winter weather conditions, ice formation on aircraft is infrequent and generally minimal. Anti-icing is conducted to prevent ice from forming on the exterior aircraft surfaces at higher altitudes and is more commonly performed than de-icing. Deicing and anti-icing activities are limited to a few of the larger airlines and minimal deicing fluid is used. Airlines use propylene glycol-based deicing fluids diluted at varying concentrations. Some airlines, such as Delta Air Lines, push their planes back from the gates into the sun for frost to thaw.

The deicing fluids are typically stored in drums or totes. Deicing activities are conducted in designated paved areas at the gates. Deicing fluid is generally applied by spraying the aircraft with a mixture of hot water and a glycol-based fluid. Any over-spray from the aircraft onto the apron area is removed by vacuum sweeper/scrubbers afterwards and discharged appropriately.

Empire Airlines services Teleecalemit-Kilfrost-Sheepbridge Stokes (TKS) systems using TKS fluid containing 85-95% ethylene glycol, 0-10% water, and 0-5% isopropanol. These aircraft systems discharge the deicing agent from the wings during flight. During TKS system filling operations, residual TKS fluid is collected from the ground using water, a vacuum and absorbent pads.

Pollution Source Potential:

Low – Based on the infrequent occurrence of icy weather conditions, the low volumes of deicing fluid used per event, and the effective use of CMs, deicing is a low source of potential non-stormwater discharge to the stormwater drain system.

Section 5 – Spills and Leaks

5.1 List of Significant Spills

The MSGP (Part 5.1.1) requires the SWPPP to include a list of significant spills and leaks of pollutants that occurred in the three years prior to the latest revision of this SWPPP. Significant spills and leaks include, but are not limited to, release of oil or hazardous substances in excess of quantities that are reportable under Section 311 of the Clean Water Act (CWA) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

Significant spills or leaks are documented and maintained on the virtual notebook and with the SWPPP in **Appendix F** and locations are shown on **Figure 4**. Spill record documentation includes a descriptions of the incident, the circumstances leading up to the release and the measures taken to prevent the recurrence of such releases.

5.2 Spill Response

There is potential for spills and leaks to occur in the areas where pollutants are stored, used, or could otherwise come into contact with stormwater as identified in **Figure 2**. Aviation has an effective spill response program that includes a spill response plan (**Appendix G**) and Aviation's Rules and Regulations 01-01 for Fuel Releases and Releases of Other Regulated Substances (**Appendix E**). Aviation has additional Rules and Regulations 01-02 for Stormwater Enforcement (**Appendix H**). These rules establish the procedures for internal reporting, response, clean up, documentation and subsequent notifications to agencies associated with fuel releases and releases of other regulated substances.

PPT members are required to address spills of fuels and other pollutants in accordance with Aviation's Rules and Regulations 01-01 for Fuel Releases and Releases of Other Regulated Substances (**Appendix E**). When a release occurs, the responsible party will immediately notify airport authorities with location, substance released, approximate size of the release and any other pertinent information. If the release is threatening structures, stormwater or sanitary drains, or bare soil, the reporting party will initiate diversion actions, such as diking the leading edge of the release with an approved absorbent material or device. The reporting party will remain in a safe location near the release site and will report to Aviation and Fire Department representatives upon arrival. Aviation and Fire Department units will respond and establish "Command." Upon approval of Command, the responsible party may begin clean-up and appropriately dispose of waste. Spill kits have been strategically placed around PHX to assist in diking a release. The PPT member may need to arrange for a certified response contractor to address the spill or provide spill clean-up services. Aviation may assist with application of absorbent materials, collection of used absorbent, and sweeping the area with a vacuum sweeper/scrubber. Aviation may engage a spill response contractor to ensure proper containment and clean up and charge the responsible party . After each occurrence, the cause of the spill and responsible party are identified. Aviation will review the available facts and if necessary, may issue an Aviation Stormwater NOV per Rules and Regulations 01-02 for Stormwater Enforcement (**Appendix H**).

Section 6 – Non-Stormwater Discharges

6.1 Allowable Non-Stormwater Discharges

This section discusses the efforts to identify any existing non-stormwater discharges to the site stormwater drainage system. MSGP Part 2.2.1.2.9 requires that such an investigation be performed, and that, except for certain allowable non-stormwater discharges, the SWPPP ensures that no non-stormwater discharges are commingled with site stormwater. MSGP Part 1.1.3.1 identifies allowable non-stormwater discharges. This section includes a description of the applicability of the discharges to the site. Due to the nature of the operations, allowable non-stormwater discharges may be present in all drainage areas and outfalls at the site.

1. *Emergency/unplanned fire-fighting activities;*
   Fire-fighting activities and emergency preparedness per federal regulations, 49 CFR Part 139 (Airport Certification), and City Code, referencing National Fire Protection Association (NFPA) 409 Standard on Aircraft Hangars, are performed to preserve life and property. Potable water is used when suitable and fire suppression products are used as required by federal, state, and local regulations. After the risk of fire has been addressed and the COP Fire Department has transferred command of the site to Aviation, CMs are used to the extent practicable to filter debris from water and/or foam used.

2. *Fire-fighting system testing and maintenance, including hydrant flushing;*
   Fire-fighting system testing and maintenance occur as required by federal, state, and local regulations. CMs are used to the extent practicable to filter water or collect liquids with fire suppression materials or to use surrogate compounds for testing.

3. *Installation and maintenance of potable water supply systems, including disinfection and water line flushing activities, discharges resulting from pressure releases or overflows, and discharges from wells approved by ADEQ for drinking water use;*
   PHX has many renovation and construction projects, which require upgrades to and installation of new potable water lines. Discharges due to testing and disinfection of the potable water system are minimized. CMs are used to prevent water that has come in contact with pollutants or contains chemicals from entering the stormwater drain system.

4. *Uncontaminated condensate from air conditioners, evaporative coolers, and other compressors and from the outside storage of refrigerated gases or liquids;*
   Discharges of uncontaminated condensate from air conditioners and water from other compressors may occur. Areas around drains are kept clean to prevent condensate from contacting pollutants.

5. *Irrigation drainage and irrigation line flushing;*
   Discharges due to testing and flushing of the irrigation system are minimized. CMs are used to prevent water that has come in contact with pollutants or contains chemicals from entering the stormwater drain system.

6. *Landscape watering provided all pesticides, herbicides, and fertilizers have been applied in accordance with the approved labeling;*

Pesticides and herbicides are used in limited quantities in areas subject to landscape watering. Those that are applied are applied in accordance with labeling.

7. *Pavement wash waters where no detergent or cleaning agents are used, and measures are first taken to remove/pickup solids and liquids, and properly disposed;*
   Pavement is cleaned using a vacuum sweeper/scrubber and/or power washing. Water from power washing is recovered using a vacuum sweeper/scrubber. Water from the vacuum sweeper/scrubber is discharged to an OWS.

8. *Routine external building wash down / power wash water that does not use detergents or hazardous cleaning agents (e.g., those containing bleach, hydrofluoric acid, muriatic acid, sodium hydroxide, nonylphenols);*
   External building wash down is not permitted.

9. *Water used to control dust, provided effluent or other wastewaters are not used;*
   During construction, maintenance, and other activities with the potential to create fugitive dust, water trucks are utilized to apply potable water to the area.

10. *Uncontaminated groundwater or spring water;*
    There are no groundwater or spring water discharges.

11. *Foundation or footing drains where flows are not contaminated with process materials such as solvents;*
    No foundation or footing drains are routed to the stormwater drain system.

12. *Incidental windblown mist from cooling towers that collect on rooftops or adjacent portions of the site, but not intentional discharges from cool towers (e.g. "piped" cooling tower blowdown or drains);*
    Intentional discharges from cooling towers are not permitted.

13. *Hydrostatic testing of new pipes, tanks or vessels using potable water, surface water, or uncontaminated groundwater;*
    PHX has many renovation and construction projects, which require upgrades to and installation of new potable water lines and could include new tanks. Discharges due to hydrostatic testing of the pipes, tanks or vessels are minimized. CMs are used to prevent water that has come in contact with pollutants or contains chemicals from entering the stormwater drain system.

14. *Discharges of water associated with drilling, rehabilitation and maintenance of potable or non-potable water wells and piezometers, or water supply or water quality evaluations including:*
    a. *Discharges from any borehole not fully developed;*
    b. *Well purging;*
    c. *Well/aquifer pump tests not associated with groundwater remediation activities; and*
    d. *Backflushing of injection wells.*
    No water wells or piezometers are present at PHX.

15. *Non-stormwater discharges subject to an effluent limitation guideline listed in MSGP Table 2-2.*

    Not applicable. MSGP Table 2-2 Sector S effluent guidelines are only applicable to airport where runoff contains urea from airfield pavement deicing.

6.2 Unauthorized Non-Stormwater Discharges

All non-stormwater discharges other than those listed in **Section 6.1** are considered unauthorized. Per MSGP Part 2.2.1.2.9, the site must be evaluated for unauthorized non-stormwater discharges.

The outfalls covered under this SWPPP have been evaluated for the presence of non-stormwater discharges. Evaluations are performed through observations of the facility's stormwater drainage systems on a quarterly basis as part of the Outfall Routine Site Inspections, as described in **Section 9.3**.

Parts of the stormwater drain system are a continuation of COP MS4 components located along 24th, 32nd, 40th, and 44th Streets. There is a potential for unauthorized non-stormwater discharges from off-site to enter the stormwater drain system through these drainage ways.

If an unauthorized non-stormwater discharge is identified, Aviation will follow reporting requirements in **Section 10.1** for Corrective Actions.

Section 7 – Control Measures

Stormwater pollution prevention CMs include processes, procedures, schedules of activities, prohibitions on practices, and other management practices that prevent or reduce the discharge of pollutants to Waters of the United States.

7.1 Selection

MSGP Part 2.2.1.1 requires that the type and quantity of pollutants likely to be discharged in stormwater or allowable non-stormwater from the site are assessed. The following must be considered when designing and utilizing CMs:

1. Preventing pollutant source exposure to stormwater is generally more effective and less expensive than trying to treat stormwater;
2. Using multiple CMs is more effective than using just one CM for minimizing pollutants in stormwater;
3. Minimizing impervious, or paved, areas onsite can allow more stormwater to absorb into the ground and reduce the amount of stormwater runoff. Although, groundwater contamination must be avoided;
4. Reducing stormwater flow rates using open vegetated swales and natural depressions can reduce in-stream impacts of erosive flows;
5. Using containment to hold stormwater, such as pits, detention basins or runoff containment before discharging off site;
6. Conserving and/or restoring of vegetation alongside streams help protect streams from stormwater runoff and improve water quality; and
7. Using treatment interceptors may be appropriate in some cases to minimize the discharge of pollutants.

Aviation has developed CMs based on the requirements and guidelines of the MSGP Part 2.2.1 and specific operational requirements that address pollutants originating from regulated activities. Aviation has taken into consideration the quantity and nature of the pollutants and their potential to impact the water quality of the receiving waters in selection of CMs.

7.2 Implementation

MSGP Part 2.2.1.2 lists specific structural and non-structural types of CMs that must be considered for implementation including the following general categories:

1. Minimize Exposure
2. Good Housekeeping
3. Maintenance
4. Spill Prevention and Response
5. Erosion and Sediment Control
6. Management of Runoff
7. Salt Storage
8. Employee Training
9. Non-Stormwater Discharges
10. Dust Generation and Vehicle Tracking of Industrial Materials
11. Sector Specific Control Measures

Appendix A contains CMs for the industrial activities listed in **Section 5**, and a general CM category that applies site-wide. These CMs are used by the PPT and are based on the requirements of the MSGP and Aviation-specific operational requirements. Because not all of the PPT members conduct all of the industrial activities described in **Section 5**, Aviation has organized CMs by industrial activity. This organization allows PPT members to locate and utilize the CMs that apply to their activities.

Each activity-specific CM lists the targeted sub-activities, targeted pollutants, specific procedures addressing the CM categories listed above, and record keeping/reporting requirements. Additionally, stormwater pollution prevention considerations for the design of new facilities or upgrades to existing facilities are included.

Some CM categories do not apply or are covered under good housekeeping requirements as described below:

Salt Storage: Salt storage is not conducted, so no specific CMs have been developed for this category.

Sediment and Erosion Control: MSGP requires that the SWPPP identify areas with a potential for significant soil erosion due to topography, land disturbance (e.g., construction) or other factors, and the structural, vegetative, and/or stabilization CMs that will be used to limit erosion.

There are no topographic or other factors that would create sedimentation or erosion issues. Soil erosion potential is typically limited to land disturbance due to construction. PHX facilities are frequently subject to construction projects. Due to the relatively continuous and changing nature of construction projects, it is difficult to maintain an accurate accounting of disturbed areas and the associated sediment and erosion CMs in this SWPPP.

Construction projects follow the requirements identified in Section 4.1.9 including CM 10 – Facility Construction and Renovation. Under AZPDES CGP, construction projects greater than one (1) acre must prepare and file a Construction General Permit NOI and implement a construction SWPPP. The construction SWPPPs describe the structural, vegetative, and/or stabilization measures that will be implemented to limit erosion or sedimentation. A current listing of construction projects is maintained by Aviation.

Dust Generation and Vehicle Tracking of Industrial Materials: As stated above for sediment and erosion control, dust generation and vehicle tracking, potential is limited to land disturbance due to construction. The areas listed above are the areas likely subject to dust generation and vehicle tracking

Additionally, most Aviation construction or other projects are required to comply with Maricopa County fugitive dust requirements and the AZPDES CGP. Maricopa County requires that earth moving projects greater than 1/10 acre obtain an earth-moving permit and implement a fugitive dust control plan.

CMs for dust generation are included in CM 10 – Facility Construction and Renovation.

OWSs & Stormceptor: There are numerous OWSs. Washing activities are typically conducted in designated wash areas equipped with an OWS. Collected wash water flows through an OWS before discharging to the sanitary sewer system.

There are a few OWSs that are connected to the stormwater drain system:

1. Salt River Project and Arizona Department of Public Safety have an OWS that discharges to the stormwater drain system.
2. Southwest Airlines has an OWS that discharges to the stormwater drain system.

Stormceptors, designed to separate oils and sediment from stormwater, are also utilized at PHX in the following locations:

1. Two Stormceptors are located South of Terminal 3 South, they receive flow from trench drains located near the gates.
2. One Stormceptor is located North of Terminal 3 South and receives flow from roof drains, baggage handling area, and T3 South Sky Train station.
3. Two Stormceptors are located at Terminal 3 North, one of which receives flow from trench drains located near the gates and the other receives flow from roof drains.
4. The West Air Cargo loading docks have a Stormceptor that discharges to the stormwater drain system.

7.3 Services Provided by Aviation

Aviation provides services and facilities to PPT members specifically to minimize non-stormwater pollution discharges as described below. Wash racks installed by Aviation for cleaning small aircraft, vehicles and equipment are provided to minimize the impact of cleaning activities to stormwater by diverting these non-stormwater pollution discharges to the sanitary sewer system. Permission to conduct aircraft washing at an alternate location on the airport property is granted only after approval

Photo 7-1: PHX Wash Rack

Aviation provides waste accumulation areas for private aircraft owners to ensure proper disposal or recycling of used oil and waste solvent. Accumulation sites consist of clearly marked containers provided for proper disposal.

Photo 7-2: PHX Accumulation Site

PPT members are required to address spills of fuels and other pollutants in accordance with Aviation's Rules and Regulations 01-01 for Fuel Release and Releases of Other Regulated Substances (**Appendix E**).

Spill kits have been strategically placed around PHX by Aviation to assist PPT members to respond to a release. These spill kits are stocked with spill response materials, such as mats and granular absorbents, and are restocked by Aviation as needed.

Aviation may assist with application of absorbent materials, collection of used absorbent, and sweeping the area with a vacuum sweeper/scrubber. Aviation assists PPT members in cleaning up fuel spills for a nominal fee. The PPT member may need to provide a certified response contractor. Aviation may provide a spill response contractor to ensure proper containment and clean up and charge the responsible party. After each occurrence, the cause of the spill and responsible party are identified. Aviation will review the available facts and if necessary, may issue an Aviation Stormwater NOV per Rules and Regulations 01-02 for Stormwater Enforcement (**Appendix H**).

7.4 Schedule, Practices and Procedures

This section identifies the schedule, practices and procedures related to the CMs.

7.4.1 Control Measures Maintenance

MSGP Part 2.2.1.2.3 requires that CMs identified in the SWPPP are maintained in effective operating condition. When a CM that is not operating effectively is discovered, maintenance must be performed within 14 days or prior to the next measurable stormwater event, whichever is sooner.

PPT Member-owned Control Measures

Regular inspection and maintenance of PPT member-owned CMs, such as spill kits, structural covers and OWSs, are the responsibility of the PPT member. As required by MSGP Part 5.6 documentation of maintenance and repairs of structural CMs is required, including:

1. Dates of regular maintenance
2. Dates of discovery of CMs in need of repair/replacement;
3. Dates that structural CMs returned to full function; and
4. Justification for any extended repair schedules

OWSs must be visually inspected on a regular basis and pumped out on a scheduled basis or as necessary whichever is sooner. Records of maintenance and inspection for these structures are required. Based on the types of discharge to the OWS, PPT members with City of Phoenix Wastewater Discharge permit may be required to sample the material to be pumped for waste profiling to ensure it is properly manifested, transported, and disposed.

PPT members are required complete monthly self-inspections as described in **Section 8.2** and retain documentation of their inspections with their SWPPP documentation.

Aviation conducts quarterly Routine Site Inspections of PPT members' facilities (see **Section 8.1**) to meet the inspection requirements in the MSGP Part 4.1 and to verify maintenance of PPT member-owned CMs. CM maintenance deficiencies identified during those inspections are discussed with the PPT members at the time of the inspection, documented in writing to the PPT member, and tracked with other findings and corrections as discussed in **Section 8.1**.

Aviation-owned Control Measures

Aviation is responsible for infrastructure (i.e. culverts, stormwater drains and outfalls) and Aviation-owned structural CMs (i. e. OWSs and spill kits). Aviation performs maintenance on

CMs including restocking spill kits, as necessary. PPT members request service from Aviation regarding Aviation-owned CMs.

Aviation uses vacuum sweeper/scrubbers to clean the airfield and parking lots daily to prevent foreign object debris (FOD) and trash accumulation.

Aviation collects and recycles used oil and disposes of the waste solvents at the accumulation sites. Aviation inspects accumulation sites weekly. Aviation inspects, profiles, pumps, and disposes of waste from the OWSs.

7.4.2 Spill Prevention and Response Procedures

MSGP Part 2.2.1.2.4 requires procedures for preventing and responding to spills and leaks. The Aviation spill response plan is provided to PPT members and others conducting industrial activities. The spill response plan is included in **Appendix G**.

As required by MSGP Part 5.6, spill records are documented and maintained with the SWPPP in **Appendix F** and in the virtual notebook. Spill records include a description of the unauthorized discharge, the circumstances leading up to the release and the measures taken to prevent the recurrence of a release.

PPT facilities subject to Spill Prevention Control and Countermeasures (SPCC) requirements develop and maintain an SPCC Plan for each facility. These plans must be provided to Aviation for upload to the Aviation Stormwater Database. On an annual basis, these PPT facilities are required to provide Aviation with a certification stating that they have reviewed their SPCC plan and will make updates, if necessary. The certification form is maintained on the virtual notebook and shown in **Appendix I**.

7.4.3 Training

Employee training on the requirements of the MSGP and SWPPP provisions is required by MSGP Part 2.2.1.2.8. The following are required to receive training:

1. All members of the PPT;
2. Individuals who work in areas where industrial materials or activities are exposed to stormwater; and
3. Individuals responsible for implementing activities necessary to meet the conditions of the MSGP (e.g., inspectors, maintenance personnel).

The following components are required to be included:

1. An overview of what is in the SWPPP;
2. Spill response procedures, good housekeeping, maintenance requirements, and material management practices;
3. The location of all controls on the site required by this permit, and how they are to be maintained;
4. The proper procedures to follow with respect to the permit's pollution prevention requirements; and

5. When and how to conduct inspections, record applicable findings, and take corrective actions

Train-the-Trainer Session

Aviation provides an annual train-the-trainer session for the PPT, in-person classroom style or online session. The training covers the required components, except for all locations of controls on-site, as many of these controls are specific to the PPT member areas; however, the training describes the general airport-maintained controls. The PPT is notified by e-mail and/or phone of the training date(s) and location. Aviation's training attendance is tracked and uploaded to the virtual notebook.

PPT Member Employee Training

On an annual basis, PPT members are expected to provide training that covers the required components to their employees that meet the criteria above. To support this training, Aviation developed an online stormwater training program accessible through the stormwater website (https://www.skyharbor.com/Business/RulesAndRegulations/StormWater). PPT member employees can take the online training and print individual Certificates of Completion to document training was completed.

Aviation encourages PPT members to use the online training to train their employees. If the online training is not used, PPT members' employee training must cover the same material covered in the online training and PPT members must provide Aviation with a copy of the training used.

PPT members are to document attendance and maintain records on file. Employee training attendance is verified during Routine Site Inspections described in **Section 8.1**.

Section 8 – Inspections

8.1 Quarterly Routine Site Inspections

As required by MSGP Part 4.1, Aviation conducts Routine Site Inspections of PPT facilities once per calendar quarter, accompanied by a PPT member. At least one of the Routine Site Inspections each year is conducted while stormwater discharge is occurring at the outfalls, when feasible. The "wet" inspections may be unscheduled. If a PPT member is not available during a discharge event Aviation will conduct the inspection in their absence.

Aviation maintains all inspection data in the virtual notebook. Inspectors contact each PPT member to confirm the inspection date, time, and meeting location. The inspector confirms contact information and listed activities potentially impacting stormwater quality. Then, inspectors examine areas of the site covered by the permit, that meet the following criteria:

1. Areas where industrial materials or activities are exposed to stormwater with a potential to discharge;
2. Areas that are identified as potential pollutant sources in the SWPPP;
3. Locations where spills and leaks from industrial equipment, drums, tanks, and other containers that can occur or has occurred in the past three years; and
4. Areas where tracking or blowing of sediment, trash, raw, final or waste materials is or has occurred from areas of no exposure to exposed areas, including locations where vehicles enter or exit the site.
5. Discharge points for the airport as a whole are investigated on a quarterly basis during the Outfall Routine Site Inspections, see **Section 9.3**.

Inspection results related to the following criteria are recorded on the Routine Site Inspection Form presented in **Appendix J**:

1. Inspection date and time;
2. Weather information
3. Observations related to implementation of the CMs at the site, including:
    a. Description of discharges occurring at the time of the inspection;
    b. Previously unidentified discharges from and/or pollutants at the site;
    c. Evidence of, or potential for, previously unidentified pollutants entering the drainage system;
    d. Physical condition of and around all outfalls are inspected as part of the Routine Site Inspections of Outfalls as described in **Section 9.3**.
4. CMs needing maintenance repairs;
5. Failed CMs that need replacement;
6. Additional CM needed to comply with the permit requirements;
7. Required revisions to the SWPPP resulting from the inspection;
8. Incidents of noncompliance; and

9. Name(s) and signature(s) of inspector(s).

At the conclusion of each inspection, the inspection findings are discussed with the PPT member. An email identifying major and minor findings is sent to the PPT member within 72 hours of the inspection. Identified findings must be addressed within 14 days of the inspection or prior to the next storm event, whichever is sooner. PPT members are required to provide written notification documenting how and when each finding was addressed. If more than 14 days is required to address any findings, the PPT member must provide written notification of rationale for the extended schedule and the projected completion date. If a condition requiring Corrective Action reporting is identified, the steps detailed in **Section 10.1** will be followed.

In some instances, follow-up inspections are conducted to confirm compliance. Lack of action to address findings can subject a PPT member to an Aviation Stormwater NOV or other penalty under R&R 01-02 Stormwater Enforcement and the Stormwater Enforcement Procedures and Civil Penalty Policy, included as **Appendix H**.

Completed Routine Site Inspection Forms, inspection results (with photographs), and PPT member responses are uploaded to the virtual notebook and are available with the SWPPP, as required by MSGP Part 5.6.

8.2 Monthly Self-inspections

As a supplement to quarterly Routine Site Inspections, Aviation requires PPT members to conduct monthly, or more frequent, self-inspections of areas where industrial materials or activities are exposed to stormwater with a potential to discharge that are their responsibility. Inspection results related to the following criteria are recorded on the company Self-inspection Form or the form presented in **Appendix K**:

1. Inspection date and time;
2. Weather information
3. Observations related to implementation of the CMs at the site, including:
    a. Description of discharges occurring at the time of the inspection;
    b. Previously unidentified discharges from and/or pollutants at the site;
    c. Evidence of, or potential for, previously unidentified pollutants entering the drainage system;
    d. Physical condition of and around all outfalls are inspected as part of the Outfall Routine Site Inspections as described in **Section 9.3**.
4. CMs needing maintenance repairs;
5. Failed CMs that need replacement;
6. Additional CM needed to comply with the permit requirements;
7. Required revisions to the SWPPP resulting from the inspection;
8. Incidents of noncompliance; and
9. Name(s) and signature(s) of inspector(s).

Identified findings must be addressed within 14 days of the inspection or prior to the next measurable stormwater event, whichever is sooner. PPT members are required to provide written notification documenting how and when each finding was addressed. If more than 14 days is required to address any findings, the PPT member must provide written notification of rationale for the extended schedule and the projected completion date. If a condition requiring formal Corrective Action is identified, the steps detailed in **Section 10.1** is to be followed.

Completed Self-inspection Forms, inspection results, and follow-up documentation are to be maintained by the PPT members on site and made accessible for review.

8.3 Monthly Deicing Inspections

As required by MSGP Part 8.S.6.1., inspections are required monthly during the deicing season (generally November – February) for PPT members that conduct deicing activities. Deicing implies both deicing (i.e., removing frost, snow or ice) and anti-icing (i.e., preventing accumulation of frost, snow or ice). Inspection criteria includes the following:

1. Areas were deicing chemicals are stored;
2. Areas were deicing chemicals are applied to aircraft and runways;
3. Areas where deicing equipment and vehicles are located;
4. Areas used to handle/ dispose of the receiving fluids or contaminated snow from deicing operations such as pads, tanks, impoundments, etc.;
5. Identify type of deicing chemicals used (including any glycol alternatives) and monthly quantities; and
6. Run-off control measures that are used prior to, during and post- application of deicing chemicals.

Inspection criteria are incorporated into the self-inspection forms presented in **Appendix K** for PPT members that conduct deicing activities. PPT members are to follow the procedures for Self-inspection documentation, notification and follow-up.

PPT members conducting deicing activities are also required to call 602-8-GLYCOL (602-845-9265) and provide their name, company, location of deicing event, time of deicing event, and contact phone number prior to conducting deicing. PPT members are required to email Aviation, providing monthly totals of the quantity of deicing chemicals used, per MSGP Part 8.S.6.2.

Section 9 – Stormwater Monitoring

9.1 Outfall Description

PHX has 18 outfalls to the Salt River along the southern border of the airport from the 24th Street outfall (outfalls 01 – 06) to the Hohokam Expressway Bridge (outfall 18). Additionally, there are several onsite retention basins, where water evaporates and does not leave the site. **Figure 2** depicts the stormwater drain system and outfall locations (discharge points). **Table 9-1** summarizes the outfalls and details whether the outfall discharges stormwater from the COP MS4 and/or PHX and whether or not the outfall is subject to monitoring, as further discussed below.

Table 9-1 Outfall Locations

Outfall ID	Latitude	Longitude	Type (MS4/MSGP)	Sampled due to industrial activity?
1	33.437445	-112.036302	MS4/MSGP	Yes
2	33.433138	-112.03681	MS4/MSGP	No
3	33.431661	-112.036911	MS4/MSGP	No
4	33.417812	-112.039622	MS4/MSGP	Yes
5	33.420468	-112.018309	MSGP	Yes
6	33.420539	-112.018216	MSGP	Yes
7	33.422466	-112.014482	MSGP	Yes
8	33.423046	-112.013331	MS4/MSGP	Yes
9	33.423548	-112.012476	MSGP	Yes
10	33.424594	-112.01044	MSGP	Yes
11	33.42699	-112.005564	MSGP	Yes
12	33.427639	-112.001143	MSGP	Yes
13	33.427639	-112.001143	MS4/MSGP	Yes
14	33.42967	-111.991258	MSGP	Yes
15	33.430461	-111.989259	MSGP	Yes
16	33.431296	-111.986684	MSGP	Yes
17	33.433517	-111.980988	MS4/MSGP	Yes
18	33.430908	-111.980104	MS4/MSGP	Yes

Monitoring Exemptions

Outfalls 2 and 3 drain parking lots, roadways and other areas where industrial activities do not occur. All previous industrial activities conducted in the drainage of these outfalls has been discontinued. Therefore, it is not required that Outfalls 2 and 3 are included in monitoring.

Outfall 18 is located on the south bank of the Salt River and receives runoff from the closed Estes Landfill, Aviation's stockpile area (clean soil used for backfill on various projects), the 44th St Bridge, and a small industrial business park. There are no industrial activities or potential sources of pollution other than sediment. Rip-rap has been placed along the slope between the

perimeter road and the fence line to minimize erosion. It is not required that Outfall 18 be included in monitoring.

Substantially Identical Outfalls

Aviation has not designated any substantially identical outfalls as allowed in MSGP Part 4.2.3.3 at this time. Aviation may conduct an assessment for such outfalls during future revisions of this SWPPP.

9.2 Outfall Visual Assessments

Under MSGP Part 4.2, Aviation conducts four Outfall Visual Assessments of stormwater from the outfalls listed in **Table 9-1** annually: two during the summer wet season (June 1 – October 31) and two during the winter wet season (November 1 – May 31) and documents results on the Outfall Visual Assessment Form provided in **Appendix L**.

As required by the MSGP, the stormwater sample must be collected within the first 30 minutes of discharge or as soon thereafter as practicable. The sample must be collected during a qualifying discharge, which occurs at least 72 hours (three (3) calendar days) following the conclusion of a previous discharge. Based on Aviation's experience, a rainfall event of at least 0.1 inch is required to cause discharge at the outfalls. If there are no qualifying rain events or if a sample could not be collected due to adverse conditions for a given quarter, the Outfall Visual Assessment Form will be completed indicating the reason why a sample was not collected. Adverse conditions are those that are dangerous or create inaccessibility for personnel, such as local flooding, high winds, electrical storms, or situations that otherwise make sampling unsafe.

The Outfall Visual Assessment will be conducted using a sample in a clean, colorless glass or plastic container in a well-lit area. The samples will be visually inspected for the following water quality characteristics:

1. Color
2. Odor
3. Clarity
4. Floating solids
5. Settled solids
6. Suspended solids
7. Foam
8. Oil sheen
9. Other obvious indicators of pollution

Outfall Visual Assessment results are recorded on the Outfall Visual Assessment Form. These are stored on the virtual notebook and are available in the virtual notebook and with the SWPPP.

If an abnormal stormwater sample is collected, the inspector will investigate the area draining to the outfall and attempt to identify the pollutant source. The PPT member(s) operating in the drainage area or area where pollutant is identified will be notified immediately. The PPT member identified as causing the abnormal discharge will begin immediate actions to stop the pollutant source from contact with stormwater. If a condition requiring formal Corrective Action is identified, the steps detailed in **Section 10.1** will be followed. If the source cannot be identified Aviation will submit a Corrective Actions Report Form. CM deficiencies leading up to pollutant release must be addressed within 14 days and documentation of CM repairs will be provided to Aviation and stored in the virtual notebook.

9.3 Outfall Routine Site Inspections

On a quarterly basis as a supplement to the Routine Site Inspection, outfalls and the airport perimeter will be investigated for the following:

1. Evidence of, or the potential for, previously unidentified discharges of pollutants entering the site;
2. Observations regarding physical condition of and around all outfalls, including:
    a. Any flow dissipation devices and
    b. Evidence of pollutants in discharges and/or to the receiving water.

Completed Routine Site Inspection Forms of the outfalls are uploaded to the virtual notebook and are available with the SWPPP, as required by MSGP Part 4.1. A copy of the blank inspection form is included in Appendix K.

9.4 Analytical Monitoring Applicability

Analytical monitoring is not required at PHX, therefore a Sampling and Analysis Plan identified under MSGP Part 6.1.1 is not required. Documentation of non-applicability of analytical monitoring requirements is as follows:

1. Routine analytical monitoring: For Sector S, analytical monitoring is required for sites using more than 100,000 gallons per year of glycol-based fluids and/or 100 tons of urea (MSGP, Part 8.S.4.2 and 8.S.8). Deicing operations at PHX use less 100,000 gallons of glycol-based deicing fluid and do not use urea.
2. Effluent Limitation Guidelines (ELGs): For Sector S, monitoring for ELGs only applies to airports where urea is used for pavement deicing (MSGP Part 8.S.9). Urea is not used for pavement deicing.
3. Impaired Water (including not-attaining): The Salt River where PHX discharges is not listed as an impaired or not-attaining water, nor is the Salt River an upstream tributary within 2.5 miles of an impaired water.
4. Outstanding Arizona Water (OAW): The Salt River is not listed within 2.5 miles of an OAW. Thus, PHX is not required to perform monitoring associated with OAWs.
5. Other monitoring prescribed by ADEQ: ADEQ has not required additional discharge monitoring to ensure protection of receiving water quality.

Section 10 - Reporting

10.1 Corrective Actions

As required by MSGP Part 3.1.1, the following conditions require corrective action:

1. An unauthorized discharge to a Water of the United States (i.e., Salt River) or a regulated MS4;
2. The permittee becomes aware, or ADEQ determines, that a discharge from the site causes or contributes to an exceedance of an applicable water quality standard(s); and
3. A discharge from the site violates a numeric limitation guideline in MSGP Table 2.2 and in Part 8 sector-specific requirements.

Should a discharge described above occur, the responsible PPT member will take the following steps as required by MSGP Part 3.2.

Immediately, the responsible PPT member will take actions to mitigate any condition(s) by reviewing the selection, design, installation, and implementation of the control measures and revising as necessary.

Within 72 hours of identifying one of these corrective action triggers, the responsible PPT member will document the discovery of the condition, including the following information on the Corrective Action Report Form:

1. Identification of the condition triggering the need for corrective action review;
2. Description of the problem/incident including material type and amount;
3. Date/time the problem was identified;
4. The location of the incident;
5. The cause of the spill, leak, other release or sampling exceedance, if applicable;
6. The outfall name(s)/locations affected; and
7. The affected receiving water and whether the receiving water is a special water (as defined by MSGP Appendix A). The Salt River is not considered a Special Water.

Within 14 calendar days of discovery (or before the next measurable stormwater event, if possible, whichever is sooner), the responsible PPT member will complete and document the following:

1. A summary of corrective actions taken or to be taken, including modifications to CMs, in order to minimize or prevent the reoccurrence of a discharge of a pollutant(s) or prevent further exceedances;
2. Identify and describe SWPPP modification(s) that are required as a result of this discovery and/or corrective actions;
3. Provide date corrective action was initiated or will be initiated;
4. Provide date the corrective action was completed or expected to be completed;
5. Results of any analytical monitoring that prompted corrective action, including any subsequent sampling results, if available;

6. Describe any accelerated monitoring or other permit contingency action that will be required;
7. If corrective actions cannot be implemented within the specified timeframe(s), the permittee will document the reasons for the delay, provide an implementation schedule for completing the necessary changes, including back-up practices in place to ensure compliance with applicable effluent limitations, should a runoff event occur while a CM is off-line;
8. If no corrective action is needed, describe the basis for that determination;
9. Provide the date of and the outcome of the last four (4) routine site inspections; and
10. A statement signed and certified in accordance with MSGP Appendix B, Subsection 9.

Within 30 days of discovery a Corrective Action Report Form containing the above information will be submitted to ADEQ either in electronic or paper form. As required by MSGP Part 8.S.5, the permit holder (whoever applies for the NOI) is responsible for signing and certifying the Corrective Action Report Form. The PPT member may request assistance from Aviation with completion of the form but the PPT member will be responsible for submission. PPT members are required to provide copies of the Corrective Action Report Forms to Aviation. Corrective Action Report Forms will be uploaded to the virtual notebook and are available with the SWPPP (**Appendix N**).

10.2 Analytical Monitoring

As identified in **Section 9.4**, analytical monitoring is not required; therefore Discharge Monitoring Reports and Control Measure Assessment Reports for Routine Analytical Monitoring are not required to be prepared.

10.3 Human Health or Environment Endangerment

24-Hour Reporting

The MSGP Appendix B Subsection 12(d) requires reporting of noncompliance with the MSGP which may endanger human health or the environment. Within 24-hours following such a noncompliance event, Aviation or the responsible PPT member must verbally notify the following ADEQ office:

Arizona Department of Environmental Quality
Water Quality Compliance
1110 W. Washington Street, Mail Code 5415A-1
Phoenix, AZ 85007
Office: 602-771-2330

Five Day Follow-up Reporting

A written submission will also be provided to the office identified above within five (5) days of the time the PPT member becomes aware of the circumstances. The report will contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.

10.4 Reportable Quantity Spills

As required by MSGP Part 2.2.1.2.4, if a leak, spill or other release occurs that contains a hazardous substance, oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, the permittee shall notify ADEQ Emergency Response at (602) 771-2330.

If a hazardous substance is released to the environment in an amount that equals or exceeds its Reportable Quantity, the release must be reported to the National Response Center (NRC), at 1-800-424-8802 within 15 minutes of discovery. Aviation will assist the PPT member with this notification or will make it on their behalf. The NRC is staffed 24 hours a day by personnel who will ask you to provide as much information about the incident as possible. Please include the following:

- Your name, location, organization, and telephone number
- Name and address of the party responsible for the incident; or name of the carrier or vessel, the railcar/truck number, or other identifying information
- Date and time of the incident
- Location of the incident
- Source and cause of the release or spill
- Types of material(s) released or spilled
- Quantity of materials released or spilled
- Medium (e.g. land, water) affected by release or spill
- Danger or threat posed by the release or spill
- Number and types of injuries or fatalities (if any)
- Weather conditions at the incident location
- Whether an evacuation has occurred
- Other agencies notified or about to be notified
- Any other information that may help emergency personnel respond to the incident

10.5 Planned Changes

As required by MSGP Appendix B Part 12(a), Aviation must notify ADEQ, either directly, through NEPA or other permit process, of physical alterations or additions to the site if the alteration or addition:

1. Causes a reclassification of PHX as a “new source” as defined in 40 CFR 122.29(b); or
2. Significantly changes the nature or increases the quantity of pollutants discharged.

10.6 Anticipated Noncompliance

As required by MSGP Appendix B Part 12(c), Aviation must give advance notice of planned changes that would result in a permit noncompliance.

10.7 MS4 Notification

As required by MSGP Part 7.3, if a discharge enters an MS4, Aviation must also submit reports to the MS4 operator.

10.8 Missing or Incorrect Information

As required by MSGP Appendix B Part 12(f), if Aviation determines that the NOI or other information reported to ADEQ was incorrect or incomplete, Aviation must immediately submit the revised information to ADEQ.

10.9 Aviation's Rules and Regulations

Aviation rules and regulations specify reporting protocols. All PPT members including contractors operating at the site must follow the spill response plan (**Appendix G**) and Aviation's Rules and Regulations 01-01 for Fuel Releases and Releases of Other Regulated Substances (**Appendix E**). When a release occurs, the responsible party will immediately notify airport authorities with location, substance released, approximate size of the release and any other pertinent information as identified in the spill response plan. Aviation's Rules and Regulations 01-02 for Stormwater Enforcement (**Appendix F**) describes possible actions Aviation may take to prevent pollution and includes protocols for self-reporting.

Section 11 – SWPPP Administration

11.1 Signature Requirements

As described in MSGP Appendix B Subsection 9, documentation required by the MSGP must comply with signatory requirements. Documents signed under the terms of the MSGP must also include the following certification:

> *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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.*

11.1.1 Items Requiring Signatures

The responsible corporate officer, co-permittee authorized representative or stormwater program representative must sign the following items, including:

1. SWPPP;
2. Inspections reports;
3. Outfall Visual Assessment reports;
4. Training reports;
5. Corrective action report forms,
6. NOIs, NECs, NOTs, and
7. Other information required by the MSGP.

Documents submitted through myDEQ are e-signed.

A duly authorized representative can sign the items listed above only if:

1. The responsible corporate author makes the authorization in writing.
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company.
3. The signed and dated written authorization is included in the SWPPP. A copy must be submitted to ADEQ, if requested.

11.1.2 Aviation Signature Requirements

As a public agency, a chief executive officer or director or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency must sign the PHX NOI for Aviation facility operations and as airport property owner. Signed authorization forms are included in **Appendix O**.

11.1.3 Co-Permittee Signature Requirements

Co-permittees may be public agencies, corporations, or partnerships or sole proprietorships. The NOI or NEC for the co-permittee facility operations is required to be signed by a person in charge, per MSGP Appendix B Subsection 9:

1. For public agencies, either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company.
2. For corporations, a responsible corporate officer (for example, a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures).
3. For a partnership or a sole proprietorship, a general partner or the proprietor.

Authorizations for co-permittees are maintained on the virtual notebook.

SWPPP Certification

MSGP Part 8.S.3.3 requires co-permittees covered under Aviation's comprehensive SWPPP to sign and certify this SWPPP. Aviation provides co-permittees with a certification form to complete online in the virtual notebook. A blank form is included in Appendix P. Completed certification forms are maintained in the virtual notebook.

11.2 SWPPP Modifications

As required by MSGP Part 5.3 and 3.1, the SWPPP will be modified in response to the following triggers:

1. Changes in design, construction, operation or maintenance which has a significant effect on the discharge or potential for discharge of pollutants from the site;
2. When inspections, monitoring or when a corrective action investigation reveal that the SWPPP is ineffective in eliminating or significantly minimizing pollutants or achieving the general objectives of controlling pollutants; and
3. After each deicing season based on the results of the previous year's inspections and input from PPT members, modifications will also be considered.

Changes to the SWPPP to reflect corrective actions will be made in accordance with the corrective action deadlines also identified in **Section 10.1** and documented on the SWPPP modification table in **Appendix Q**.

11.3 SWPPP Availability

As required by MSGP Part 5.4, the SWPPP is kept at the site and is made immediately available to ADEQ, USEPA, or another Federal, State, or local agency having stormwater program authority, or the operator of a regulated MS4 receiving discharge from PHX, at the time of an on-site inspection or upon request. Additionally, the SWPPP documents will be available on the Aviation website (https://www.skyharbor.com/business/RulesAndRegulations/StormWater) and in the virtual notebook.

To review the SWPPP, please contact:

Lisa Fariñas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

11.4 Recordkeeping

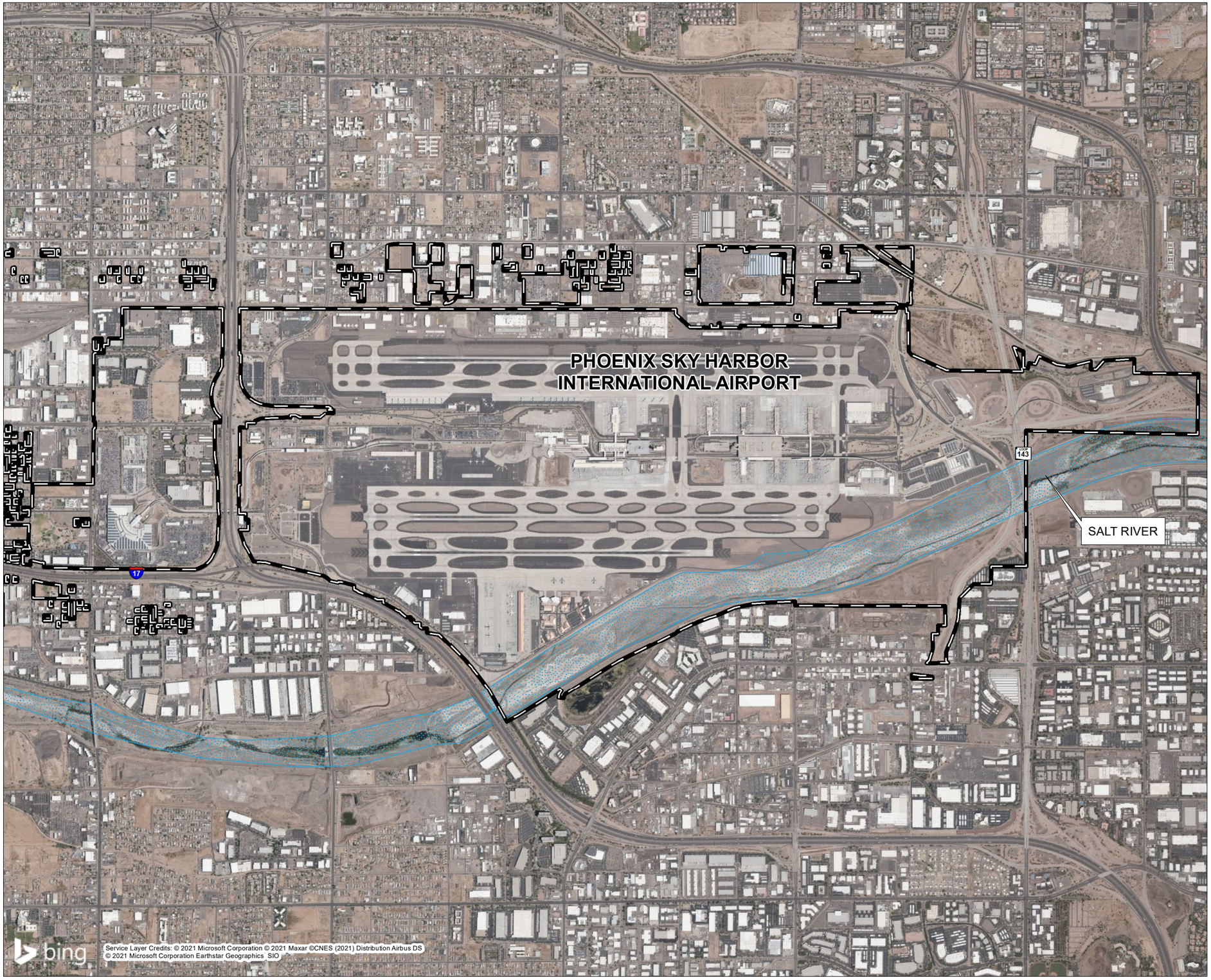
As required by MSGP Part 7.4, Aviation will retain a copy of the SWPPP and SWPPP appendices for a period of at least three (3) years from the date that coverage under the MSGP expires or is otherwise terminated.

Figures

Complete versions of Figures 2 and 4 are included with the copy of the SWPPP retained by the City of Phoenix Aviation Department. Please contact Lisa Farinas for more information.

Lisa Farinas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT - Stormwater Pollution Prevention Plan - Figure 1 General Location Map



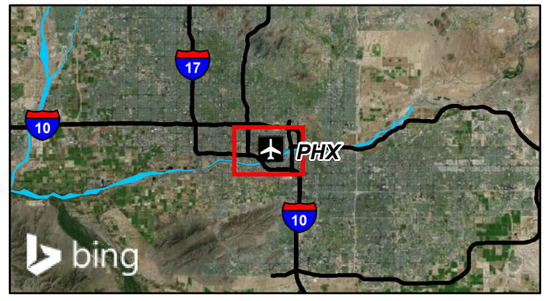
LEGEND

- Site Boundary
- River

N

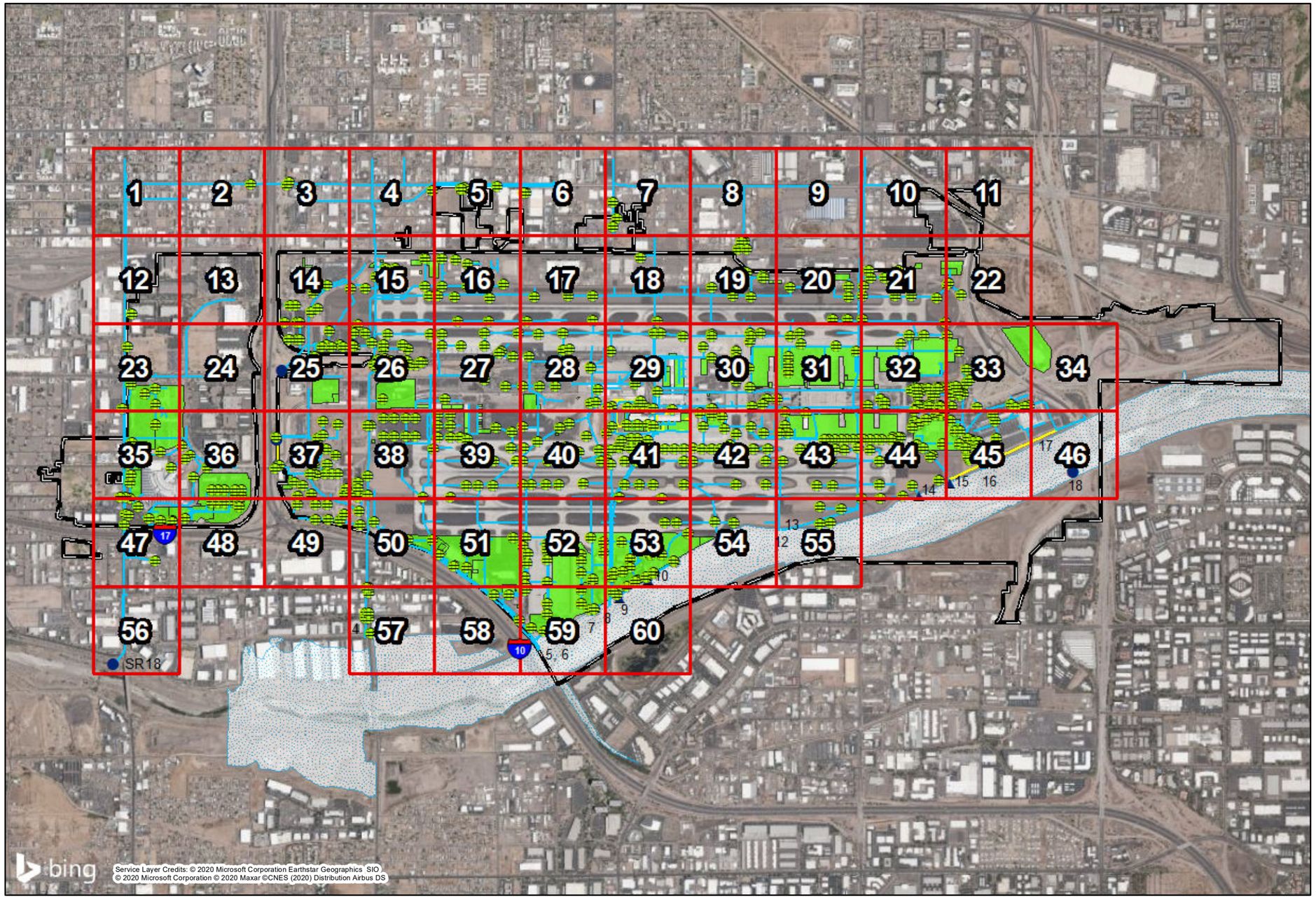
0 0.25 0.5 0.75
Miles

AREA OF DETAIL



PHX
PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT - Stormwater Pollution Prevention Plan - Figure 2 Activity and Potential Pollutants Map



LEGEND

- Airport Property Boundary
- 100 Year Flood Plain
- PPT Member Areas

Stormwater System

- Stormwater System Outfall (MS4 Outfall)
- Stormwater Outfall (MSGP Outfall)
- Stormwater System Inlet
- Stormwater System - Closed Conduit
- Stormwater System - Open Conduit

Potential Pollutants

1. FUEL / OIL
2. SOLVENTS
3. SOAPS / DETERGENTS
4. PAINT
5. HERBICIDES / PESTICIDES
6. OTHER

Note: Deicing primarily occurs at gates but may occur at any apron as detailed in SWPPP Section 4.1.10.

N

0 0.25 0.5 1
Miles

AREA OF DETAIL

Receiving Waters within 2.5 Miles of Facility Depicted

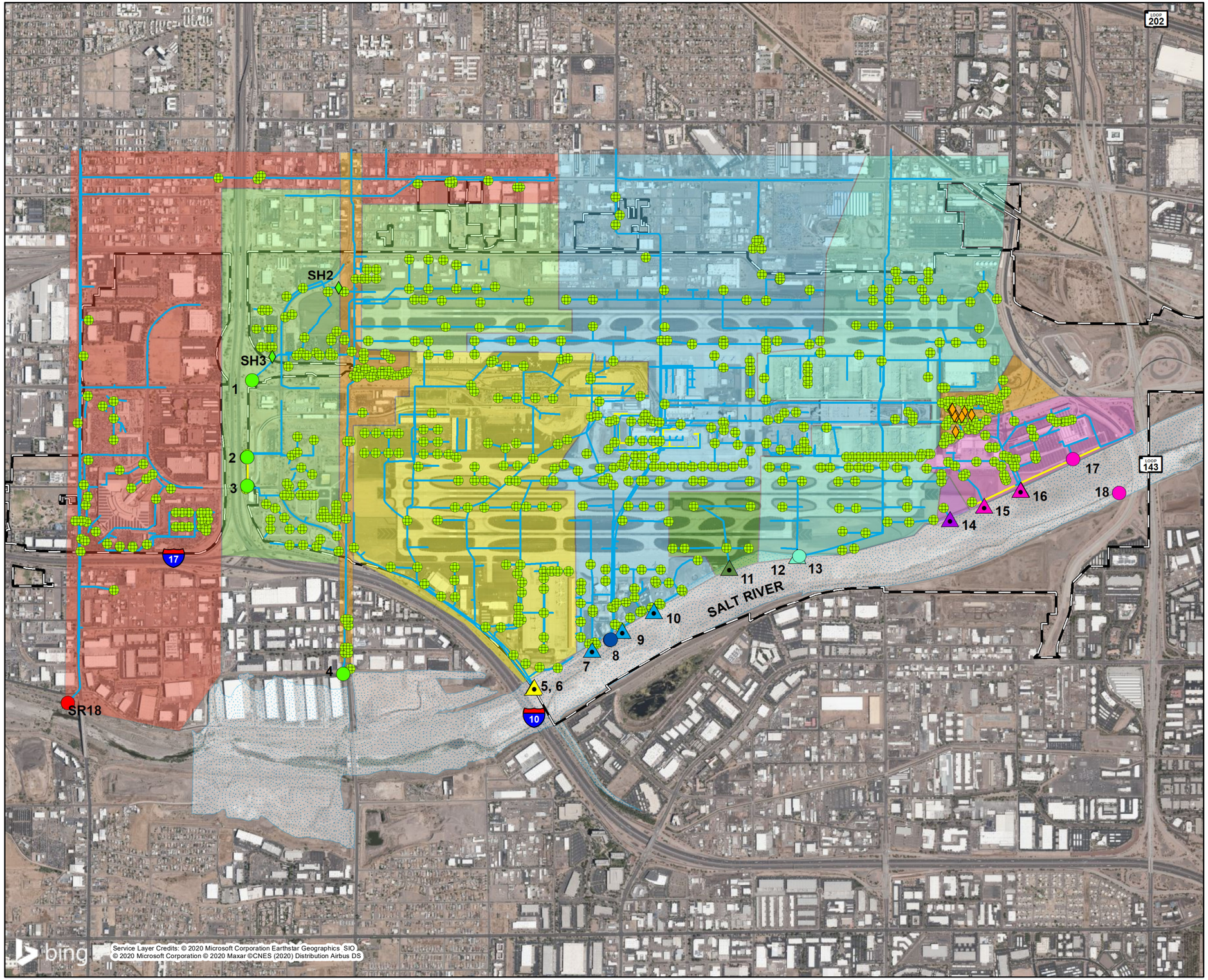
PHX
PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)
Air Canada	32	ARFF Station No. 19*	42	Boutique Airlines	29, 40, 41	DHL Airways	39	FedEx	52, 53	HMS Host*	29, 31, 32, 41, 43, 44	Peak Supply Chain	39	SSP America*	30, 31, 43	United Parcel Service (UPS)	59
Air Evac Services	50, 51	ARFF Station No. 29*	20, 21	British Airways	31, 32	Dollar- Thrifty Car Rental*	47, 48	Flagship	31	JetBlue Airways	41	Piedmont Airlines	31, 32	Sun Country Airlines	29	Volaris	31, 32
Air Transport International (ATI)	27, 39	Arizona Air National Guard	52, 53, 59	Broad	15, 16	DP64	19, 20	Fox Rent- a- Car*	47	LGSTX Services, Inc.	39	Primeflight	20	Swift Aviation	50, 51	WestJet	31, 32
Airport Terminal Services (ATS)	29	Arizona Department of Public Safety	15, 16	Clean Energy*	25	EAM	51	Frontier Airlines	39, 41	McGee Air Services	29	Salt River Project	15, 16	Swissport Cargo	39	Worldwide Flight Services (WFS)	27, 28, 38, 39
Alamo National Enterprise Car Rental*	36, 48	Arizona Fueling Facility Corporation	21, 22	Condor	31, 32	Empire Airlines	19, 20	Gannon and Scott	37	Mesa Air	20	Sixt Rent a Car	47, 48	Swissport Fueling	21, 22, 27, 28, 30, 39- 42		
Alaska Airlines	29	Atlas Air	51	Contour	41	Facilities and Services*	14, 26	Global Aviation	41	Oxford	39	SkyWest Airlines	31, 32	Swissport Suasa	29, 41		
American Airlines	26, 30- 33	Avis/Budget Car Rental*	23, 35	Cutter Aviation	15, 51, 58	Federal Aviation Administration	21, 30, 38, 54, 58	Hawaiian Airlines	41	Pacific Connection	51	Southwest Airlines	27, 43- 45	TransDev Services	25		
Ameriflight	51, 58	Bombardier Transportation Systems*	33, 34	Delta Air Lines	29, 30, 39, 41	FEAM	39	Hertz Car Rental*	23, 24	Papa Sierra	19, 20	Spirit	41	United Airlines	27, 29		

Notes: * Tenant is not a Sector S tenant.

PPT Members not shown on this map include mobile service providers, including Accufleet, AeroPanache, Appearance Group, Diesel Direct, Fleetwash, Huntleigh USA, National Aviation Services, R&G Vent, Time for Sale and West Coast Wash Station and airline tenants that operate in a common area and not a specific leasehold, including Atlas Air and Kalitta Charters.

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT - Stormwater Pollution Prevention Plan - Figure 3 Surface Drainage and Outfalls



LEGEND

- Stormwater System - Closed Conduit
- Stormwater System - Open Conduit
- Airport Property Boundary (4,758 Acres)
- Storm Water System Inlet
- 100 Year Flood Plain
- MS4 Outfall
- MSGP Outfall
- Outfall to Retention Basin
- Outfall 17 (MS4/MSGP Outfall)
- Outfalls 15-16 (MSGP Outfall)
- SH1 (MS4/MSGP Outfall)
- Outfall 14 (MSGP Outfall)
- Outfall 12 (MSGP Outfall)
- Outfall 13 (MS4/MSGP Outfall)
- Outfall 11 (MSGP Outfall)
- Outfall 7, 9, 10 (MSGP Outfalls)
- Outfall 8 (MS4/MSGP Outfall)
- Outfalls 5 and 6 (MSGP Outfall)
- Outfalls 1-4 (MS4/MSGP Outfall)
- SR18 (MS4/MSGP Outfall)
- Direction of Storm Water Flow

Notes:
MSGP oufalls are considered sampling points except for Outfalls 2 and 3. MSGP outfalls have the potential to receive allowable non-stormwater discharges.

N

0 0.2 0.4 0.8
Miles

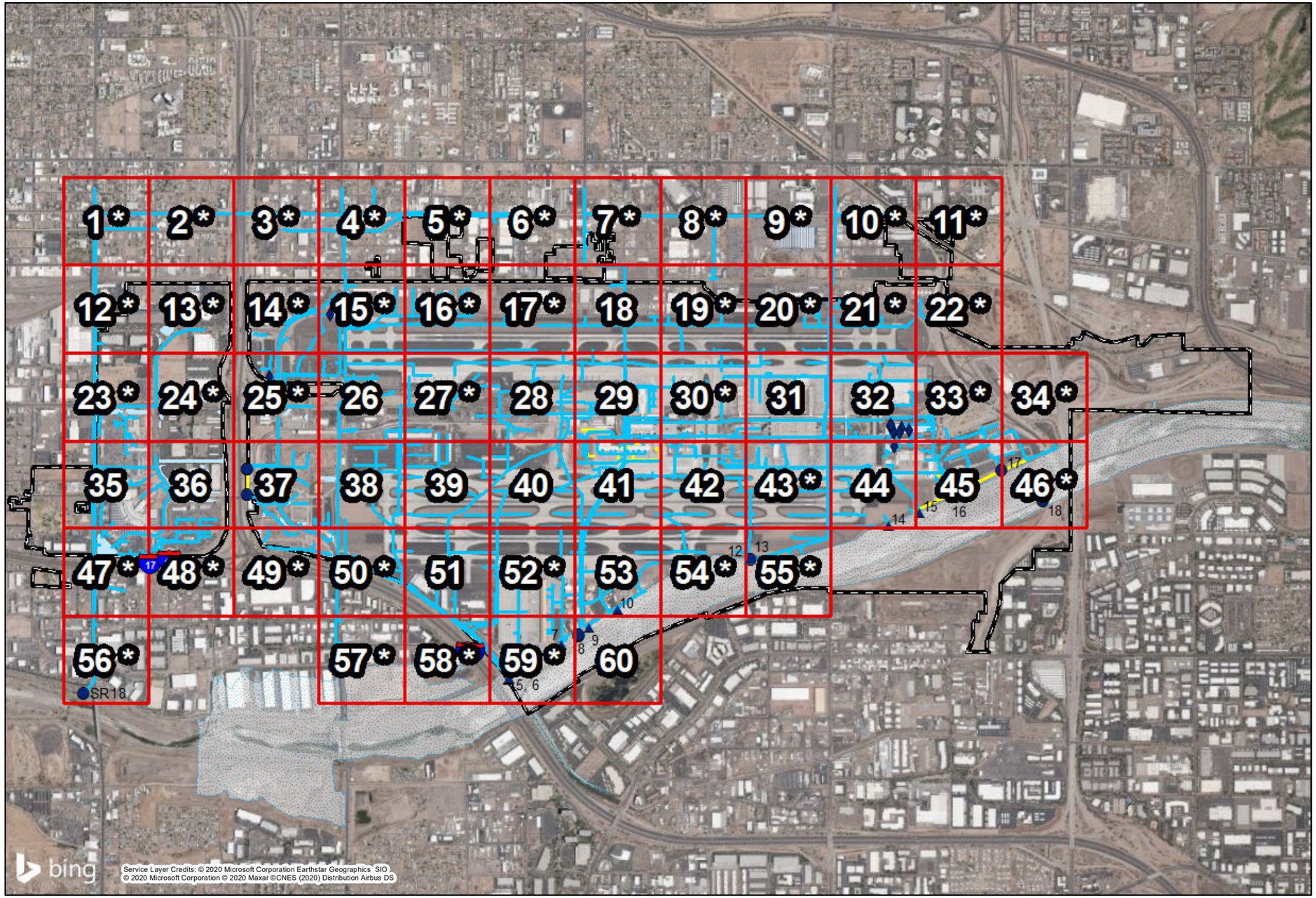
AREA OF DETAIL

Receiving Waters within 2.5 Miles of Facility Depicted

PHX
PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

DECEMBER 2020

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT - Stormwater Pollution Prevention Plan - Figure 4 Spill Location Map



LEGEND

- Airport Property Boundary
- Stormwater System - Closed Conduit
- Stormwater System - Open Conduit
- Stormwater System Outfall (MS4 Outfall)
- Stormwater System Outfall (MSGP Outfall)
- Stormwater System Outfall (SH Outfall)
- Storm Retention Basin
- 100 Year Flood Plain

Spill Summary

Permit Year	Number of Spills
01/2017 – 12/2017	10
01/2018 – 12/2018	8
01/2019 – 12/2019	9
01/2020 – 12/2020	6
Total	33

* indicates area key map not used

N

0 0.2 0.4 0.8
Miles

AREA OF DETAIL

Receiving Waters within 2.5 Miles of Facility Depicted

PHX
PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)	PPT MEMBER	FIGURE (2-#)
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Air Evac Services	50, 51	ARFF Station No. 29*	20, 21	British Airways	31, 32	Dollar- Thrifty Car Rental*	47, 48	Flagship	31	JetBlue Airways	41	Piedmont Airlines	31, 32	Sun Country Airlines	29	Volaris	31, 32
Air Transport International (ATI)	27, 39	Arizona Air National Guard	52, 53, 59	Broad	15, 16	DP64	19, 20	Fox Rent- a- Car*	47	LGSTX Services, Inc.	39	Primeflight	20	Swift Aviation	50, 51	WestJet	31, 32
Airport Terminal Services (ATS)	29	Arizona Department of Public Safety	15, 16	Clean Energy*	25	EAM	51	Frontier Airlines	39, 41	McGee Air Services	29	Salt River Project	15, 16	Swissport Cargo	39	Worldwide Flight Services (WFS)	27, 28, 38, 39
Alamo National Enterprise Car Rental*	36, 48	Arizona Fueling Facility Corporation	21, 22	Condor	31, 32	Empire Airlines	19, 20	Gannon and Scott	37	Mesa Air	20	Sixt Rent a Car	47, 48	Swissport Fueling	21, 22, 27, 28, 30, 39- 42		
Alaska Airlines	29	Atlas Air	51	Contour	41	Facilities and Services*	14, 26	Global Aviation	41	Oxford	39	SkyWest Airlines	31, 32	Swissport Suasa	29, 41		
American Airlines	26, 30- 33	Avis/Budget Car Rental*	23, 35	Cutter Aviation	15, 51, 58	Federal Aviation Administration	21, 30, 38, 54, 58	Hawaiian Airlines	41	Pacific Connection	51	Southwest Airlines	27, 43- 45	TransDev Services	25		
Ameriflight	51, 58	Bombardier Transportation Systems*	33, 34	Delta Air Lines	29, 30, 39, 41	FEAM	39	Hertz Car Rental*	23, 24	Papa Sierra	19, 20	Spirit	41	United Airlines	27, 29		

Notes: * Tenant is not a Sector S tenant.

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Appendix A

Control Measures

CM 1.0 Facility-Wide Control Measures

Targeted Activities:
- General Facility Operations

Targeted Pollutants:
- Fuels/Oils/Grease
- Solvents
- Soaps/Detergents
- Battery Acid
- Paint

Key Approaches:
- Keep outside areas clean.
- Conduct regular inspections.
- Train employees.
- Document and retain record of stormwater pollution prevention activities.

Minimize Exposure

1.1 Limit pollutant sources to indoors or under cover, when possible.

Good Housekeeping

1.2 Maintain areas exposed to stormwater in a clean and orderly manner.

1.3 Substitute with less hazardous/biodegradable materials where feasible.

Maintenance

1.4 Maintain sumps, grease traps, vent hoods and oil/water separators (OWSs):

1. Clean and maintain regularly.
2. Keep effluent shutoff valve closed during cleaning operations.
3. Maintain in accordance with manufacturer requirements or as necessary for operations.
4. Dispose of waste per regulations.
5. Comply with all federal, state, county, and city regulatory requirements and obtain all required permits.

Spill Prevention and Response Procedures

1.5 Post Spill Response Plans in areas where spills are most likely to occur.

1.6 Spill kits:

1. Provide spill response equipment and materials.
2. Stock with adequate and appropriate spill response materials.
3. Locate where spills are likely to occur.
4. Label.
5. Provide containers with secure lids.
6. Keep free of trash.

1.7 Spill containment and reporting:

1. Stop the spill at the source, if safe to do so.
2. Prevent the spill from entering the stormwater inlet or soil by using drip pans, absorbent booms, mats, or other devices.
3. Report spills to the Communications Center by calling (602) 273-3311.
4. Prohibit tracking out of spilled material.

1.8 Spill response:

1. Use dry methods (e.g., absorbent) to clean up a spill.
2. Dispose of used spill response materials promptly and appropriately per regulations.
3. Use appropriate procedures for hazardous materials spill response.

Management of Runoff

1.9 Outdoor water sources:

1. Limit access to outdoor water sources.
2. Post “Do Not Use for Wash Down or Rinsing of Equipment” signs. Email AVN-Stormwater@phoenix.gov for signage.

1.10 Divert stormwater run-on away from pollutant sources.

CM 1.0 Facility-Wide Control Measures

Training

1.11 Attend annual train-the-trainer SWPPP training provided by Aviation.

1.12 Provide equivalent SWPPP training to employees who work in areas where industrial materials or activities are exposed to stormwater or who have responsibilities under the SWPPP.

1.13 Service provider/contractor education:

1. Provide service providers, construction contractors and haulers with copies of relevant CMs.
2. Require service providers to comply with all relevant CM requirements.
3. Retain documentation that CMs and/or training have been provided.

Inspections and Recordkeeping

1.14 Retain documentation of inspections, including inspection records and documentation of deficiencies and corrections, and make available to facility personnel, inspectors, and agency representatives, as needed.

1.15 Perform inspections at regular intervals to identify and eliminate non-stormwater discharges.

1. Fix non-compliance findings as soon as practicable, within 14 days following discovery or before the next rain event.

1.16 Maintain PPT member-generated documentation with the SWPPP:

1. Employee stormwater training.
2. Inspection reports.

1.17 OWS and grease trap inspection:

1. Inspect and document oil, trash, debris, oil accumulation and broken baffles and piping at least monthly.
2. Maintain records of all repairs and maintenance.

1.18 Retain copies of the following documents with the SWPPP for three years after permit is terminated:

- Visual Assessment Reports
- Inspection Forms and completed records
- Notice of Intent (NOI), NOI Authorization Certificate or No Exposure Certificate issued by Arizona Department of Environmental Quality (ADEQ) through the online myDEQ portal
- Documentation of submission of applicable permit fees and
- Corrective Action Report Forms and completed records, if applicable.

CM 2.0 Aircraft, Vehicle and Equipment Maintenance

Targeted Activities:

- Aircraft, Vehicle, and Equipment (AVE) Maintenance

Targeted Pollutants:

- Fuels/Oils/Grease
- Battery Acid
- Paint
- Solvents
- Soaps/Detergents

Key Approaches:

- Conduct maintenance indoors or under cover, when possible.
- Collect and properly dispose of fluids.
- Conduct preventative maintenance.
- Replace batteries in ground support equipment (GSE) with sealed and/or gel batteries when batteries are spent and need replacement.

Minimize Exposure

2.1 Perform maintenance indoors or under cover, when possible.

2.2 Use cleaning or other environmentally friendly products indoors to the maximum extent practicable.

2.3 Minimize pollutant exposure when performing maintenance activities:

1. Store maintenance materials and wastes indoors and on secondary containment.
2. Perform maintenance away from stormwater inlets.
3. Perform maintenance indoors during rain events.
4. Provide controls in maintenance areas (such as stormwater inlet protection, oil/water separators, berms, and sumps).

Good Housekeeping

2.4 Dispose of waste and hazardous waste properly per federal, state, county, and city regulatory requirements. See CM 8.0 waste handling key approaches.

Maintenance

2.5 Perform preventative AVE maintenance.

Spill Prevention and Response Procedures

2.6 Maintain spill kits on maintenance vehicles.

2.7 Maintain the appropriate (battery acid) spill kits by battery charging stations and single point water stations.

2.8 Immediately contain, clean (using dry methods), and report leaks/spills that occur during maintenance activities.

Inspections and Recordkeeping [1]

2.9 Inspect electric AVE, charging stations and single point watering stations to confirm connections are secure and free of leaks/spills at least monthly.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 3.0 Aircraft, Vehicle and Equipment Cleaning

Targeted Activities:
- Aircraft, Vehicle, and Equipment (AVE) Washing
- Equipment Degreasing

Targeted Pollutants:
- Fuels/Oils/Grease
- Solvents
- Vehicle Fluids
- Soaps/Detergents

Key Approaches:
- Use designated wash areas.
- Use dry washing techniques when possible.
- Recycle washwater and/or dispose appropriately.
- Cover stormwater inlets.
- Email wash plan to AVN-Stormwater@phoenix.gov for Aviation approval prior to washing.

Minimize Exposure

3.1 Use dry washing methods when possible.

3.2 Use off-site commercial facilities for vehicles and equipment washing, when practical.

3.3 Use designated areas for washing:
1. Wash AVE in covered, contained (e.g., with a berm), and/or indoor wash areas, when practical.
2. Provide signage to designate wash areas.

3.4 Washwater:
1. Collect washwater for proper disposal.
2. Discharge washwater to the sanitary sewer through an oil/water separator (OWS).
3. Recycle washwater, when practical.

3.5 Cover, berm, or otherwise block nearby stormwater inlets during washing.

Good Housekeeping

3.6 Soaps, detergents, and cleaning agents:
1. Use water-based cleaning agents or non-chlorinated solvents.
2. Use biodegradable, phosphate-free detergents.
3. Use non-emulsifying cleaning agents in areas equipped with an OWS.
4. After washing, remove material (i.e. drippings and residue) from the ground using a vacuum or sweeping and dispose of properly.

3.7 Wash service providers must prepare and email wash plan to AVN-Stormwater@phoenix.gov for Aviation approval prior to washing and follow approved wash plans.

Maintenance

3.8 Repair cracks or gaps in berms or surfaces.

Inspections and Recordkeeping [1]

3.9 Inspect wash areas for cracks or gaps in berms or surfaces.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 4.0 Aircraft, Vehicle and Equipment Storage

Targeted Activities:
- Aircraft, Vehicle, and Equipment (AVE) Storage

Targeted Pollutants:
- Fuels/Oils/Grease
- Solvents
- Hydraulic Fluid

Key Approaches:
- Store AVE away from stormwater inlets.
- Store AVE indoors or under cover, when possible.
- Perform and document inspections.

Minimize Exposure

4.1 Store AVE indoors or under cover and in paved areas designed to contain leaks.

4.2 Store AVE away from stormwater inlets.

4.3 Provide berming in AVE parking areas, where feasible.

4.4 Long term storage of AVE (>30 days):
1. Drain all fluids and remove batteries.
2. Wipe down exterior surfaces to remove grease/oil prior to storage.
3. Request approval by emailing AVN-Stormwater@phoenix.gov, if fluids must be maintained in AVE and perform weekly inspections of AVE.

4.5 Temporary storage of vehicles awaiting repair/removal:
1. Expedite repair.
2. Use drip pans or absorbent pads to contain releases.
3. Check and clean drip pans and absorbent pads on a regular basis.

Inspections and Recordkeeping [1]

4.6 Inspect AVE storage areas at least monthly.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 5.0 Material Storage Areas

Targeted Activities:

- Cargo Handling
- Chemical and Fuel Storage
- Painting and Stripping
- Equipment Storage
- Grounds Material Storage

Targeted Pollutants:

- Fuels/Oils/Grease
- Miscellaneous Cargo
- Solvents
- Soaps/Detergents
- Deicing Chemicals
- Battery Acid
- Paint
- Pesticides

Key Approaches:

- Conduct loading, unloading, and material transfer under cover, in paved areas, and away from stormwater inlets.
- Store materials indoors or under cover; store drums/containers in secondary containment.
- Contain and absorb leaks/spills that occur during material transfer.
- Clean exterior surfaces by removing excessive oil and grease build-up.

Minimize Exposure

5.1 Clean exterior container surfaces by wiping down and removing excessive oil and grease build-up.

5.2 Material and waste storage

1. Reduce the amount of outdoor storage.
2. Protect materials from rainfall, run-on, runoff, and wind dispersal.

5.3 Transfer materials in covered areas.

5.4 Limit inventory of materials stored on site.

5.5 Transfer, use, and store liquid materials only in paved areas.

5.6 Secondary containment for stored materials:

1. Materials stored outdoors or near exit doorways, no matter how temporary, shall be placed on secondary containment.
2. Secondary containment shall be free of liquid and debris.
3. Secondary containment shall be sized to contain the single largest item on the containment plus sufficient freeboard.
4. Secondary containment shall be in good condition, free of cracks, holes, etc.

Good Housekeeping

5.7 Keep Safety Data Sheets (SDSs) for chemicals with potential stormwater exposure immediately accessible either in hard copy or on mobile electronic devices.

5.8 Store materials in their original containers or in approved containers.

5.9 Container labeling:

1. Clearly label containers with proper name of its contents.
2. Identify and properly dispose of unlabeled/ unknown materials.

5.10 Keep materials orderly and eliminate waste collection piles or “bone yards.”

5.11 Clean up spills immediately. Do not drive through spilled materials.

Spill Prevention and Response Procedures

5.12 Conduct material transfers in areas where spills can be contained and easily cleaned.

5.13 Spill response materials must be in material transfer areas.

Inspections and Recordkeeping [1]

5.14 Inspect loading and transfer areas for surface damage/cracks at least monthly.

5.15 Inspect material and waste storage areas (containers and tanks) for evidence of corrosion and structural failure; spills, leaks and overfills; and piping system damage/deterioration at least monthly.

5.16 Facilities with an SPCC Plan provide annual certification to Aviation confirming the SPCC Plan is up to date. [2]

1. If an SPCC Plan and/or Facility Response Plan is amended due to changes at the facility (i.e., administrative or technical), provide the plan to Aviation for reference.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

[2] For the purpose of reviewing compliance with the stormwater permit, the City of Phoenix does not verify compliance with regulatory requirements outside of the scope of the MSGP.

CM 6.0 Airport Fuel Systems and Fueling Areas

Targeted Activities:
- Aircraft, Vehicle, and Equipment (AVE) Fueling
- Fuel Storage

Targeted Pollutants:
- Fuel

Key Approaches:
- Provide cover and berming/secondary containment for fueling areas.
- Post 'No Topping Off' signs.
- Install required, proper equipment for fuel dispensing and tank monitoring per regulations.
- Perform and document inspections.

Minimize Exposure

6.1 Designate paved and contained areas to park mobile refueling equipment and vehicles, if possible.

6.2 Install fuel tank monitoring, release, and overfill prevention systems, per federal, state, county and city regulatory requirements.
1. Provide appropriate monitoring equipment for fuel tanks.
2. Equip fuel dispensing equipment with "breakaway" hose connections.

6.3 Post "Do Not Top Off" signs at vehicle fuel pumps. Contact AVN-Stormwater@phoenix.gov for signage.

6.4 Prevent pollutant exposure when fueling or defueling;
1. Cover or block nearby stormwater inlets and outlets to surface drains.
2. Fuel equipment in designated areas.
3. Permanently cover fueling areas, when feasible.
4. Immediately report, contain and clean spills (using dry methods) that occur during fueling or defueling.

Maintenance

6.5 Maintain automatic shut-off mechanisms on fueling equipment.

Spill Prevention and Response Procedures

6.6 Label and maintain spill kits on fueling tankers.

6.7 Collection of aircraft fuel samples;
1. Use appropriate containers to take fuel samples.
2. Dispose of samples at designated collection sites.

Employee/Contractor Training

6.8 Train employees performing fueling activities on response procedures for fuel spills.

Inspections and Recordkeeping [1]

6.9 *Weekly, inspect fueling areas, fueling vehicles and equipment, and storage tanks.* (underground fuel storage tanks should be inspected and tested as required by federal, state, county, and city regulatory requirements).

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 7.0 Building and Grounds Maintenance

Targeted Activities:
- Building and Grounds Maintenance

Targeted Pollutants:
- Sediment
- Landscape Waste
- Fuel/Oil/Grease
- Pesticides, Herbicides, and Fertilizer

Key Approaches:
- Use low maintenance landscaping.
- Clean stormwater inlets regularly.
- Manage the use of pesticides, herbicides, and fertilizers.

Minimize Exposure

7.1 Pesticide, herbicide, and fertilizer use;
1. Minimize use of pesticides, herbicides, and fertilizers.
2. Apply according to manufacturer's directions.
3. Store and apply in accordance with Arizona Office of Pest Management, by a licensed applicator.

7.2 Consider landscaping or adding mulch or gravel to stabilize areas and prevent erosion.

Good Housekeeping

7.3 Clean interior floors and exterior ground surfaces:
1. Maintain clean floors using dry methods (i.e., brooms, vacuums, etc.). If water is used, recover and dispose of properly.
2. Do not hose down or use cleaning products on outside work areas unless nearby stormwater inlets are blocked, and washwater is collected and properly disposed.
3. Dispose of washwater in an approved drain (i.e., drain to the sewer).

7.4 Properly dispose of litter, garbage, landscape waste, debris, and sediment.

7.5 Regularly clean outdoor paved areas using dry methods. If water is used, recover and dispose of properly.

Maintenance

7.6 Fire-fighting foam deluge system testing procedures:
1. Email AVN-Stormwater@phoenix.gov when planning testing procedures.
2. Use environmentally responsible, non-fluorinated test materials and methods when allowed by fire code and approved by Planning & Environmental.
3. Follow all federal, state, county and city regulatory requirements.
4. Implement containment. Collect and properly treat or dispose of fire suppression liquids by approved facility that accepts this waste.

7.7 Regularly maintain stormwater inlets, control devices and outfalls.

7.8 Maintain stormwater inlets:
1. Regularly maintain/clean on-site stormwater inlets
2. Install and maintain stormwater inlet filter fabric inserts, including regularly removing debris and sediment and replacing the fabric when needed.

7.9 Email AVN-Stormwater@phoenix.gov when planning to drain water in fire suppression systems or building fire risers.

Inspections and Recordkeeping [1]

7.10 Inspect sumps and stormwater inlets.

7.11 Inspect fire-fighting foam system and collection sumps.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 8.0 Recycling, Waste Handling and Disposal

Targeted Activities:

- Garbage Handling and Disposal
- Recyclable Handling and Disposal

Targeted Pollutants:

- Fuels/Oils/Grease
- Garbage
- Floatable Debris
- Battery Acid
- Paint
- Solvents

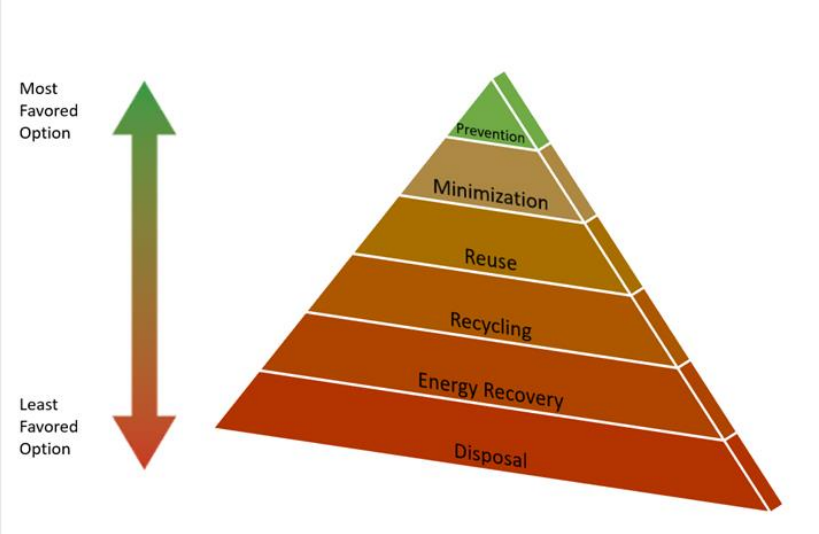
Key Approaches:

- Keep outside areas clean and free of litter, garbage, and floatable debris.
- Dispose of materials timely.
- Keep dumpster and trash can lids closed.
- Provide and use plugs for dumpsters.
- Provide an adequate number of trash receptacles with lids throughout the facility.
- Comply with all federal, state, county and city regulatory requirements pertaining to the handling, storage, and disposal of used oil, solid, universal and hazardous waste.

Minimize Exposure

8.1 Reduce, reuse, and recycle

1. When possible, recycle, reclaim, and/or reuse materials.
2. Potential recyclable materials include:
   - Used oil/grease
   - Brake/transmission hydraulic fluid
   - Antifreeze and deicing fluid
   - Automotive and aircraft batteries
   - Washwater
   - Used vehicle tires
   - Empty oil filters
   - Sump fuel



Waste Hierarchy Triangle

8.2 Used battery management:[1]

1. Store used batteries on secondary containment and indoors or under cover.
2. Label containers of used batteries as “Used Batteries.”

8.3 Used oil containers and filters:

1. Drain and crush oil filters and containers before recycling or disposing.
2. Label and store used containers and filters on secondary containment and indoors or under cover prior to recycling.

8.4 Clean dumpsters in designated wash locations that are connected to oil/water separators (OWSs) that discharge to the sanitary sewer.

CM 8.0 Recycling, Waste Handling and Disposal

Good Housekeeping

8.5 Provide an adequate number of trash receptacles throughout the facility.

8.6 Hazardous waste generation:

1. Properly dispose of hazardous materials according to all federal, state, county, and city regulatory requirements.[1]

8.7 Garbage and unusable material disposal:

1. Properly dispose of garbage and debris.
2. Schedule pickup as frequently as needed.

8.8 Garbage collection areas:

1. Provide lids for trash receptacles (i.e., dumpsters, trash cans, etc.).
2. Keep dumpster lids closed.
3. Dumpster drain holes must have plugs.
4. Do not dispose of liquids or hazardous materials in dumpsters.
5. Keep the garbage collection areas clean and free of litter, garbage, and floatable debris.

Employee Training

8.9 Hazardous and universal waste management training: [1]

1. Train employees on the proper disposal procedures for all wastes.
2. Require service providers to be properly trained on proper disposal procedures for all wastes.

Inspections and Recordkeeping [2]

8.10 Inspect waste storage areas for compliance with waste handling and disposal CMs.

[1] For the purpose of reviewing compliance with the stormwater permit, the City of Phoenix does not verify compliance with regulatory requirements outside of the scope of the MSGP.

[2] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 9.0 Lavatory and Potable Water Service

Targeted Activities:
- Lavatory Operations & Maintenance
- Potable Water Operation and Maintenance

Targeted Pollutants
- Lavatory Waste
- Deodorizer
- Sediment
- Fuels/Oils/Grease

Key Approaches:
- Collect and properly dispose of lavatory waste.

Minimize Exposure

9.1 Conduct lavatory and aircraft potable water tank activities away from stormwater inlets.

9.2 Procedures for servicing aircraft lavatories:
1. Use only approved disinfectants.
2. Properly secure hoses, valves and equipment when transporting and transferring waste.
3. Use buckets and/or drip pans to capture leaks from aircraft lavatory access fittings.
4. Complete drain the aircraft connecting hose into the storage tank after servicing an aircraft.
5. Discharge lavatory waste to approved location only.
6. Secure discharge cap connection when not in use.
7. Dump waste regularly to prevent waste overflow.

9.3 Procedures for servicing aircraft potable water tanks:
1. Perform operations only in designated areas.
2. Collect maintenance disinfection liquids from aircraft potable water tanks and properly discharge to a sanitary sewer.

9.4 Procedures for servicing potable water cabinets:
1. When flushing the potable water line, make sure that the potable water does not encounter grease, fuel, chemicals or sediment during discharge. If possible, divert potable water away from stormwater inlets.

Maintenance

9.5 Maintain lavatory service equipment:
1. Keep the equipment in good working order. Replace worn equipment before leaks develop.
2. Notify appropriate ground service personnel when aircraft lavatory fittings require maintenance.

Spill Prevention and Response Procedures

9.6 Provide and maintain spill kits on lavatory service vehicles.

9.7 Do not hose down spills.

Inspections and Recordkeeping [1]

9.8 Lavatory service equipment inspections:
1. Inspect integrity of hoses and fittings for transferring lavatory fluids.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 10.0 Facility Construction/Renovation

Targeted Activities:

- Facility Improvements
- New Construction
- Significant Renovation

Targeted Pollutants:

- Fuels/Oils/Grease
- Floatable Debris
- Soaps/Detergents
- Paint
- Solvents
- Sediment

Key Approaches:

- Conduct facility improvements through the Tenant Improvement (TI) program.
- Design to minimize stormwater exposure
- Comply with all federal, state, county and city regulatory requirements.

Minimize Exposure

10.1 Prior to final design , contact your Business & Properties Liaison to obtain project approval for the TI program. Refer to Tenant Improvement Handbook and AVN Design Manual.

10.2 Design to minimize stormwater exposure:

1. Move planned industrial activity areas indoors or under cover.
2. Provide outdoor industrial activity areas with impervious surfaces.
3. Design outdoor industrial activity areas to prevent run-on and runoff.
4. Incorporate structural control measures such as oil/water separators or detention basins, as needed.
5. Include clear signage indicating outdoor industrial activity areas.

10.3 Fire suppression system design

1. Email AVN-Stormwater@phoenix.gov when designing systems.
2. Select environmentally responsible methods and non-fluorinated materials, as approved by Planning & Environmental and where allowable by fire code and federal, state, county, and city regulatory requirements.
3. Design to implement containment for collection and proper disposal of fire suppression liquids.

10.4 Comply with all federal, state, county, and city regulatory requirements and obtain all required permits.

10.5 Review plans at each design milestone and inspect infrastructure at construction milestones for illicit or cross connections and correct.

Management of Runoff

10.6 Design for infiltration, reuse, containment, and/or reduction of impacted runoff.

Dust Generation and Tracking of Industrial Materials

10.7 Comply with Maricopa County dust control regulations and Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit. The requirements of this SWPPP must be met if the project is less than 1 acre.

Training

10.8 Provide contractors and subcontractors with relevant CMs during design, bidding, and after contract awarded.

Inspections and Recordkeeping [1]

10.9 Obtain a Job Permit from DCS prior to construction.

10.10 Maintain copies or records for projects as required by applicable permits and Aviation.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

CM 11.0 Aircraft Deicing

Targeted Activities:
- Aircraft Deicing and Anti-icing

Targeted Pollutants:
- Deicing Chemicals

Key Approaches:
- Perform in designated areas.
- Apply minimum required amount of chemicals.
- Clean ramp afterwards.
- Monthly deicing inspection.

Minimize Exposure

11.1 Consider using alternative methods to chemicals (i.e., hot water, moving aircraft into the sun, aircraft covers, etc.).

11.2 Consider using the minimal safety and operationally required amount of deicing chemicals necessary.

11.3 Conduct deicing in designated areas only. Special circumstances will need approval by emailing AVN-Stormwater@phoenix.gov before event.

Good Housekeeping

11.4 Clean ramp after each deicing operation using a vacuum scrubber:
1. Arrange for vacuum scrubber to be present before deicing operation begins.
2. During rain events, begin deicing operation only after vacuum scrubber has arrived and is operating.

11.5 Dispose or recycle collected fluids in accordance with federal, state, county, and city regulatory requirements.

Spill Prevention and Response Procedures

11.6 Prevent pollution exposure when performing maintenance on deicing equipment:
1. Cover or block nearby stormwater inlets.

11.7 Maintain appropriate spill response materials for glycol spills.

11.8 Place glycol spill booms around the deicing operations area or around stormwater inlets during rain events.

Inspections and Recordkeeping

11.9 Monthly deicing inspections – November through February (performed by Aviation)
1. Report each deicing event to the Stormwater Pollution Prevention Deicing Hotline at 602-8-GLYCOL (602-845-9265) and provide:
   - Name
   - Company/Airline
   - Location of deicing/anti-icing event (i.e., terminal and gate number)
   - Aircraft tail number
   - Time of deicing/anti-icing event
   - Phone number

11.10 Report deicing fluid quantities to Aviation monthly.

[1] Retain documentation of inspection in accordance with CM 1.14 and conduct inspections in accordance with CM 1.15.

Appendix B

Notice of Intent

The notices of intent for each company are included in the City of Phoenix Aviation Department stormwater database. Please contact Lisa Farinas for more information.

Lisa Farinas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street Phoenix, Arizona 85007
(602) 771-2300 www.azdeq.gov

Notice of Intent (NOI) Certificate

LTF#: 69379

ID#:AZMS69379

Type:**AZPDES Stormwater Multi-Sector General Permit (MSGP) | INDUSTRIAL for NON-MINING**
Issue Date:**06/03/2011**

Coverage Issued to:

Name:**CITY OF PHOENIX AVIATION DEPARTMENT**
Address Line 1:**2485 E BUCKEYE RD**
City:**PHOENIX**
State:**AZ** zip : **85034**

Facility Information:

Name:**PHOENIX SKY HARBOR INTERNTL AIRPORT - PHX AIR**
Address Line 1:**3400 E SKY HARBOR BLVD**
City:**PHOENIX**
Zip:**85034**
Number of acre used for industrial activities:**1462**
Primary Activity: **S - AIR TRANSPORTATION FACILITIES | S1 | AIRPORTS, FLYING FIELDS, AND SERVICES | 1462**
Outfall Location(s):

1 | 33.437445 | -112.036305 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

2 | 33.433138 | -112.036810 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

3 | 33.431661 | -112.036911 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

4 | 33.417812 | -112.039622 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

5 | 33.420468 | -112.018309 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

6 | 33.420539 | -112.018216 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

7 | 33.422466 | -112.014482 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

8 | 33.423046 | -112.013331 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

9 | 33.423548 | -112.012476 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

10 | 33.424594 | -112.010440 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

11 | 33.426990 | -112.005564 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

12 | 33.427639 | -112.001143 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

13 | 33.427639 | -112.001143 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

14 | 33.429670 | -111.991258 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

15 | 33.430461 | -111.989259 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

16 | 33.431296 | -111.986694 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

17 | 33.433517 | -111.980988 | Salt River-TEMPE TOWN LAKE DAM - I-10 BRIDGE

Discharge Monitoring Report (DMR) Required:**No**

SWPPP Contact Information:

First Name:**LISA**

Last Name:**FARINAS**

Phone:**6022732787**

Work Email :**AVN-Stormwater@phoenix.gov**

Main Office
1110 W.Washington Street · Phoenix, AZ 85007
(602)771-2300

Southern Regional Office
400 W.Congress Street · Suite 433 · Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

Appendix C

Pollution Prevention Team Members

Appendix C

Pollution Prevention Team Members
Phoenix Sky Harbor International Airport (PHX)

PPT Facility
Accufleet
Aero Panache PHX
Air Canada*
Air Evac Services PHX
Air Transport International, Inc. (ATI)
Airport Terminal Services (ATS)
Alamo National Enterprise
Alaska Airlines
American Airlines
Ameriflight, Inc.
Appearance Group, Inc.*
Arizona Air National Guard
Arizona Department of Public Safety
Arizona Fueling Facility Corporation (operated by Swissport)
Avis Budget Group
Bombardier Transportation Systems
Boutique Airline
British Airways
Broad, LLC
City of Phoenix Fire Station No. 19
City of Phoenix Fire Station No. 29
Clean Energy

Appendix C

Pollution Prevention Team Members
Phoenix Sky Harbor International Airport (PHX)

PPT Facility
Contour Airlines*
Cutter Aviation PHX
Delta Air Lines
DHL Airways
Diesel Direct
Dollar Thrifty Rent-a-Car
DP64
EAM*
Empire Airlines
FAA Sky Harbor
FEAM
FedEx Express
Flagship
Fleetwash
Fox Rent-A-Car
Frontier Airlines
Gannon and Scott
Global Aviation
Hawaiian Airlines
Hertz Rental Car
HMS Host
Huntleigh USA
JetBlue Airways

Appendix C

Pollution Prevention Team Members
Phoenix Sky Harbor International Airport (PHX)

PPT Facility
Kalitta Charters*
LGSTX Services, Inc.
McGee Air Services
Mesa Air
National Aviation Services
Oxford Airport Technical Services
Pacific Connection*
Papa Sierra
Peak Supply Chain
Piedmont Airlines
Primeflight
R & G Vent
Salt River Project
Sixt Rent a Car
Sky Harbor Airfield Maintenance
Sky Harbor Building Maintenance
Sky Harbor Fleet Maintenance
Sky Harbor Landscape Maintenance
Sky Harbor Landside Maintenance
Sky Harbor Mechanical Maintenance
SkyWest Airlines
Southwest Airlines
Spirit*

Appendix C

Pollution Prevention Team Members
Phoenix Sky Harbor International Airport (PHX)

PPT Facility
SSP America
Sun Country
Swift Aviation Services
Swissport Cargo Services
Swissport Fueling
Swissport Sausa
Time for Sale PHX
TransDev Services
United Airlines
United Parcel Service (UPS)
Volaris*
West Coast Wash Station PHX
WestJet*

Appendix D

Pollution Prevention Team Industrial Activities

Appendix D

PPT Industrial Activities
Phoenix Sky Harbor International Airport (PHX)

Each of the PPT sites listed below reside within airport property. The table presents a list of the activities performed at each of the PPT sites. For more specific information on each PPT site, refer to their Authorization to Discharge.

PPT Facility	AVE Maintenance	AVE Cleaning	AVE Storage	Material Storage Area	Airport Fuel System and Fuel Area	Building & Grounds Maintenance	Lavatory & Potable Water Service	Facility Construction/ Renovation	Aircraft Deicing	Other
Accufleet			✓			✓				
Aero Panache PHX		✓	✓	✓		✓				
Air Canada*	✓		✓		✓	✓	✓			✓
Air Evac Services PHX	✓	✓	✓	✓	✓	✓				
Air Transport International, Inc. (ATI)	✓		✓	✓	✓	✓				
Airport Terminal Services (ATS)	✓		✓			✓	✓			
Alamo National Enterprise	✓	✓	✓	✓	✓	✓				✓
Alaska Airlines	✓		✓	✓	✓	✓				
American Airlines	✓	✓	✓	✓	✓	✓	✓		✓	✓
Ameriflight, Inc.	✓	✓	✓	✓	✓	✓				
Appearance Group, Inc.*		✓				✓				
Arizona Air National Guard	✓	✓	✓	✓	✓	✓	✓			✓
Arizona Department of Public Safety	✓	✓	✓	✓	✓	✓				
Arizona Fueling Facility Corporation (operated by Swissport)	✓	✓	✓	✓	✓	✓		✓		✓
Avis Budget Group	✓	✓	✓	✓	✓	✓				✓
Bombardier Transportation Systems	✓	✓	✓	✓		✓		✓		✓
Boutique Airline	✓		✓	✓	✓	✓				
British Airways	✓			✓	✓	✓	✓			✓
Broad, LLC	✓		✓	✓	✓	✓	✓			
City of Phoenix Fire Station No. 19		✓	✓	✓	✓	✓				✓

Appendix D

PPT Industrial Activities
Phoenix Sky Harbor International Airport (PHX)

PPT Facility	AVE Maintenance	AVE Cleaning	AVE Storage	Material Storage Area	Airport Fuel System and Fuel Area	Building & Grounds Maintenance	Lavatory & Potable Water Service	Facility Construction/ Renovation	Aircraft Deicing	Other
City of Phoenix Fire Station No. 29	✓	✓	✓	✓	✓	✓				
Clean Energy				✓	✓	✓				
Contour Airlines*	✓				✓	✓	✓			
Cutter Aviation PHX	✓	✓	✓	✓	✓	✓	✓			✓
Delta Air Lines	✓	✓	✓	✓	✓	✓	✓			✓
DHL Airways	✓		✓		✓	✓				✓
Diesel Direct					✓					
Dollar Thrifty Rent-a-Car		✓	✓	✓	✓	✓				✓
DP64	✓		✓	✓	✓	✓	✓			
EAM*	✓		✓	✓		✓				
Empire Airlines	✓	✓	✓	✓	✓	✓			✓	
FAA Sky Harbor			✓	✓	✓	✓		✓		
FEAM	✓		✓	✓	✓	✓				
FedEx Express	✓	✓	✓	✓	✓	✓	✓			✓
Flagship			✓			✓				
Fleetwash		✓				✓				
Fox Rent-A-Car	✓	✓	✓	✓	✓	✓				✓
Frontier Airlines	✓	✓	✓	✓	✓	✓	✓			
Gannon and Scott						✓				
Global Aviation	✓	✓		✓		✓	✓			
Hawaiian Airlines			✓		✓	✓	✓			✓
Hertz Rental Car	✓	✓	✓	✓	✓	✓				✓

Appendix D

PPT Industrial Activities
Phoenix Sky Harbor International Airport (PHX)

PPT Facility	AVE Maintenance	AVE Cleaning	AVE Storage	Material Storage Area	Airport Fuel System and Fuel Area	Building & Grounds Maintenance	Lavatory & Potable Water Service	Facility Construction/ Renovation	Aircraft Deicing	Other
HMS Host				✓		✓				✓
Huntleigh USA		✓	✓	✓		✓				
JetBlue Airways					✓	✓	✓			✓
Kalitta Charters*					✓	✓	✓			✓
LGSTX Services, Inc.	✓			✓		✓				
McGee Air Services		✓		✓	✓	✓	✓			
Mesa Air	✓	✓	✓	✓	✓	✓	✓			✓
National Aviation Services		✓	✓	✓		✓				
Oxford Airport Technical Services	✓	✓	✓	✓		✓				
Pacific Connection*	✓	✓	✓	✓	✓	✓	✓			
Papa Sierra	✓		✓	✓	✓	✓	✓			
Peak Supply Chain	✓	✓	✓	✓	✓	✓				✓
Piedmont Airlines	✓		✓	✓	✓	✓	✓		✓	
Primeflight		✓	✓	✓		✓				
R & G Vent		✓		✓		✓				
Salt River Project	✓	✓	✓	✓	✓	✓				
Sixt Rent a Car	✓	✓	✓	✓	✓	✓				✓
Sky Harbor Airfield Maintenance		✓	✓	✓	✓	✓				
Sky Harbor Building Maintenance		✓	✓	✓		✓				
Sky Harbor Fleet Maintenance	✓	✓	✓	✓	✓	✓				
Sky Harbor Landscape Maintenance		✓	✓	✓		✓				
Sky Harbor Landside Maintenance		✓	✓	✓		✓				

Appendix D

PPT Industrial Activities
Phoenix Sky Harbor International Airport (PHX)

PPT Facility	AVE Maintenance	AVE Cleaning	AVE Storage	Material Storage Area	Airport Fuel System and Fuel Area	Building & Grounds Maintenance	Lavatory & Potable Water Service	Facility Construction/ Renovation	Aircraft Deicing	Other
Sky Harbor Mechanical Maintenance	✓	✓	✓	✓		✓				
SkyWest Airlines	✓		✓	✓	✓	✓	✓			
Southwest Airlines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Spirit*	✓		✓		✓	✓	✓			
SSP America				✓		✓				
Sun Country	✓	✓			✓	✓	✓			
Swift Aviation Services	✓	✓	✓	✓	✓	✓	✓			✓
Swissport Cargo Services	✓		✓		✓	✓				✓
Swissport Fueling	✓	✓	✓	✓	✓	✓				✓
Swissport Sausa	✓	✓	✓	✓	✓	✓	✓			
Time for Sale PHX		✓	✓	✓		✓				
TransDev Services	✓	✓	✓	✓	✓	✓				
United Airlines	✓	✓	✓	✓	✓	✓	✓			
United Parcel Service (UPS)	✓		✓	✓	✓	✓	✓			✓
Volaris*	✓				✓	✓	✓			
West Coast Wash Station PHX		✓		✓		✓				
WestJet*	✓		✓		✓	✓	✓			
Worldwide Flight Services	✓	✓	✓	✓	✓	✓	✓			✓

*PPT member is only inspected once per year.

Appendix E

Rules and Regulations 01-01 for Fuel Releases and Releases of Other Regulated Substances

Number: **R&R 01-01**

Authority: **This Rule and regulation is promulgated pursuant to Phoenix City Code Chapter IV, Article V, Sections 4-116 and 4-117.**

Rule and Regulation: **Fuel Release and Releases of Other Regulated Substances**

This Rule establishes the procedures for internal reporting, response, clean up, documentation and subsequent notifications associated with fuel releases and releases of other regulated substances occurring at Phoenix Sky Harbor International, Phoenix Deer Valley and Phoenix Goodyear Airports.

Definitions

Release:
A release is defined as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, placing, leaching, dumping, or disposing into or on any land in a manner that fuels and other regulated substances, pollutants, or stormwater may come to be located in a public storm drain system.

Regulated Substances:
Regulated substances include without limitation, any substance, materials or wastes that are or become regulated under, or that are classified as hazardous or toxic under any environmental law, including petroleum.

Reporting Procedures

When a release occurs, the responsible party will immediately notify airport authorities with the location, substance released, approximate size of the release and any other pertinent information, such as whether the release has been stopped, and the aircraft and/or equipment involved or if a release has flowed into a storm or sanitary drain or bare soils. The reporting party shall remain in a safe location near the release site and will report to Aviation and Fire Department representatives upon arrival.

If the release is threatening structures, storm or sanitary drains or bare soil, the reporting party will initiate diversion actions, such as diking the leading edge of the release with an approved absorbent material or device. Spill kits have been strategically placed around the airports to assist in diking a release.

Phoenix Sky Harbor International Airport
A release will be reported to Sky Harbor Communications at (602) 273-3311. Communications will follow established response procedures including notifying the Fire Department via the Fire Department Alarm Room phone.

Phoenix Deer Valley Airport
A release will be reported to Deer Valley Operations at (623) 869-0977 from 6:00 A.M. Monday morning to 9:00 P.M. Friday night and from 6:00 A.M to 9:00 P.M on Saturday and Sunday. On Friday and Saturday nights from 9:00 P.M. to 6:00 A.M. a release will be reported to Sky Harbor Communications at (602) 273-3311.

Deer Valley Operations will call the Phoenix Fire Department via 911 if a potential fire hazard exists. Sky Harbor Communications will call the On-Call Deer Valley Operations Supervisor and call 911 if appropriate.

Deer Valley Operations will notify Sky Harbor Communications at (602) 273-3311 for additional City resources to assist in extreme emergencies or unusual circumstances.

Phoenix Goodyear Airport
A release will be reported to Goodyear Operations at (623) 932-4550 from 6:00 A.M. to 9:00 P.M. From 9:00 P.M to 6:00 A.M. a release will be reported to Sky Harbor Communications at (602) 273-3311.

Goodyear Operations will call the Goodyear Fire Department at (623) 932-3910 if a potential fire hazard exists. Goodyear Fire Department may notify City of Phoenix Fire Dispatch as may be appropriate.

Goodyear Operations will notify Sky Harbor Communications at (602) 273-3311 for additional City resources to assist in extreme emergencies or unusual circumstances.

General Aviation Pilot Sump Fuel Disposals

Preflight sump fuel samples shall not be dumped on the apron, but shall be properly disposed of in accordance with the Aircraft Fueling section of the General Aviation Handbook. Enforcement options for improper sump fuel disposals are set forth in the Aviation Department Storm Water Enforcement Rule and Regulation.

Response Procedures

Phoenix Sky Harbor International Airport

Upon notification of a release, Sky Harbor Communications shall notify the following:

1. Fire Department (via Fire Department Alarm Room phone)
2. Airside/Landside Operations Supervisor, depending on spill location (via radio dispatch)
3. Facilities and Services Landside Maintenance (via radio dispatch)
4. Planning & Environmental via Emergency Notification System (ENS)

Aviation and Fire Department units shall respond and establish "Command." Command will utilize established ICS and Unified Command Protocols and make the determination on how the release, fire hazard and clean up will be handled.

Airport Operations may at their discretion cancel the Fire Department response for minor spills.

Command will liaison between the aircraft and/or equipment operator and clean up crews during the response. Photographs should be taken of unusual or large releases to supplement follow up with the responsible party.

Upon approval of Command the fuel handler, airline or tenant responsible for a release may be authorized to clean up the release. Liability for clean up and the proper disposal of generated release materials will be that party's. If, however,

the responsible party does not take action or should the Fire Department direct, due to fire or safety hazards, Landside Maintenance will provide clean up services and the responsible party will be billed the greater of actual costs or a minimum of $300 for labor and materials.

After fire and safety hazards are under control, and upon authorization from Command, release clean up crews will be allowed into the area. The crew shall have the necessary materials and/or equipment to restore the area to a state reasonably equivalent to its condition prior to the release.

Only personnel that have completed their companies Fuel Spill Recovery and Clean Up training will respond to the spill site.

Do not start, stop or move equipment in the spill area without permission from Command.

Personnel protective equipment (PPE), as prescribed by Aviation Safety (Level D protection in accordance with 29CFR 1910.120), will be worn by all personnel involved in spill clean up. Level D PPE consists of a work uniform with long sleeve shirt and long pants or coveralls, gloves, chemical resistant shoes, safety glasses or goggles.

All personnel and units shall remain upwind to avoid vapors from spilled fuel.

Radios and cellular telephones are not to be used within 25 feet of the fuel spill.

Clean up personnel will observe all directions from Command and the responding Fire Department personnel. Command and all Fire units shall have an uninterrupted view and access to the spill site.

Aviation personnel shall provide clean up of spills only in areas that provide adequate open ventilation. Should a spill occur in a confined space or migrate to a confined space, clean up shall not proceed without first consulting with the Aviation Department Planning & Environmental, Environmental Section, Safety Officer and Fire Department personnel.

Due to the extremely low flash point of Aviation Gasoline (less than –50F) Aviation Department staff are not to attempt the clean up of a large spill. The responding Fire Department shall determine the fire danger and contact the Environmental Section of the Planning and Environmental Division [via Sky Harbor Communications, (602) 273-3311] immediately so that they may contact the City of Phoenix hazardous waste contractor if necessary.

In this event, Aviation will require the responsible party to hire an environmental response contractor to mitigate the release, and to report the release to the National Response Center at (800) 424-8802 and the Arizona Department of Environmental Quality at (602) 771-2300.

Phoenix Deer Valley Airport and Phoenix Goodyear Airport

Upon notification of a release, Airport Operations crews will respond and direct cleanup activities. The responsible party may choose to perform the work with an approved absorbent material or Airport crews will have the materials and capabilities to clean up release of fewer than 10 gallons. Larger releases may necessitate contacting an environmental response contractor. This may be done by the responsible party or the Airport by contacting the Environmental Section of the Planning and Environmental Division [via Sky Harbor Communications, (602) 273-3311].

If a release has flowed into a storm or sanitary drain or bare soils, contact the Environmental Section of the Planning and Environmental Division [via Sky Harbor Communications, (602) 273-3311] immediately. In this event, Aviation will require the responsible party to hire an environmental response contractor to mitigate the release, and to report the release to the National Response Center at (800) 424-8802 and the Arizona Department of Environmental Quality at (602) 771-2300.

Approved Clean Up Materials

Clean up crews will use approved absorbent materials and equipment best suited and environmentally acceptable for the clean up of releases. Absorbent materials generated by the Aviation Department will be containerized and the Environmental Section of the Planning and Environmental Division will be responsible for arranging for appropriate disposal. The responsible party shall bear the cost of the clean up and proper disposal of these materials.

Additional Notifications
In addition to the regular emergency contacts, the following Aviation Department personnel may need to be contacted:

Aviation Department Planning and Environmental Division
(602) 273-8861, Notify if a release is of a material other than Jet A fuel, the release area cannot be returned to its prior condition, or a release enters a storm or sanitary drain or bare soil.

Aviation Department Safety Officer
(602) 273-3414, Cellular (602) 821-4436. Notify Aviation Department Safety Officer for any personnel safety issues related to fuel releases and releases of other regulated substances clean up procedures.

Documentation and Billings
Airport Operations will initiate an investigation of the cause of a release, fill in the first part of a Release Billing Notice and forward the form to Facilities and Services for completion.

Fuel releases and releases of other regulated substances will be subject to the greater of actual costs or a minimum $300.00 response and investigation fee if Aviation personnel provide clean up services. The on site Aviation Supervisor shall document on a work order all labor, equipment and supplies utilized for a release clean up.

Pavement destruction suspected as a result of a release shall be documented by the Aviation personnel on site who shall then notify the Airfield Maintenance Supervisor.

Discovery of a failure to report a release will result in the issuance of a Storm Water Notice of Violation and possible monetary penalty to the responsible party.

The Aviation Department shall recover all costs associated with a release, including clean up, generated materials disposal, regulatory and investigatory time, waste testing and pavement repair costs from the responsible party.

The foregoing Rule and regulation is hereby amended this day of January 28, 2010.

Danny Murphy
Aviation Director

Nancy Kesteloot
Assistant Chief Counsel

Appendix F

Record of Spills

The Record of Spills is included with the copy of the SWPPP retained by the City of Phoenix Aviation Department. Please contact Lisa Farinas for more information.

Lisa Farinas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

Appendix G

Spill Response Plan

Spill Response Plan
Phoenix Sky Harbor International Airport

Facility Information	
Name:	
Address:	
Contact: **PHX Communications Center (602) 273-3311**	
Spill Response Contact	**Alternate Contact**
Name:	Name:
Office Phone:	Office Phone:
Cell Phone:	Cell Phone:

When a spill occurs, per AVN Rule & Regulation 01-01*:

1. **Stop** the source of the spill if it is safe to do so.
2. **For all spills <u>regardless of size</u>,** call the Communications Center at **(602) 273-3311** and relay the following:
   - **a. Location**
   - **b. Material Spilled**
   - **c. Whether the release has been stopped**
   - **d. Approximate size of the spill**
   - **e. Aircraft and/or equipment involved**
   - **f. Whether your personnel are trained and capable of cleanup**
3. **Initiate** diversion actions (such as diking the leading edge of the spill with absorbent materials) if release is threatening structures, storm or sanitary drains or bare soil.
4. **Remain** on site in safe location and meet with Fire Department and Airport Operations (Command).
5. **Clean-up spills** upon approval from Command and appropriately dispose of waste.

* www.skyharbor.com/docs/default-source/pdfs/rules-and-regulations/rr_01-01-fuel-releasedc65f2a00c496a75a385ff0100f4265d.pdf?sfvrsn=2f2c9888_2

Appendix H

Rules and Regulations 01-02 for Stormwater Enforcement

City of Phoenix Aviation Department Rules & Regulations

Number: R&R 01-02

Authority:

This Rule and regulation is promulgated pursuant to Phoenix City Code Chapter IV, Article IV, Sections 4-12; 4-109; 4-116.

The Environmental Protection Agency (EPA) has developed a National program to regulate storm water quality runoff from industrial and urban settings, protecting streams, rivers and lakes fed by these sources.

The EPA has issued a (NPDES) Permit to the City of Phoenix (as a municipality) and to the Phoenix airports (as an industrial source) imposing certain obligations and responsibilities. Airports and associated airline, fueling and FBO activities are specifically required by Federal law to obtain this permit and take certain actions to curtail runoff pollution from these activities. The airports' permits regulate the City's Aviation Department, its tenants and permitees (see the "Multi-Sector General Permit for Industrial Activities, National Pollutant Discharge Elimination Program (NPDES)", dated October 30, 2000, *Federal Register* Vol. 65, No. 210.)

Likewise, the City of Phoenix has the authority to regulate the use of the public storm drainage system. Phoenix City Code Chapter 32C was adopted to reduce to the maximum extent practicable the addition of pollutants such as fuels, chemicals and debris to storm water runoff to prevent violations of the City's NPDES permit or applicable water quality standards.

Phoenix City Code Section 4-109 requires any person who spills or otherwise releases a pollutant on airport property, including disposal of pre-flight check sump fuel on the ramp, to immediately remove the pollutant. Section 4-12 confers ultimate responsibility for all damages to airport property upon an airport tenant, whether caused by the tenant's employees or its contractors.

Rules and Regulations:

Storm Water Enforcement

This Rule explains the possible actions that the City of Phoenix Aviation Department may use to prevent pollution of the Waters of the United States (more specifically the Salt River, Agua Fria tributaries, or Cave Creek drainage) through the municipal storm drain system that provides surface drainage on the three City of Phoenix Airports. The Aviation Department believes that a policy specific for its airports will better ensure that all enforcement actions will be handled with fairness and with consideration for airport operations.

Initial Self-Reporting Policy/Tenant Responsibility

All tenants and permitees (collectively "tenants") shall report spills, releases and discharges of pollutants, or releases threatening to enter the storm drain system immediately to the Aviation Department. All releases of pollutants must be contained and removed by the tenant or upon request by the City of Phoenix Aviation Department Facilities and Services Division. All costs incurred to the Aviation Department due to the clean up of a tenant-related spill will be forwarded to the responsible tenant. Airport tenants who self-report and respond to such situations demonstrate good faith efforts to comply with this policy, and such action will be considered as a mitigating factor in any enforcement process. Generally, the Aviation Department will not initiate formal enforcement action on a self-reported, unavoidable discharge under circumstances when it is unreasonable to prevent such discharge if the discharge amount is minimal and poses no risk to human health or the environment. Improper disposal of pre-flight check sump fuel on to the ramp is cause for enforcement.

Enforcement Criteria

When a violation of the City Storm Water Ordinance (Chapter 32C) or other applicable environmental regulation is identified, enforcement actions can be taken. The enforcement action (including the amount of any monetary penalties) will depend upon several factors:

1. Severity of the violation; the duration, quality and quantity of pollutants; and effect on public safety and the environment.
2. The violator's knowledge (either negligent or intentional) of the regulation being violated.
3. Any history of violations, including enforcement actions involving the site, business, or individual.
4. The effect of the enforcement action to act as a deterrent of similar violations in the regulated community.

Levels of Enforcement

Several levels of enforcement actions are available to the City. The typical types of enforcement actions are listed below in increasing order of severity.

Informal Enforcement Actions

Each violation will be documented with a written Notice of Violation (NOV) issued by on-site airport personnel. The NOV will require the violating facility to report the incident to the Aviation Environmental Section at (602) 273-8861 within 24 hours of receipt of the NOV. Weekend reporting can be left on the Aviation Department answering machine at the same phone number.

Except for NOVs that are issued for improper sump fuel disposals, which are subject to the following paragraph of this rule, within 15 calendar days of receipt of the NOV, the violating facility must submit a detailed written report to the Aviation Environmental Section explaining how the incident took place and the corrective action taken to prevent future occurrences. If a tenant's contractor caused the violation, the contractor shall send a copy of the report to the tenant and the tenant is also required to submit a detailed written report. At a minimum, this report must address the following:

1. A summary of the names and positions of persons involved in the incident; equipment involved; and how the incident occurred, including time, place and materials and quantity released.
2. A detailed description of the investigation and conclusions.
3. How cleanup of released materials was performed, including equipment and materials used in the clean up, and how waste was disposed.
4. Corrective action a company has taken or plans to take and the time in which all-corrective action will be completed. If corrective action has not been completed within the 15-day period, a compliance schedule must be submitted for approval by the Aviation Department.
5. What changes to training, equipment, practices (best management practices), procedures, or personnel have been implemented to prevent future incidents from occurring.
6. The report must be signed by the supervisor/manager, and shall contain the following certification:

"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 the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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."

Failure to comply with these requirements will subject the violator to further enforcement actions. Compliance with this request does not preclude the City from taking additional enforcement action under its authority: Chapter 32C of the Phoenix City Code.

If additional time is required in order to complete the written report, a written request for an extension must be submitted by the violating facility in time for City approval prior to the due date.

Improper Sump Fuel Disposal NOVs

General Aviation tenants who fail to properly dispose of pre-flight fuel samples in accordance with the General Aviation Handbook will receive a written warning for the first violation. The second violation will result in a $100.00 penalty. A third violation is grounds for termination of the violator's Aircraft Storage Permit.

Airport Tenant Compliance

1. The Aviation Environmental Section shall notify the Deputy Director of Business and Properties for further enforcement action if any of the following occurs:

    a. An airport tenant or permitee (collectively "tenant") has received two NOVs within a 24-month period; or
    b. The tenant has failed to timely provide the detailed written report as required under Section I of this policy; or
    c. The tenant fails to comply with the corrective actions that the tenant submitted; or
    d. The tenant fails to follow the Airport's best management practices, or upon recommendation of the Aviation Department Environmental Section.

2. Tenant/NPDES Co-permitees: The Aviation Department has allowed eligible tenants to become co-permitees on the City of Phoenix National Pollutant Discharge Elimination System Storm Water Multi-Sector General Permit for Industrial Activities (the "NPDES Permit") as a means to save eligible tenants substantial costs of obtaining individual NPDES permits. Each tenant who has joined the City as a Co-permitee ("a NPDES Co-permitee") has signed an agreement that sets forth the terms and conditions for being retained on the NPDES permit (the "NPDES Amendment.")

    In the event that Section (1)(a), (b) or (c) of this paragraph applies to NPDES Co-permitee, the Deputy Director shall notify the tenant/NPDES Co-permitee's Chief Operating Officer or designee and shall establish a corrective action plan pursuant to the procedures that have been agreed to

by the parties to achieve compliance with the NPDES Permit and Chapter 32C.

If a NPDES Co-permittee fails to comply with a corrective action plan, including best management practices or other requirements, such non-compliance may be deemed to be a material breach of the tenancy agreement or permit and may provide grounds to terminate the tenant's NPDES Co-Permitee status and/or its ability to do business on airport property.

3. Tenant/Non-NPDES Co-Permitees: If a tenant who has not signed a NPDES Agreement fails to comply with the NPDES Permit or Chapter 32C, the Environmental Section may refer the tenant to the appropriate Deputy Director for further enforcement action or termination of the tenant's permission to do business on Airport property. All Airport users should be aware that any industrial discharge or polluted runoff to the storm drain is a violation of federal law, unless it is specifically authorized by a NPDES permit.

4. The provisions of this Subsection shall be in addition to such other remedies as are provided by this Policy or otherwise provided by law.

Formal Enforcement Actions

Compliance Status Review Meeting

In situations where prior enforcement actions have failed to produce compliance or a reasonable commitment to attain compliance by an established deadline, a "Notice of Compliance Status Review Meeting" letter will be issued to the violator. The Notice will establish a date, time and location for a meeting between the violator and City representatives. The meeting will be held to present evidence establishing the non-compliance and requesting the violator to "show cause" as to why the City should not engage in more serious enforcement actions. At the meeting, the City will review the violations, tenant's responses to the violations, explain the City enforcement policies and identify any potential penalties for non-compliance. An attempt will be made to reach an agreement on the type of compliance activity required. The terms of this agreement will be contained in a Storm Water Settlement Agreement. If agreement cannot be reached, the City may utilize all remedies available as it deems appropriate.

References and Definitions

Storm Water Enforcement Procedures and Civil Penalty Policy, April 1997.

The foregoing Rule and regulation is hereby amended this day of January 24, 2002.

David Krietor
Aviation Director

Phyllis Hughes
Assistant City Attorney

Storm Water Enforcement - Revised

NOTICE OF STORM WATER VIOLATION INSTRUCTIONS

Your Company Is Required To:

A. Immediately take measures to safely mitigate the impact of your release, or threatened release, to the environment. Obtain spill control equipment or perform measures to contain the release and clean the area. If so directed by Fire or Aviation Department personnel, an environmental emergency response contractor will be hired by your company.

B. Supervisor/manager must report the incident to the airport Environmental Section at 273-8861 within 24 hours to acknowledge receipt of the Notice of Violation. Weekend reporting can be left on the Aviation Department answering machine at the same phone number.

C. If your company was performing services for an airport tenant when the incident occurred, report the incident to your contracting company.

D. Within 15 calendar days of the date of this Notice, submit a detailed report explaining why the incident occurred and the corrective action taken to prevent future occurrences. At a minimum, the report must address the following:

1) A summary of the names and positions of persons involved in the incident; equipment involved; how the incident occurred, including time, place, and materials and quantity released.

2) A detailed description of the investigation and conclusions.

3) How cleanup of released materials was performed, including equipment and materials used in the clean up, and how waste was disposed.

4) Corrective action your company has taken or plans to take and the time in which all corrective action will be completed. If corrective action has not been completed within the 15 day period, a compliance schedule must be submitted for approval by the Aviation Department.

5) Please detail what changes to training, equipment, practices (best management practices); procedures, or personnel have been implemented to prevent future incidents from occurring .

6) The report must be signed by the supervisor/manager and shall contain the following certification:

"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 the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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."

This report is due in 15 calendar days from the date of this Notice and shall be sent to:

City of Phoenix Aviation Department
Environmental Section
Attention: Lisa Farinas
3400 E. Sky Harbor Boulevard #3300
Phoenix, Arizona 85034

cc: To the company for whom you were performing services, if applicable.

Should you require additional time in order to complete the report, a request for an extension must be submitted and approved prior to the due date.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE WILL SUBJECT YOU TO FURTHER ACTION AND MAY JEOPARDIZE YOUR COMPANY'S STATUS AS A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CO-PERMITTEE AND/OR YOUR AUTHORIZATION TO CONDUCT BUSINESS ON AIRPORT PROPERTY. COMPLIANCE WITH THIS NOTICE DOES NOT PRECLUDE THE CITY FROM TAKING ADDITIONAL ENFORCEMENT ACTION UNDER CHAPTER 32C OF THE PHOENIX CITY CODE.

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CITY OF PHOENIX
AVIATION DEPARTMENT

STORM WATER ENFORCEMENT PROCEDURES AND CIVIL PENALTY POLICY

APRIL 28, 1997

CITY OF PHOENIX
AVIATION DEPARTMENT

STORM WATER ENFORCEMENT PROCEDURES AND CIVIL PENALTY POLICY

Revised 4/22/99
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INTRODUCTION

In 1972, Congress passed into law the Clean Water Act (CWA) amendments to remedy federal water pollution on a national basis. The amended CWA absolutely prohibits the discharge of any pollutant into waters of the United States via the public storm drain system unless the discharge is made in accordance with a National Pollutant Discharge Elimination System (NPDES) Permit. In Arizona, NPDES Permits are made available by the United States Environmental Protection Agency (EPA), setting forth conditions under which discharges may be made.

The EPA has issued a NPDES Permit to the City of Phoenix, as a whole, under the authority of the CWA. In addition, the EPA has issued a NPDES Storm Water Multi-Sector General Permit on a national basis to cover a wide variety of industrial activities. Included in the numerous industry-specific sections of the Multi-Sector NPDES Permit is Air Transportation, and associated activities, imposing obligations and responsibilities upon the City's Aviation Department, its tenants and permittees.

The Phoenix City Council has also authorized the City Manager or his designee to regulate the use of the public storm discharge system. Phoenix City Code Ch. 32C was adopted to reduce to the maximum extent practicable, the addition of pollutants to storm water to prevent violations of the City's NPDES permit or applicable water quality standards.

In 1994, the City of Phoenix Department of Street Transportation adopted a policy entitled "Storm Water Monitoring Enforcement Action" in order to comply with the City's NPDES Permit and Phoenix City Code Ch. 32C. Likewise, the City of Phoenix Aviation Department has adopted the Aviation Department Storm Water Enforcement Policy in order to save tenants the time and expense of applying for an individual NPDES Permit and to encourage the development of airport wide best management practices to prevent pollution of the airport's storm water drainage system.

Following is the Aviation Department Storm Water Enforcement Policy, which is applicable to Phoenix Sky Harbor International, Phoenix Goodyear Airport, and Deer Valley Airport. **It applies to all airport users whether or not they are co-permittees on the airports' NPDES Permit.**

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SECTION I
CITY OF PHOENIX AVIATION DEPARTMENT
STORM WATER DISCHARGE ENFORCEMENT PROCEDURES
Effective Date: March 1, 1997

A. **PURPOSE** – These procedures explain the possible actions that the City of Phoenix Aviation Department may use to prevent pollution of the waters of the United States (more specifically the Salt River, Agua Fria tributaries, or Cave Creek drainage) through the municipal storm drain system for airport drainage. The Aviation Department believes that a policy specific for its airports will better ensure that all enforcement actions will be handled with fairness, and with consideration for airport operations. While Sections I and II of this policy contemplate actions that will be taken in ascending order, emergency situations or serious violations may call for immediate sanctions and by passing one or more of the less stringent actions.

B. **INITIAL SELF-REPORTING POLICY/TENANT RESPONSIBILITY** – All tenants and permittees (collectively "Tenants") shall report spills, releases and discharges of pollutants, or releases threatening the storm drain system immediately to the Aviation Department. Airport Tenants who self report demonstrate good faith efforts to comply with this policy and such action will be considered as a mitigating factor in the penalty process. Generally, the Aviation Department will not initiate formal enforcement action on a self-reported, unavoidable discharge under circumstances when it is unreasonable to prevent such discharge, the discharge amount is minimal and poses no risk to human health or the environment.

Although Phoenix City Code Section 4-109 requires any person who spills a pollutant on airport property to immediately remove the pollutant, Section 4-12 confers ultimate responsibility for all damages to airport property upon an airport Tenant, whether caused by the Tenant's employees or its contractor.

C. **ENFORCEMENT CRITERIA** – When a violation of the City Storm Water Ordinance (Chapter 32C) or other applicable environmental regulation is identified, enforcement actions can be taken. The enforcement action (including the amount of any monetary penalties) will depend upon several factors:

1) Severity of the violation; the duration, quality and quantity of pollutants, and effect on public safety and the environment.

2) The violator's knowledge (either negligent or intentional) of the regulation being violated.

3) Any history of violations, including enforcement actions involving the site, business, or individual.

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4) The effect of the enforcement action to act as a deterrent of similar violations in the regulated community.

D. **LEVELS OF ENFORCEMENT** – Several levels of enforcement actions are available to the City. The typical types of enforcement actions are listed below in increasing order of severity.

E. **INFORMAL ENFORCEMENT ACTIONS** – Each violation will be documented with a written Notice of Violation (NOV) issued by on-site airport personnel. The NOV will require the violating facility to report the incident to the Aviation Environmental Section, 273-8861, within 24 hours of receipt of the NOV. Weekend reporting can be left on the Aviation Department answering machine at the same phone number.

In addition, within fifteen (15) calendar days of receipt of the NOV, the violating facility must submit a detailed written report to the Aviation Environmental Section explaining how the incident took place and the corrective active taken to prevent future occurrences. If the violation was caused by a tenant's contractor, the contractor shall send a copy of the report the tenant and the tenant is also required to submit a detailed written report. At a minimum, this report must address the following:

1) A summary of the name and positions of persons involved in the incident; equipment involved; and how the incident occurred, including time, place and materials and quantity released.

2) A detailed description of the investigation and conclusions.

3) How cleanup of released materials was performed, including equipment and materials used in the cleanup, and how waste was disposed.

4) Corrective action your company has taken or plans to take and the time in which all corrective action will be completed. If corrective action has not been completed within the fifteen (15) period, a compliance schedule must be submitted for approval by the Aviation Department.

5) What changes to training, equipment, practice (best management practices), procedures, or personnel have been implemented to prevent future incidents from occurring.

6) The report must be signed by the supervisor/manager, and shall contain the following certification:

"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 an evaluate the information submitted. Based on my inquiry of the persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to

the best of my knowledge and belief, 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."

Failure to comply with these requirements will subject the violator to future enforcement actions. Compliance with this request does not preclude the City from taking additional enforcement action under its authority: Chapter 32C of the Phoenix City Code.

If additional time is required in order to complete the written report, a written request for an extension must be submitted by the violating facility in time for City approval prior to the due date.

F. **AIRPORT TENANT COMPLIANCE**

1) The Aviation Environmental Section shall notify the Deputy Director of Business and Properties (the "Deputy") for further enforcement action if any of the following occurs:

(a) An airport tenant or permittee (collectively "Tenant") has received two NOV's within a twenty-four (24) month period; or

(b) The Tenant has failed to timely provide the detailed written report as required under Section I of this policy; or

(c) The Tenant fails to comply with the corrective actions that the Tenant submitted under Section I.

(d) The Tenant's failure to follow the airport's best management practices, or upon recommendation of the Aviation Department Environmental Section.

2) Tenant/NPDES Co-permittee - The Aviation Department allowed eligible Tenants to become co-permittees on the City of Phoenix National Pollutant Discharge Elimination System Storm Water Multi-Sector General Permit for Industrial Activities (the "NPDES Permit") as means to save eligible Tenants substantial costs of obtaining individual NPDES permits. Each Tenant who has joined the City as a Co-permittee (" a NPDES Co-permittee") has signed an agreement that sets forth the terms and conditions for being retained on the NPDES permit (the "NPDES Amendment").

In the event that Section I(F)(1)(a), (b) or (c) of this Policy applies to an NPDES Co-permittee, the Deputy shall notify the tenant/NPDES Co-permittee's Chief Operating Officer or designee, and shall establish a corrective action plan pursuant to the procedures that have been agreed to by the parties to achieve compliance with the NPDES Permit and Chapter 32C.

If a NPDES Co-permittee fails to comply with a corrective action plan, including best management practices or other requirements, such non-compliance may be deemed to be a material breach of the tenancy agreement or permit and may provide grounds to terminate the tenant's NPDES Co-permittee status and/or its ability to do business on airport property.

3) Tenant/Non-NPDES Co-Permittees - If a Tenant who has not signed a NPDES Agreement fails to comply with the NPDES Permit or Chapter 32C, the Environmental Section may refer the Tenant to the appropriate Deputy for further enforcement action or termination of the Tenant's permission to do business on airport property. All airport users should be aware that any industrial discharge or polluted runoff to the storm drain is a violation of federal law, unless it is specifically authorized by a NPDES permit.

4) The Provisions of this Subsection I(F) shall be in addition to such other remedies as are provided by this Policy or otherwise provided by law.

G. FORMAL ENFORCEMENT ACTIONS

Compliance Status Review Meeting – In situations where prior enforcement actions have failed to produce compliance or a reasonable commitment to attain compliance by an established deadline, a "Notice of Compliance Status Review Meeting" letter will be issued to the violator, and City representatives. The meeting will be held to present evidence establishing the non-compliance and requesting the violator to "show cause" why the City should not engage in more serious enforcement actions. At the meeting, the City will review the violations, tenant's responses to the violations, explain the City enforcement policies, and identify any potential penalties for non-compliance. An attempt will be made to reach an agreement on the type of compliance activity required. The terms of this Agreement will be contained in a Storm Water Settlement Agreement. If agreement cannot be reached, then the City may utilize all remedies available as it deems appropriate.

SECTION II
STORM WATER DISCHARGE CIVIL PENALTY POLICY

A. **INTRODUCTION** – The City of Phoenix (City) has developed a Storm Water Civil Penalty Policy (SCPP) for use City-wide that describes how the City will calculate civil penalties for instances of noncompliance with Chapter 32C of the Phoenix City Code. The SCPP is supplementary to Section I of this Policy and is intended for the use of City personnel and does not create any rights or obligations nor should it be used or relied upon by non-City personnel for any purpose. The City reserves the right to act at variance with the SCPP and to change it at any time without public notice.

B. **PURPOSE** - The purpose of the SCPP is to (1) deter potential violators of the City Storm Water Ordinance (Chapter 32C); (2) provide fair and equitable treatment to the community, (3) facilitate swift resolution of environmental problems; (4) deter future noncompliance by providing an incentive to remain in compliance; (5) remove the economic benefit a person or business gains over others by not complying with the law; and (6) use in potential settlement discussions with violators.

C. **COSTS** – Any costs associated with the violator(s) (such as sampling, analysis, investigation, surveillance) and any harm done to the environment or damage to City property is not included in the amount of the calculated penalty. Rather, these costs are separate and distinct from civil penalties and can be recovered in additional to any monetary penalty.

D. **CIVIL PENALTY AUTHORITY** – Civil penalties are authorized under Section 32C-106(e) of the Phoenix City Code. The maximum civil penalty amount that can be imposed if Twenty Five Hundred Dollars ($25j00) per day for each violation. Each day of continuing violation is a separate civil offense.

E. **SEEKING CIVIL PENALTIES** – While the City may seek civil penalties for a single violation, generally, the City will seek penalties and damages in addition to cleanup costs under the following circumstances:

1) Three or more written notices of violation issued within a two (2) year time period.

2) Failure to discontinue a prohibited action after being made aware of noncompliance.

3) Failure to comply with the written instructions of a Notice of Violation.

4) Any personal injury or property damage caused by the prohibited activity.

5) Any other situation in which the City believes civil penalties are necessary.

EXHIBIT "A"
STORM WATER CIVIL PENALTIES
(Effective March 1997)

Dominant Pollutant	Penalty Base Amount	
	Discharge Less Than 500 Gallons	**Discharge Greater Than 500 Gallons**
Food-related Oil & Grease	$ 200.00	$ 500.00
Septic/Sanitary Waste	$ 400.00	$ 600.00
Acids and bases, batteries, cleaning supplies[1]	$ 600.00	$1,500.00
Automotive-related or aircraft related products[2]	$ 800.00	$1,500.00
Gasoline and other fuels[3]	$1,000.00	$1,500.00
Dissolved metals waste (e.g. Chromium, lead from batteries, etc.)	$1,000.00	$2,500.00
Paints, solvents, cleaners (halogen or other organic based type)	$1,500.00	$2,500.00
Pesticides/Herbicides	$1,500.00	$2,500.00
Medical Wastes (any quantity)	$2,500.00	$2,500.00
Mercury (any quantity)	$2,500.00	$2,500.00
Any other hazardous waste (as listed in 40 CFR Part 261) not covered above	$1,500.00	$2,500.00
Construction, debris, concrete, asphalt, gravel, soil	$ 300.00 per incident	N/A
Hazardous substance, asbestos, etc.	$1,500.00	$2,500.00
Super-chlorinated water (ex: from aircraft backflushes)	$ 400.00	N/A

The base amount of the civil penalty can be increased (not to exceed $2,500.00, per violation), decreased (but not less than $500.00, per violation) or remain the same after consideration of the following:

1. **The seriousness of the violation;**
2. **Any history of such violation;**
3. **Any good faith efforts to comply with the applicable requirements;**
4. **The economic impact of the penalty on the violator; and**
5. **Such other factors as justice may require.**

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[1] Acids include materials labeled as such (e.g., hydrochloric acid, sulfuric acid, etc.) or any materials with a pH of 4.0 or less.
Bases include materials labeled as such (e.g., sodium hydroxide, pH increaser, caustic soda, lye, etc.) or any materials with a pH of 10.0 or greater.

[2] "Automotive-related products" include engine oil, lube oils, brake fluid, transmission fluid, gear oil, anti-freeze, cleaners (carburetor, brake, engine, etc.) and other products used for vehicles or aircraft but does not include solvents, gasoline and other fuels.

[3] "Other fuels" include gasoline, aviation gas, diesel, kerosene, jet fuels or other petroleum based products used to run equipment or vehicles.

NOTICE OF STORM WATER VIOLATION INSTRUCTIONS
Your Company Is Required To:

A. Immediately take measures to safely mitigate the impact of your release, or threatened release, to the environment. Obtain spill control equipment or perform measures to contain the release and clean the area. If so directed by Fire or Aviation Department personnel, an environmental emergency response contractor will be hired by your company.

B. Supervisor/manager must report the incident to the airport Environmental Section at 273-8861 within 24 hours to acknowledge receipt of the Notice of Violation. Weekend reporting can be left on the Aviation Department answering machine at the same phone number.

C. If your company was performing services for an airport tenant when the incident occurred, report the incident to your contracting company.

D. Within fifteen (15) calendar days of the date of this Notice, submit a detailed written report explaining why the incident occurred and the corrective action taken a prevent future occurrences. At a minimum, the report must address the following:

1) A summary of the names and positions of persons involved in the incident; equipment involved; how the incident occurred, including time, place, and materials and quantity released.

2) A detailed description of the investigation and conclusions.

3) How cleanup of released materials was performed, including equipment and materials used in the cleanup, and how waste was disposed.

4) Corrective action your company has taken or plans to take and the time in which all corrective action will be completed. If corrective action has not been completed within the fifteen (15) day period, a compliance schedule must be submitted for approval by the Aviation Department.

5) Please detail what changes to training, equipment, practices (best management practices), procedures, or personnel have been implemented to prevent future incidents from occurring.

6) The report must be signed by the supervisor/manager and shall contain the following certification:

"I certify under penalty of law that is 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 the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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."

This report is due in fifteen (15) calendar days from the date of this Notice and shall be sent to:

City of Phoenix Aviation Department
Environmental Section
3400 Sky Harbor Boulevard
Phoenix, Arizona 85034

cc: To the company for whom you were performing services, if applicable.

Should you require additional time in order to complete the written report, a written request for an extension must be submitted and approved prior to the due date.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE WILL SUBJECT YOU TO FURTHER ACTION AND MAY JEOPARDIZE YOUR COMPANY'S STATUS AS A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CO-PERMITTEE AND/OR YOUR AUTHORIZATION TO CONDUCT BUSINESS ON AIRPORT PROPERTY. COMPLIANCE WITH THIS NOTICE DOES NOT PRECLUDE THE CITY FROM TAKING ADDITIONAL ENFORCEMENT ACTION UNDER CHAPTER 32C OF THE PHOENIX CITY CODE.

NOTICE OF STORM WATER VIOLATION

AIRFIELD DRIVER PERMIT NUMBER	DATE OF INSURANCE MO/ DAY/ YEAR:	DATE OF VIOLATION MO/ DAY/ YEAR:	TIME	NOTICE NO.

VIOLATOR'S NAME	VIOLATOR'S EMPLOYER
EMPLOYER'S ADDRESS	TENANT TO WHOM CONTRACTED (If Applicable)

VEHICLE I.D. NO/LICENSE PLATE	IDENTIFY FAULTY EQUIPMENT (IF APPLICABLE)	LOCATION OF VIOLATION

DESCRIPTION OF VIOLATION	
VIOLATOR'S NAME (PRINT)	DEPT./DIV.
VIOLATOR'S SIGNATURE	VIOLATOR'S SUPERVISOR NO. TELEPHONE
ISSUEDD BY	TITLE:

WRITTEN REPORT DUE WITHIN 15 DAYS – SEE ACCOMPANYING INSTRUCTIONS

****NOTE: Supervisor/Manager must acknowledge receipt of the Notice of Violation by calling 273-8861 and leave a message within 24 hours**

CITY OF PHOENIX
AVIATION DEPARTMENT

STORM WATER
IMPLEMENTATION PLAN

APRIL 28, 1997

AVIATION DEPARTMENT
STORM WATER IMPLEMENTATION PLAN

Section 1: **Informal Enforcement- (Level 1)**: **Notice of Violation**

1.1 **Notices of Violation ("NOVs")**. Operations or General Aviation shall distribute copies of NOVs to other divisions, Tenant, and Tenant's Contractors if applicable. If Tenant's contractor received an NOV, Operations and GA shall notify Tenant by sending Tenant a copy of the letter attached to this plan as Attachment "E" together with a copy of the NOV.

1.2 **Referral By Environmental Section**. In the event that an airport Tenant a) receives two NOVs within a 24 month period, b) fails to comply with the requirements of Section I.E of the City of Phoenix Storm Water Enforcement Procedures ("Enforcement Procedures"), or upon recommendation of the Aviation Department Environmental Section ("ES") the ES shall refer the tenant to Business & Properties ("B&P") Division for further enforcement action under Level 2 of the Aviation Storm Water Policy.

Section 2: **Informal Enforcement-(Level 2)**: **Face-to-Face Meeting**

2.1 **Referral to Business Division**. ES will complete a referral form (see Attachment A) and attach all NOVs in the tenant's file and Tenant's corrective action plan, if applicable. The referral packet will be sent to Business and Properties or General Aviation Division depending upon the violator's tenancy agreement.

2.2 **Content of Referral**. ES will indicate the reason(s) for referral and suggest appropriate action.

2.3 **Face-to-Face Meeting with Tenant**. B&P or GA will be responsible to notify the tenant as follows:

2.4 **Tenant Information Packet**. Send Tenant and Tenant's Contractor, if applicable, the appropriate letter that requires the recipient(s) to appear to face-to-face meeting. (See Attachment B or C). Attach the ES referral form with attachments, a copy of the City of Phoenix Aviation Department Storm Water Enforcement Policy and Chapter 32C of the Phoenix City Code. The letter will be certified mail, return receipt requested, or hand-delivered to the appropriated corporate officer and local representative.

2.5 **Pre-Meeting**. Prior to tenant face-to-face meeting, staff will meet internally to prepare for the meeting. This will be scheduled by B&P.

2.6 **Control of Meeting**. The Deputy of Director of B&P, or designee, shall conduct the face-to-face meeting to discuss the NOVs, Tenant's corrective action plan, and ES recommendations on an appropriate corrective action plan.

2.7 **Meeting Format**. An appropriate corporate officer, a company representative having knowledge about the allegations, an ES representative and any other individuals deemed appropriate by the Aviation Department shall attend the meeting to discuss Tenant's environmental practices and to develop a compliance schedule to include a corrective action plan.

2.8 **Compliance Schedule to Include Corrective Action Plan**.

2.8.1 A compliance schedule and corrective action plan shall be developed and at a minimum, shall include the following information as required by the City of Phoenix Aviation Department Storm Water Enforcement Policy, Section 1:

2.8.1.1 Employee environmental training plan.

2.8.1.2 Equipment requirements.

2.8.1.3 Changes in best management practices.

2.8.1.4 Time schedule for corrective4 action to be completed.

2.9 **Termination of NPDES Co-Permittee Status**. Depending upon the severity of Tenant's NPDES violation(s) and upon Tenant's efforts to comply with the NPDES Policy, Aviation staff may recommend to the Director that Tenant's NPDES co-permittee status be terminated.

Section 3: **Formal Enforcement Action (Compliance Status Review Meeting Level 3/Penalty Phase)**.

3.1 **Notice of Compliance Status Review Meeting**. B&P will hand deliver to Tenant or send by Certified Mail Return Receipt Requested, a "Notice of Compliance Status Review" letter if any of the following circumstances apply: 1) if three (3) or more NOVs are issued to Tenant or Tenant's contractors, if applicable, within 24 months; 2) if prior enforcement actions have failed to produce compliance with the City's NPDES Policy; 3) if there has been no reasonable commitment to attain compliance by an established deadline.

3.2 **Information to Tenant**. The "Notice of Compliance Status Review" letter shall include a copy of the NPDES Policy, Tenant's previous NOVs, previous corrective action plans, a copy of Chapter 32C of the Phoenix City Code and a general statement of the reason this action is being taken. Tenant shall be notified of the time and place for the meeting. The form of the notice shall follow Attachment D.

3.3 **Pre-Meeting**. Aviation Department staff and a representative from the City Attorney's office shall meet before the meeting date to discuss the allegations and the show cause meeting.

3.4 **Control of Meeting**. The meeting shall be conducted by the Director or designee with assistance from the City Attorney's office.

3.5 **Compliance Status Meeting Attendees**. At the meeting, a tenant representative who is knowledgeable about the allegations in the Notice, a company representative with decision making authority, an ES representative, other Aviation Department staff as deemed necessary and a B&P representative shall attend. In addition, a representative from the City Attorney's office shall attend. Tenant may be accompanied by legal counsel if desired.

3.6 **Compliance Status Review Meeting Format**. During the show cause meeting Tenant will be presented with the facts that the Aviation Department staff believes demonstrate noncompliance and asked to "Show Cause" why the City should not initiate additional enforcement actions which may include civil penalties, termination of the tenant's NPDES Co-permittee status and/or tenancy agreement.

During the compliance status review, the follow events occur:

3.6.1 Introduction of all persons present.

3.6.2 Sign up sheet completed (names, titles, addresses, phone numbers)

3.6.3 Discuss background and history of the City's storm water program and federal and city requirements.

3.6.4 Review the City's prior enforcement efforts with the tenant.

3.6.5 Explain the City's authority and need for seeking penalties for the violations.

3.6.6 Review the tenant's violations and the potential civil penalties associated with them.

3.6.7 Attempt to reach agreement on the penalty amount.

3.6.8 Establish a compliance schedule for the tenant, if necessary.

3.7 **Additional/Remedies**. Depending upon the severity of the violation(s), the ES may recommend that Tenant be removed as a co-permittee on the airport's NPDES Permit and/or that the Tenant's permission to use airport property for its business operations be terminated.

3.8 **Settlement Agreement**. If Agreement on the civil penalties and compliance schedule is reached, a Settlement Agreement shall be entered into which incorporates the action taken at the Show Cause Meeting.

3.9 **Post-Show Cause Meeting Activities**. The following activities will occur after the show cause meeting.

3.9.1 Staff will work with the City Attorney's office as appropriate to implement the Settlement Agreement.

3.9.2 ES will follow up at prescribed intervals of compliance milestones as specified in the compliance schedule to verify conformance, and must document this activity. ES will inform the B&P Division as appropriate, and the City Attorney's office.

3.9.3 During the term of the Settlement Agreement compliance schedule, ES will record all informal contacts, notices, and meetings with tenant representatives.

3.9.4 If Tenant fails to comply with the terms of the Settlement Agreement additional action will be taken by the City.

To: [David Cavazos]
Deputy Aviation Director

From: Cynthia Parker
Environmental Program Coordinator

Re: NPDES Referral/Tenant Name: _____

Date: _____

Attached to this referral are copies of Notice of Violation(s) [and a Corrective Action Plan] which pertain to the tenant/permittee's failure to comply with applicable storm water discharge requirements.

As provided by the City of Phoenix Aviation Department Storm Water Enforcement Procedures and Civil Penalty Policy, I am requesting that you schedule within the next thirty (30) days a face-to-face meeting with the violator in order that this situation may be remedied.

A. Detailed description of the reasons for this referral:

[Nature and extent of violation(s). Response of tenant to the NOVs and corrective taken. Explain what has failed and why the meeting is necessary. Include documentation of the phone conversation, letter, meeting, etc., if any.]

B. Detailed recommendation to correct the situation:

1. Employee Training:

2. Equipment Requirements:

3. Changes in Management Practices:

4. Other:

5. Time schedule for corrective action to be completed.

cc: Phyllis R. Hughes, Assistant City Attorney
Matthew Palencia, Assistant City Attorney

[City of Phoenix Aviation Department Letterhead]

[Date]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
OR
VIA HAND-DELIVERY

Name
Title [Corporate Official]
Company
Address
City, State, Zip

Re: **NOTICE OF STORM WATER FACE-TO-FACE MEETING (NPDES CO-PERMITTEE)**

[Company] has been previously notified of Storm Water violations at [Airport]. Your company has jointed the City of Phoenix as a co-permittee on the airport's National Pollutant Discharge Elimination System (NPDES) storm water discharge permit. As a condition of this privilege, your tenancy agreement was amended to require that your company comply with the airport's NPDES permit requirements and Best Management Practices. Chapter 32C of the Phoenix City Code also prohibits discharges of pollutants into the City's storm water system and subjects violators to civil penalties.

Although the City of Phoenix reserved the right in your NPDES Amendment to impose on your Company any BMPs or other action necessary to insure the City's ability to comply with its NPDES permit, we would like to discuss the steps that must be taken to assure that violations of storm water laws do not occur in the future.

Representatives from [Company] are required to attend this meeting to be held at the offices of the City of Phoenix Aviation Department at:

Place: [**Room**]
Phoenix Sky Harbor International Airport
Terminal 3, Third Floor

Date:

Time:

During the meeting, you will be given the opportunity to respond to the allegations stated below, and will be required to agree to a plan that will prevent future violations. We require that you have in attendance at this meeting persons knowledgeable about the matters alleged in this letter as well as persons having decision-making authority.

During the time period of _____ through _____, [Company]:

- 9 received at least 2 NOVs within twenty-four (24) months
- 9 failed to respond to a Notice of Violation (NOV)
- 9 failed to comply with its proposed Corrective Action Plan
- 9 violated airport's NPDES permit
- 9 other _____

Your failure to attend the above scheduled meeting will mean the City will take all appropriate enforcement action it deems necessary, based on the facts as outlined in this letter. In addition to seeking civil penalties, the City may also require that your NPDES co-permittee status [and its tenancy be terminated].

Should you have any questions regarding this letter, please contact the [Business and Properties] Division at (602) 273-4082. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Sincerely,

[David Cavazos]
Deputy Aviation Director

Enclosures: Notice(s) of Violation
Company Response to Notice of Violation
Aviation Department Storm Water Enforcement Procedures and Civil Penalty Policy

[NPDES Amendment]

cc: Cynthia Parker

bcc: Phyllis Hughes

[**City of Phoenix Aviation Department Letterhead**]

[Date]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
OR
VIA HAND-DELIVERY

Name
Title
Company
Address
City, State, Zip

Re: **NOTICE OF STORM WATER FACE-TO-FACE MEETING (NON-NPDES CO-PERMITTEE)**

[Company] has been previously notified of Storm Water violations at [Airport]. As an airport user you must comply with the airport's storm water permit ("NPDES") requirements and Best Management Practices. Chapter 32C of the Phoenix City Code also prohibits discharges of pollutants into the City's storm water system and subjects violators to civil penalties for suit action.

We would like to discuss with you the steps that must be taken to assure the violations of storm water laws to not occur in the future.

Representatives from [Company] are required to attend this compliance review to held at the offices of the City of Phoenix Aviation Department at:

Place: [**Room**]
Phoenix Sky Harbor International Airport
Terminal 3, Third Floor

Date:

Time:

During the meeting, you will be given the opportunity to respond to the allegations stated below, and will be required to agree to a plan that will prevent future violations. We require that you have in attendance at this meeting persons knowledgeable about the matters alleged in this letter as well as persons having decision-making authority.

During the time period of _____ through _____, [Company]:

- 9 discharged in violation of applicable limitation on at least __occasions.
- 9 failed to respond to a Notice of Violation (NOV)
- 9 failed to comply with its proposed Corrective Action Plan
- 9 other _____

Your failure to attend the above scheduled meeting will mean the City will take all appropriate enforcement action it deems necessary, based on the facts as outlined in this letter. In addition to seeking civil penalties, the City may also terminate your airport use privileges accordance with your lease.

Should you have any questions regarding this letter, please contact the [Business and Properties] Division at (602) 273-4082. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Sincerely,

[David Cavazos]
Deputy Aviation Director

Enclosures: Notice(s) of Violation
Company Response to NOV
Aviation Department Storm Water Enforcement Procedures and Civil Penalty Policy

[Corrective Action Plan]
[NPDES Amendment]
Chapter 32C, Phoenix City Code

cc: [Appropriate Company Officials]
Cynthia Parker

bcc: Phyllis Hughes

[**City of Phoenix Aviation Department Letterhead**]

[Date]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
OR
VIA HAND-DELIVERY

Name
Title
Company
Address
City, State, Zip

Re: **NOTICE OF STORM WATER COMPLIANCE STATUS REVIEW**

[Company] has been previously notified Storm Water (NPDES) violations. In light of the violations identified in the attached Notices, and in this Notice, the City of Phoenix, hereby notifies [Company] of its intent to utilize all appropriate remedies to address these Storm Water violations. These remedies include seeking civil monetary penalties.

Representatives from [Company] are required to attend a meeting to be held at the office of the Aviation Department at:

Place: [**Room**]
Phoenix Sky Harbor International Airport
Terminal 3, Third Floor

Date:

Time:

During the meeting, [Company] will be given the opportunity to respond to the allegations stated below, and will be asked to show cause why the City should not seek monetary and/or other penalties in response to the following:

During the time period of [Date] through [Date], [Company]:

- 9 received notices of violations of federal or local laws at least [ ] occasions.
- 9 failed to respond to a Notice of Violation [NOV]
- 9 failed to comply with its proposed Corrective Action Plan
- 9 other _____

It is hereby requested that [Company] have in attendance at this meeting persons knowledgeable about the matters alleged in this Notice, as well as persons having decision making authority. Your representatives may be accompanied by legal counsel, if you so desire. A representative from the City Attorney's office will be present at the meeting.

In order for us to consider any written response to this Notice, it must be received by the City of Phoenix Aviation Department Environmental Section on or before [Date].

A copy of the latest edition of the City of Phoenix Aviation Department Storm Water Enforcement Procedures and Civil Penalty Policy [together with Civil Penalty Calculation Worksheet] is enclosed.

Your failure to appear will mean that the City of Phoenix will take all appropriate enforcement action is deem necessary, based on the facts as outlined in this Notice and attachments.

Should you have any questions regarding this Notice, please contact the Environmental Section at (602) 273-2730. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

David Krietor
Acting Aviation Director

Enclosures: Corrective Action Plan
Civil Penalty Policy
Notice(s) of Violation [Dates]
Phoenix City Code, Chapter 32C

cc: Appropriate Company Official
Jack Tevlin, Deputy City Manager

bcc: Pat Manion, Deputy City Manager
Pat LeFevre, Assistant Chief Counsel
Jesse Sears, Assistant Chief Counsel
Cynthia Parker, Environmental Programs Manager
Deputy Director, City of Phoenix Aviation Department
Phyllis R. Hughes, Assistant City Attorney
Matthew Palencia, Assistant City Attorney

Date: _____

_____
_____
_____

RE: NOTICE OF STORM WATER VIOLATION TO YOUR CONTRACTOR

Dear Airport Tenant:

The enclosed Notice of Violation ("NOV") was issued to a company who was providing services under contract to your company. Under the Phoenix City Code and the Aviation Department Storm Water Enforcement and Civil Penalty Policy (the "Storm Water Policy"), as an airport tenant, your company is responsible for any damages that occur on airport property, including Storm Water Policy violations, whether caused by your employees or your contractors.

You are required to submit a detailed written report within fifteen (15) days of receiving this letter to the Aviation Department Environmental Section explaining why the incident occurred and the corrective action taken to prevent future occurrences. **The company that received the NOV is also required to send a written report to the Aviation Department and a copy of its written report to you for your information.**

At a minimum, your report must address the following:

1) A summary of the names and positions of persons involved in the incident, equipment involved; how the incident occurred, including time, place and materials and quantity released.

2) A detailed description of the investigation and conclusions.

3) How cleanup of released materials was performed, including equipment and materials used in the cleanup, and how waste was disposed.

4) Corrective action your company has taken or plans to take and the time in which all corrective action will be completed. If corrective action has not been completed within the fifteen (15) day period, a compliance schedule must be submitted for approval by the Aviation Department.

5) a) Please detail what changes to training, equipment, practices (best management practices), procedures or personnel have been implemented to prevent future incidents from occurring.

b) If this incident results in a change of contractors or you have required your contractor to change its procedures, please explain.

6) The report must be signed by a supervisor/manager of your company and shall contain the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction and 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 the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibly of fine and imprisonment for knowing violations."

The report is due in fifteen (15) calendar days from the date of this letter and shall be sent to:

City of Phoenix Aviation Department
Environmental Section
3400 Sky Harbor Boulevard
Phoenix, AZ 85034

Should you require additional time in order to complete the written report, a written request for an extension must be submitted and approved prior to the due date.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE WILL SUBJECT YOU TO FURTHER ACTION AND MAY JEOPARDIZE YOUR COMPANY'S STATUS AS A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CO-PERMITTEE AND/OR YOUR AUTHORIZATION TO CONDUCT BUSINESS ON AIRPORT PROPERTY. COMPLIANCE WITH THIS NOTICE DOES NOT PRECLUDE THE CITY FROM TAKING ADDITIONAL ENFORCEMENT ACTION UNDER CHAPTER 32C OF THE PHOENIX CITY CODE.

Sincerely,

[Operations Division]

cc: Aviation Department Environmental Section

Enclosures: Notice of Storm Water Violation

Appendix I

Spill Prevention, Control and Countermeasure Certification Form (Blank)

City of Phoenix Aviation Department
POLLUTION PREVENTION TEAM

[Click here to enter date]

Ms. Christina Browning
City of Phoenix Aviation Department
Planning & Environmental Division
2485 E. Buckeye Road
Phoenix, AZ 85034
Christina.Browning@phoenix.gov
AVN-Stormwater@phoenix.gov

Subject: Spill Prevention, Control, and Countermeasure (SPCC) Plan
Annual Review Certification

Dear Ms. Browning:

This letter acknowledges that "[Click here to enter your full facility name]" reviewed their facility Spill Prevention, Control, and Countermeasure (SPCC) Plan (Plan) on "[Click here to enter date you reviewed SPCC]".

In the past year, there has not been a change in the facility's design, construction, operation, or maintenance that materially affects the facility's potential for an oil discharge. Changes that would trigger a required update to the SPCC plan are listed on page 2. We understand that if relevant changes occur at the facility, an amendment is required to the Plan.

Changes 1 through 6 trigger a technical amendment to the Plan to address changes and updates must be certified by a Professional Engineer (PE). A Manager may do non-technical amendments, including Changes 7-8. In the future, if an amendment is required, we understand that it must occur no later than six (6) months after the change occurs and that the Plan must be implemented as soon as possible following any technical amendment, but no later than six (6) months from the date of the amendment. Once the Plan has been amended, we will send in a revised and certified copy to the City of Phoenix Aviation Department.

Thank you,

_____

(Signature)

[Click here to enter name]
[Click here to enter title]
"[Click here to enter facility name]"

cc: [Click here to enter name]

Changes that require a technical amendment:

1. Commissioned or decommissioned any containers;
2. Replaced, reconstructed, or moved any containers;
3. Reconstructed, replaced, or installed any piping systems;
4. Conducted any construction or demolition that has altered secondary containment structures;
5. Changed any products or services; or
6. Revised the standard operation, modified testing/inspection procedures, or used new or modified industrial standards or maintenance procedures.

Changes that require a non-technical amendment:

7. Change in the name or contact information of individuals responsible for the implementation of this Plan; or
8. Change in the name or contact information of spill response or cleanup contractors.

Appendix J

Routine Site Inspection Form (Blank)

The routine site inspection forms for each company are included in the City of Phoenix Aviation Department stormwater database. Please contact Lisa Farinas for more information.

Lisa Farinas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

CITY OF PHOENIX AVIATION DEPARTMENT
ROUTINE SITE INSPECTION FORM

FACILITY INFORMATION		
Facility Name:		Airport: PHX ☐ DVT ☐ GYR ☐
Address:		
PPT Member(s):	Phone Number:	Email :

PREVIOUS ISSUES

INSPECTION INFORMATION		
Inspector:	Site Visit Date	Site Visit Time
Inspector:		

WEATHER INFORMATION	
☐ Clear ☐ Cloudy ☐ Raining	Last Rain Event: ☐ w/in 24 hrs ☐ 24-72 hrs ☐ 72 hrs +

FACILITY ACTIVITIES

Activity	**Yes**	**No**	**Sub**	**Notes**	**Activity**	**Yes**	**No**	**Sub**	**Notes**
AVE Maintenance					**Fuel System and Fueling Areas**				
Aircraft Maintenance					Aircraft Fueling				
Aircraft Painting/Stripping					Vehicle Fueling				
Equipment Maintenance					Fuel Storage				
Vehicle Maintenance					**Building and Grounds Maintenance**				
Vehicle Painting/Stripping					Floor Wash Down				
AVE Cleaning					Landscape Maintenance				
Aircraft Washing					Trash Collection				
Vehicle Washing					**Lav/Potable Water**				
Equipment Washing					Aircraft Sanitary Service				
Equipment Degreasing					Potable Water Service				
AVE Storage					**Aircraft Deicing**				
Aircraft Storage					Aircraft Deicing				
Vehicle Storage					Runway/Taxiway Deicing				
Equipment Storage					**Construction**				
Material Storage Areas					**Other**				
Haz-Mat/Waste Generation					OWS/Grease Trap				
Chemical Storage					Aircraft Rental & Sales				
Tanks (UST/AST)					Cargo Handling				
SPCC					Lessees				
					Fire-Fighting Foam				

	Storage Location	Quantities	Chemicals
(1) Fuel/Oil			
(2) Solvents			
(3) Soaps/Detergents			
(4) Paint			
(5) Herbicides/Pesticides			
(6) Fire-Fighting Foam			
(7) Other			

CM – DOCUMENTATION (1, 2, 3, 4, 5, 6, 7,8, 9)					
FACILITY INSPECTIONS AND MAINTENANCE DOCUMENTATION		Doc	No	N/A	Addressed
1.18	Copy of SWPPP (or can locate electronically)	☐	☐	☐	☐
1.18	Maintain registration in myDEQ and retain copy of Authorization to Discharge/NEC	☐	☐	☐	☐
8.6.1	Retain waste generation and disposal documentation	☐	☐	☐	☐
5.7	SDSs available for chemicals stored/used onsite (may be available by phone or electronically)	☐	☐	☐	☐
INSPECTIONS (AT LEAST MONTHLY)					
1.15	Inspect area for spills, leaks, or other non-stormwater discharge	☐	☐	☐	☐
1.17	OWS and grease traps inspected	☐	☐	☐	☐
2.10	Maintenance areas inspected	☐	☐	☐	☐
2.11	Electric AVE, charging stations and single point watering stations inspected	☐	☐	☐	☐
3.10	Wash areas inspected	☐	☐	☐	☐
4.7	AVE storage areas inspected	☐	☐	☐	☐
5.14	Material/waste storage and transfer areas inspected	☐	☐	☐	☐
5.15	Containers and tanks inspected for evidence of corrosion, structural failure, spills, and/or piping system damage	☐	☐	☐	☐
7.11	Sumps and stormwater inlets inspected	☐	☐	☐	☐
6.10	Fueling areas, fueling vehicles/equipment, and storage tanks inspected	☐	☐	☐	☐
7.12	Fire-fighting foam deluge system inspected	☐	☐	☐	☐
8.12	Waste storage areas inspected	☐	☐	☐	☐
9.9	Lavatory service equipment inspected	☐	☐	☐	☐
1.15	Documentation of inspection deficiencies and corrections	☐	☐	☐	☐
TRAINING					
1.12	Stormwater training for employees	☐	☐	☐	☐
1.13	Service Provider/Contractor education (10.8)	☐	☐	☐	☐
8.10.1	Employees trained on proper disposal procedures for hazardous and universal wastes	☐	☐	☐	☐
6.8	Spill response training for employees performing fueling actives	☐	☐	☐	☐
SPCC PLAN (facilities with cumulative 1,320 AST or 42,000 UST)					
5.16	Annual SPCC review certification submitted to Aviation	☐	☐	☐	☐
Comments (reference CM No.):					

CM	CM – GENERAL (1)	Yes	No	N/A	Addressed
1.8.1	Spill(s) or staining observed	☐	☐	☐	☐
1.1	Limit materials stored/activities conducted indoors or under cover.	☐	☐	☐	☐
1.2	Exposed areas clean and orderly	☐	☐	☐	☐
1.4.4	Properly dispose of waste from OWS	☐	☐	☐	☐
1.5	Spill Response Plan posted	☐	☐	☐	☐
1.8.2	Spill response materials properly cleaned up and disposed	☐	☐	☐	☐
1.7.4	Tracking of spilled materials prevented	☐	☐	☐	☐
1.9.2	"Do Not Use for Wash Down or Ringing of Equipment" signs posted near outdoor hose bibs email AVN-Stormwater@phoenix.gov for signage	☐	☐	☐	☐
10.1	TI program contacted about project (10.10)	☐	☐	☐	☐
10.8	Construction contractor adhered to CM specifications	☐	☐	☐	☐
SPILL KITS					
1.6.1	Spill kits stocked with adequate materials for activities conducted in area (1.7.2)	☐	☐	☐	☐
1.6.3	Spill response equipment and materials in accessible locations where spills are probable to occur	☐	☐	☐	☐
1.6.4	Spill kit(s) properly labeled	☐	☐	☐	☐
1.6.5	Spill kit(s) have a lid	☐	☐	☐	☐
1.6.6	Spill kits free of trash, debris or used sorbent	☐	☐	☐	☐
2.6	Maintain spill kits on maintenance vehicles	☐	☐	☐	☐
2.7	Appropriate spill kits maintained by battery charging stations and single point water stations	☐	☐	☐	☐
6.6	Spill kits maintained on mobile refuelers	☐	☐	☐	☐
9.6	Spill response supplies maintained on lavatory service vehicles	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – AVE MAINTENANCE (2)	Yes	No	N/A	Addressed
2.1	Vehicle and equipment maintenance performed indoors or under storm-resistant cover	☐	☐	☐	☐
2.2	Cleaning and other products used indoors or under cover	☐	☐	☐	☐
2.3.2	Perform maintenance away from stormwater inlets or stormwater inlets covered	☐	☐	☐	☐
2.5	Vehicles and equipment properly maintained and not leaking	☐	☐	☐	☐
2.8	Leaks/spills during maintenance activities immediately contained, cleaned (using dry methods), and reported.	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – AVE CLEANING (3)	Yes	No	N/A	Addressed
3.7	Wash plan submitted and approved by Aviation (applicable only to wash service providers)	☐	☐	☐	☐
3.1	Dry washing techniques used	☐	☐	☐	☐
3.2	Off-site commercial car washes used	☐	☐	☐	☐
3.3	Designated wash area utilized	☐	☐	☐	☐
3.4.1	Wash water and/or other washing materials disposed of properly	☐	☐	☐	☐
3.5	Wash area is covered, paved and/or bermed	☐	☐	☐	☐
3.8	Wash area free of cracks/breaches in berms or surfaces	☐	☐	☐	☐
3.6.4	Drippings and residue removed using vacuum or sweeping and disposed of properly	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – AVE STORAGE (4)	Yes	No	N/A	Addressed
4.5.1	Equipment has been awaiting repair for an extended period of time	☐	☐	☐	☐
4.4.2	Stored vehicles are free of excess buildup of grease/oil	☐	☐	☐	☐
4.1	AVE storage area covered, paved, and properly maintained	☐	☐	☐	☐
4.2	AVE stored away from stormwater inlets	☐	☐	☐	☐
4.4	No long-term (>30 day) storage of AVE without approval from AVN-Stormwater@phoenix.gov	☐	☐	☐	☐
4.4.1	Fluids and batteries removed from AVE stored long-term (>30 day)	☐	☐	☐	☐
4.5.2	Drip pans or absorbent pads used to contain leaks	☐	☐	☐	☐
4.5.3	Drip pans regularly checked and cleaned	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – MATERIAL STORAGE AREAS (5)	Yes	No	N/A	Addressed
5.4	Excessive amount of chemicals stored outdoors	☐	☐	☐	☐
5.1	Containers free of excessive oil/grease buildup	☐	☐	☐	☐
5.2.1	Material storage and transfer areas located away from stormwater inlets, indoors, or under storm-resistant cover (5.3)	☐	☐	☐	☐
5.2.2	Materials protected from rainfall, run-on, run-off, and wind dispersal	☐	☐	☐	☐
5.5	Liquids stored and handled in paved areas	☐	☐	☐	☐
5.6.1	Materials and liquids stored on secondary containment	☐	☐	☐	☐
5.6.2	Secondary containment is free of liquids and/or debris	☐	☐	☐	☐
5.6.3	Secondary containment adequately sized	☐	☐	☐	☐
5.6.4	Secondary containment in good condition, free of cracks, holes, etc.	☐	☐	☐	☐
5.8	Materials stored in appropriate containers	☐	☐	☐	☐
5.9.1	Containers clearly labeled	☐	☐	☐	☐
5.10	Bone yards eliminated	☐	☐	☐	☐
5.15	Material and liquid storage containers are in good condition (i.e., free of cracks, properly closes, etc.)	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – FUEL SYSTEMS AND FUELING AREAS (6)	Yes	No	N/A	Addressed
6.1	Designated areas for temporary tanker truck parking	☐	☐	☐	☐
6.2	Overfill protection in place on fueling equipment	☐	☐	☐	☐
6.2.1	Fueling tanks fitted with monitoring and alarm equipment	☐	☐	☐	☐
6.2.2	Fueling tanks fitted with breakaway hose connections	☐	☐	☐	☐
6.3	Vehicle fueling station fitted with “Do Not Top Off” signs	☐	☐	☐	☐
6.4.1	Accidental releases blocked from reaching stormwater inlets	☐	☐	☐	☐
6.4.2	Equipment fueled in designated areas	☐	☐	☐	☐
6.4.3	Fuel loading/unloading area covered to reduce exposure	☐	☐	☐	☐
6.4.4	Spills during fueling/defueling immediately reported, contained, and cleaned (using dry methods)	☐	☐	☐	☐
6.7.2	Aircraft fuel samples properly collected, stored and disposed of	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – BUILDING AND GROUNDS MAINTENANCE (7)	Yes	No	N/A	Addressed
7.1.2	Pesticides, herbicides, and fertilizers applied according to manufacturer's directions	☐	☐	☐	☐
7.3.1	Floors and ground surfaces cleaned using dry methods, i.e. broom or vacuum	☐	☐	☐	☐
7.3.2	Stormwater inlets covered, wash water collected and properly disposed during exterior ground surfaces cleaning	☐	☐	☐	☐
7.3.3	Interior floor cleaning water properly disposed	☐	☐	☐	☐
7.4	Landscape waste, sweepings and sediments properly disposed	☐	☐	☐	☐
7.6	AVN-Stormwater@phoenix.gov emailed when planning fire-fighting foam deluge system testing	☐	☐	☐	☐
7.8.1	Stormwater inlets regularly cleaned/maintained	☐	☐	☐	☐
7.8.2	Filter fabric used in stormwater inlets and regularly maintained	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – RECYCLING, WASTE HANDLING AND DISPOSAL (8)	Yes	No	N/A	Addressed
8.8.4	Leak from trash cart(s), trash can(s), or dumpster(s) observed	☐	☐	☐	☐
8.1.1	Oil, grease, solvents, batteries, etc. recycled in a timely fashion	☐	☐	☐	☐
8.2.1	Used batteries properly stored and recycled	☐	☐	☐	☐
8.2.3	Batteries stored on secondary containment and under cover	☐	☐	☐	☐
8.2.4	Containers labeled "Used Batteries"	☐	☐	☐	☐
8.3.1	Used oil containers and filters properly disposed of or recycled	☐	☐	☐	☐
8.5	Adequate number of trash receptacles provided throughout facility	☐	☐	☐	☐
8.7	Spilled fluids collected and properly disposed	☐	☐	☐	☐
8.7.1	Garbage and unusable material disposed of properly	☐	☐	☐	☐
8.7.2	Waste regularly picked up (dumpster not overloaded with material)	☐	☐	☐	☐
8.8.1	Trash receptacles have lids	☐	☐	☐	☐
8.8.2	Dumpster lids closed	☐	☐	☐	☐
8.8.3	Dumpster drains equipped with plugs	☐	☐	☐	☐
8.8.5	Garbage collection area properly maintained	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – LAVATORY (9)	Yes	No	N/A	Addressed
9.7	Waste spill and/or leak observed	☐	☒	☐	☐
9.1	Lavatory activities performed away from stormwater inlets	☐	☐	☐	☐
9.2.2	Hoses, valves and equipment properly secured when transporting and transferring waste	☐	☐	☐	☐
9.2.3	Buckets and/or drip pans used to capture leaks from aircraft lavatory access fittings	☐	☐	☐	☐
9.2.5	Lavatory waste properly disposed	☐	☐	☐	☐
9.2.6	Lavatory cart/vehicle has cap on discharge connection	☐	☐	☐	☐
9.2.7	Waste regularly dumped to prevent waste overflow	☐	☐	☐	☐
9.5	Lavatory service equipment maintained	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – POTABLE WATER SERVICE (9)	Yes	No	N/A	Addressed
9.3.2	Disinfection liquids from aircraft potable water tanks collected and properly discharged to sanitary sewer	☐	☐	☐	☐
9.4.1	Proper procedures for servicing potable water cabinets followed	☐	☐	☐	☐
Comments (reference CM No.):		Yes	No	N/A	Addressed

CM	CM – DEICING (11)	Yes	No	N/A	Addressed
11.3	Deicing done in designated areas	☐	☐	☐	☐
11.5	Deicing materials collected and disposed of properly after use	☐	☐	☐	☐
11.4.1	Vacuum scrubber called before deicing operation begins	☐	☐	☐	☐
11.8	Glycol spill booms placed round deicing operations during rain events	☐	☐	☐	☐

Notes:
[1] Aviation is required to conduct monthly inspections during deicing season. In addition, tenants must provide monthly quantities of deicing fluid used during the deicing season and send this information to Aviation at AVN-Stormwater@phoenix.gov.
[2] PPT Members need to call the Deicing Hotline [602-8-GLYCOL (602-845-9265)] before *every* deicing event.

Comments (reference CM No.):	Yes	No	N/A	Addressed

INSPECTION SUMMARY	
Compliance Items/Notes	☐ Yes ☐ No
CM(s)	Comment
Outstanding Performance	☐ Yes ☐ No
CM(s)	Comment

INSPECTOR SIGNATURE		TIME COMPLETE	PPT MEMBER INITIALS
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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.			
Name:			
Signature			

Appendix K

Self-inspection Form (Blank)

CITY OF PHOENIX AVIATION DEPARTMENT – STORMWATER POLLUTION PREVENTION
MONTHLY INSPECTION CHECKLIST

FACILITY INFORMATION
Facility Name:
Address:

WEATHER	January	February	March	April
Current Weather – Clear, Cloudy, Windy, or Raining? (Circle)				
CONTROL MEASURES:	Y / N	Y / N	Y / N	Y / N
Areas Clean & Orderly?	Y / N	Y / N	Y / N	Y / N
Area Free of Spills and/or Staining?	Y / N	Y / N	Y / N	Y / N
Used Absorbent Picked Up?	Y / N	Y / N	Y / N	Y / N
Spill Kits – Adequately Filled & Clean?	Y / N	Y / N	Y / N	Y / N
Chemicals – Properly Labelled?	Y / N	Y / N	Y / N	Y / N
Chemicals – Stored on Secondary Containment?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Good Condition?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Clean, Empty & Dry?	Y / N	Y / N	Y / N	Y / N
Trash Cans & Dumpsters - Closed & Not Overloaded?	Y / N	Y / N	Y / N	Y / N
Trash/FOD – Picked Up?	Y / N	Y / N	Y / N	Y / N
AVE – Not Leaking?	Y / N	Y / N	Y / N	Y / N
AVE – Stored Away from Storm Drains?	Y / N	Y / N	Y / N	Y / N
Lavatory – Caps on Discharge Connections?	Y / N	Y / N	Y / N	Y / N
Washing – Designated Area Utilized?	Y / N	Y / N	Y / N	Y / N
Washing – Mop Water Disposed of Properly (ex. mop sink)?	Y / N	Y / N	Y / N	Y / N
Records - SWPPP Notebook up to date, i.e. Training, NOI/NEC	Y / N	Y / N	Y / N	Y / N
Comments/Follow-Up:				
If "No" circled above, provide comment.				

AVE – AIRCRAFT, VEHICLES AND EQUIPMENT

January			
	Signature	Title	Date and Time
February			
	Signature	Title	Date and Time
March			
	Signature	Title	Date and Time
April			
	Signature	Title	Date and Time

CITY OF PHOENIX AVIATION DEPARTMENT – STORMWATER POLLUTION PREVENTION

MONTHLY INSPECTION CHECKLIST

FACILITY INFORMATION
Facility Name:
Address:

WEATHER	May	June	July	August
Current Weather – Clear, Cloudy, Windy, or Raining? (Circle)				
CONTROL MEASURES:	Y / N	Y / N	Y / N	Y / N
Areas Clean & Orderly?	Y / N	Y / N	Y / N	Y / N
Area Free of Spills and/or Staining?	Y / N	Y / N	Y / N	Y / N
Used Absorbent Picked Up?	Y / N	Y / N	Y / N	Y / N
Spill Kits – Adequately Filled & Clean?	Y / N	Y / N	Y / N	Y / N
Chemicals – Properly Labelled?	Y / N	Y / N	Y / N	Y / N
Chemicals – Stored on Secondary Containment?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Good Condition?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Clean, Empty & Dry?	Y / N	Y / N	Y / N	Y / N
Trash Cans & Dumpsters - Closed & Not Overloaded?	Y / N	Y / N	Y / N	Y / N
Trash/FOD – Picked Up?	Y / N	Y / N	Y / N	Y / N
AVE – Not Leaking?	Y / N	Y / N	Y / N	Y / N
AVE – Stored Away from Storm Drains?	Y / N	Y / N	Y / N	Y / N
Lavatory – Caps on Discharge Connections?	Y / N	Y / N	Y / N	Y / N
Washing – Designated Area Utilized?	Y / N	Y / N	Y / N	Y / N
Washing – Mop Water Disposed of Properly (ex. mop sink)?	Y / N	Y / N	Y / N	Y / N
Records - SWPPP Notebook up to date, i.e. Training, NOI/NEC	Y / N	Y / N	Y / N	Y / N
Comments/Follow-Up:				
If "No" circled above, provide comment.				

AVE – AIRCRAFT, VEHICLES AND EQUIPMENT

May			
	Signature	Title	Date and Time
June			
	Signature	Title	Date and Time
July			
	Signature	Title	Date and Time
August			
	Signature	Title	Date and Time

CITY OF PHOENIX AVIATION DEPARTMENT – STORMWATER POLLUTION PREVENTION

MONTHLY INSPECTION CHECKLIST

FACILITY INFORMATION
Facility Name:
Address:

WEATHER	September	October	November	December
Current Weather – Clear, Cloudy, Windy, or Raining? (Circle)				
CONTROL MEASURES:	Y / N	Y / N	Y / N	Y / N
Areas Clean & Orderly?	Y / N	Y / N	Y / N	Y / N
Area Free of Spills and/or Staining?	Y / N	Y / N	Y / N	Y / N
Used Absorbent Picked Up?	Y / N	Y / N	Y / N	Y / N
Spill Kits – Adequately Filled & Clean?	Y / N	Y / N	Y / N	Y / N
Chemicals – Properly Labelled?	Y / N	Y / N	Y / N	Y / N
Chemicals – Stored on Secondary Containment?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Good Condition?	Y / N	Y / N	Y / N	Y / N
Secondary Containment – Clean, Empty & Dry?	Y / N	Y / N	Y / N	Y / N
Trash Cans & Dumpsters - Closed & Not Overloaded?	Y / N	Y / N	Y / N	Y / N
Trash/FOD – Picked Up?	Y / N	Y / N	Y / N	Y / N
AVE – Not Leaking?	Y / N	Y / N	Y / N	Y / N
AVE – Stored Away from Storm Drains?	Y / N	Y / N	Y / N	Y / N
Lavatory – Caps on Discharge Connections?	Y / N	Y / N	Y / N	Y / N
Washing – Designated Area Utilized?	Y / N	Y / N	Y / N	Y / N
Washing – Mop Water Disposed of Properly (ex. mop sink)?	Y / N	Y / N	Y / N	Y / N
Records - SWPPP Notebook up to date, i.e. Training, NOI/NEC	Y / N	Y / N	Y / N	Y / N
Comments/Follow-Up:				
If "No" circled above, provide comment.				

AVE – AIRCRAFT, VEHICLES AND EQUIPMENT

September			
	Signature	Title	Date and Time
October			
	Signature	Title	Date and Time
November			
	Signature	Title	Date and Time
December			
	Signature	Title	Date and Time

CITY OF PHOENIX AVIATION DEPARTMENT
PHOENIX SKY HARBOR AIRPORT
MONTHLY DEICING INSPECTION FORM

FACILITY INFORMATION	
PPT Member Facility: ☐ American ☐ Southwest ☐ Other:_____	
Airport: **PHX**	PPT Member Name:
Terminal:	Title:
Location/Gate:	Phone Number:
Aircraft Tail Number:	Email:

INSPECTION INFORMATION	**WEATHER INFORMATION**
Deicing Event Date:	☐ Clear
Deicing Hotline Call Time:	☐ Cloudy
Deicing Start Time:	☐ Raining
Deicing End Time:	**LAST RAIN EVENT:**
Vacuum Scrubber Arrival Time:	☐ w/in 24 hrs
Vacuum Scrubber Departure Time:	☐ 24 - 72 hrs
Deicing Vehicle Storage Location:	☐ 72 hrs +
GLYCOL DISPOSAL:	**DEICING FLUID TYPE**
☐ Recycled	☐ Type 1 Propylene (50%)/Water (50%)
☐ Disposed	☐ Type 1 Propylene (55%)/ Water (45%)
Recovered Glycol Disposal Location:	☐ Other:

CM	**DEICING CHEMICAL STORAGE LOCATION**	Yes	No	N/A	Addressed On-Site
1.8.1	Spill(s) or staining observed	☐	☐	☐	☐
1.6.3	Spill response equipment and materials in accessible locations where spills are likely to occur	☐	☐	☐	☐
5.5	Liquids stored and handled in paved areas	☐	☐	☐	☐
5.6.1	Materials and liquids stored on secondary containment	☐	☐	☐	☐
5.6.2	Secondary containment is free of liquids and/or debris	☐	☐	☐	☐
5.6.3	Secondary containment adequately sized	☐	☐	☐	☐
5.6.4	Secondary containment in good condition, free of cracks, holes, etc.	☐	☐	☐	☐
5.9.1	Containers clearly labeled (5.9.2)	☐	☐	☐	☐
5.15	Material and liquid storage containers are in good condition (i.e., free of cracks, properly closes, etc.)	☐	☐	☐	☐
Comments:					

CITY OF PHOENIX AVIATION DEPARTMENT
PHOENIX SKY HARBOR AIRPORT
DEICING INSPECTION FORM

CM	DEICING VEHICLE STORAGE LOCATION	Yes	No	N/A	Addressed On-Site
1.8.1	Spill(s) or staining observed	☐	☐	☐	☐
2.5	Vehicles and equipment properly maintained and not leaking	☐	☐	☐	☐
4.5.1	Equipment has been awaiting repair for an extended period of time	☐	☐	☐	☐
4.1	AVE storage area paved and properly maintained.	☐	☐	☐	☐
4.2	AVE stored away from stormwater inlets	☐	☐	☐	☐
Comments:					

CM	CM – DEICING	Yes	No	N/A	Addressed
11.3	Deicing done in designated areas	☐	☐	☐	☐
11.5	Deicing materials collected and disposed of properly after use	☐	☐	☐	☐
11.4.1	Vacuum scrubber called before deicing operation begins	☐	☐	☐	☐
11.8	Glycol spill booms placed round deicing operations during rain events	☐	☐	☐	☐
Comments:		Yes	No	N/A	Addressed

INSPECTION COMMENTS

INSPECTOR SIGNATURE		TIME COMPLETE
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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.		
Name:		
Signature		

NOTES
Capture pictures of: (1) Deicing During the Application of Deicing Chemicals
(2) Discharge After Aircraft Leaves Gate (Post Application of Deicing Chemicals)
(3) Vacuum Scrubber in Use
(4) Area After Cleanup is Finished
(5) Deicing Chemical Storage Location
(6) Deicing Vehicles/Equipment Storage Location

Please submit completed inspection form and photos to avn-stormwater@phoenix.gov.

Appendix L

Outfall Visual Assessment Form (Blank)

City of Phoenix
AVIATION DEPARTMENT

Stormwater MSGP Visual Assessment Form

Facility Assessment Information			
Name of Facility: *Phoenix Sky Harbor International Airport*		AZPDES Auth. No.	*AZMSG-69379*
Summer Wet Season: June 1 through October 31		Winter Wet Season: November 1 through May 31	
☐ Summer 1	☐ Summer 2	☐ Winter 1	☐ Winter 2
Person(s)/Title(s) collecting sample: *Name/Title/Company*			
Person(s)/Title(s) examining sample*: Name/Title/Company*			
Date & Time Discharge Began[1]: *Enter date and time* *If sample not taken within first 30 minutes, explain why.*			
Substitute Sample? ☐ No	☐ Yes *(identify quarter/year when sample was originally scheduled to be collected):*		
Nature of Discharge: ☒ Rainfall ☐ Snowmelt			
Rainfall Amount: *No of inches*	Previous Storm Ended > 72 hours Before Start of This Storm?	☐ Yes ☐ No[2] *(if no, explain):*	Date of Last Rainfall: Date

[1]Outfall observations will begin within 30 minutes of runoff, but due to the number of outfalls, not all outfalls will be observed within the first 30 minutes of runoff.

[2]The 72-hour interval can be waived when the previous storm did not yield a measurable discharge or if you are able to document (attach applicable documentation) that less than a 72-hour interval is representative of local storm events during the sampling period.

Comments

Identify probable sources of any observed stormwater contamination. Also, include any additional comments, descriptions of pictures taken, and any corrective actions necessary below (attach additional sheets as necessary). Attach pictures with descriptions as "x of Outfall 1," "x of Outfall 2," etc. Insert details

Certification Statement

"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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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."

A. Name:		B. Title:	
C. Signature:		D. Date Signed:	

City of Phoenix
AVIATION DEPARTMENT

Stormwater MSGP Visual Assessment Form

Outfalls	1 Sky Harbor Blvd & I-10W	4 E Riverview & 24th St	5 1-10W	6 1-10E	7 ANG Guard House	8 32nd Street	9 ANG South of F-104	10 ANG South of Fuel Farm
Sample Collected:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Sample Examined:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Outfall: (Wet/Dry)	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry
Color[3]	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________	☐ None ☐ Light Tan ☐ Other (Describe): ____________
Odor	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ____________
Clarity	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other
Floating Solids	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________
Settled Solids[4]	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________
Suspended Solids[3]	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________
Foam (gently shake sample)	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________
Oil Sheen	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ____________
Other Obvious Indicators of Stormwater Pollution	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________	☐ No ☐ Yes (Describe): ____________

[3]Normal stormwater samples are generally clear to light tan and slightly cloudy. Investigations will not be initiated for such samples.
[4]Observe for settled solids after allowing the sample to sit for approximately one-half hour.
Colors correspond to drainage areas indicated in Figure 2 of the SWPPP.

City of Phoenix
AVIATION DEPARTMENT

Stormwater MSGP Visual Assessment Form

Outfalls	11 South of FAA RFR	12 40th St West	13 40th Street	14 40th Street East	15 South of Localizer	16 South of ASOX	17 W of 44th St North	18 W of 44th St South
Sample Collected:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Sample Examined:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Outfall: (Wet/Dry)	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry
Color[3]	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________	☐ None ☐ Light Tan ☐ Other (Describe): ________
Odor	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petrol/Gas ☐ Solvents ☐ Other (Describe): ________
Clarity	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other
Floating Solids	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________
Settled Solids[4]	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________
Suspended Solids[3]	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________
Foam (gently shake sample)	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________
Oil Sheen	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (Describe): ________
Other Obvious Indicators of Stormwater Pollution	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________	☐ No ☐ Yes (Describe): ________

[3]Normal stormwater samples are generally clear to light tan and slightly cloudy. Investigations will not be initiated for such samples.
[4]Observe for settled solids after allowing the sample to sit for approximately one-half hour.
Colors correspond to drainage areas indicated in Figure 2 of the SWPPP.

Appendix M

Outfall Routine Site Inspection Form (Blank)

City of Phoenix
AVIATION DEPARTMENT

Routine Site Inspection Form – Outfalls

Facility Inspection Information			
Name of Facility: *Phoenix Sky Harbor International Airport*		AZPDES Auth. No.	*AZMSG-69379*
☐ Quarter 1	☐ Quarter 2	☐ Quarter 3	☐ Quarter 4
Date of Inspection: *Date*			
Person(s)/Title(s) Inspecting*: Name/Title/Company*			
Date of Last Rainfall*: Date*			
Weather Information*:* ☐ Clear ☐ Cloudy ☐ Raining			

Inspection of Perimeter for Evidence of Run-on

Evidence of, or the potential for, previously unidentified discharges of pollutants entering the site.

Insert details

Comments

Include comments, descriptions of pictures taken, and any corrective actions necessary below (attach additional sheets as necessary). Attach pictures with descriptions as "x of Outfall 1," "x of Outfall 2," etc.

Insert details

Certification Statement

"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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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."

A. Name:		B. Title:	
C. Signature:		D. Date Signed:	

City of Phoenix
AVIATION DEPARTMENT

Routine Site Inspection Form – Outfalls

Outfalls	1 Sky Harbor Blvd & I-10W	4 E Riverview & 24th St	5 1-10W	6 1-10E	7 ANG Guard House	8 32nd Street	9 ANG South of F-104	10 ANG South of Fuel Farm
Examined:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Outfall: (Wet/Dry)	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry
Vegetation	☐ None ☐ Minimal ☐ Significant	☐ None ☒ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Debris	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Animal Control	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Gates/Grates	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged
Concrete Surfaces (spalling, scaling, cracking)	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________
Erosion	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Evidence of Pollutants	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________
Other Obvious Indicators of Stormwater Pollution	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________

Colors correspond to drainage areas indicated in Figure 3 of the SWPPP.

City of Phoenix
AVIATION DEPARTMENT

Routine Site Inspection Form – Outfalls

Outfalls	11 South of FAA RFR	12 40th St West	13 40th Street	14 40th Street East	15 South of Localizer	16 South of ASOX	17 W of 44th St North	18 W of 44th St South
Sample Collected:	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________	Time: ________
Outfall: (Wet/Dry)	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry	Wet / Dry
Vegetation	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Debris	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Animal Control	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Gates/Grates	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged	☐ Secured ☐ Functional ☐ Clogged ☐ Damaged
Concrete Surfaces (spalling, scaling, cracking)	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________
Erosion	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant	☐ None ☐ Minimal ☐ Significant
Evidence of Pollutants	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________	☐ None ☐ Staining ☐ Odor ☐ Solids ☐ Foam ☐ Sheen ☐ Slick ☐ Other (Describe): __________
Other Obvious Indicators of Stormwater Pollution	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________	☐ No ☐ Yes (Describe): __________

Colors correspond to drainage areas indicated in Figure 3 of the SWPPP.

Appendix N

Corrective Action Report Form (Blank)

ADEQ Arizona Department of Environmental Quality

Multi-Sector General Permit (MSGP)

Corrective Action Report (CAR)

Pursuant to Permit Part 3.2, this form must be completed within 30 days of a discovery of any condition(s) listed in Part 3.1.1

Submit the completed form to stormwatercompliance@azdeq.gov or mail to:

ADEQ
Surface Water Permits, MC 5415A-1
1110 W. Washington Street
Phoenix, AZ 85007

1. Facility Information

Name of Permittee:	**AZPDES Permit ID#**

2. Condition Requiring Corrective Action (Part 3.1.1)

Condition triggering Corrective Action (choose all that apply):

☐ An unauthorized discharge (e.g., non-stormwater discharge not authorized by this or another AZPDES permit to a Water of the U.S. or to a regulated MS4);

☐ The permittee becomes aware, or ADEQ determines, that a discharge from the site causes or contributes to an exceedance of applicable water quality standard(s);

☐ The permittee becomes aware, or ADEQ determines, that a discharge from the site to a water listed as not-attaining exceeds an adopted wasteload allocation (WLA) for the pollutant(s) causing the impairment;

☐ The permittee becomes aware, or ADEQ determines, that a discharge from the site to an Outstanding Arizona Water (OAW) is degrading water quality;

☐ A discharge from the site violates a numeric effluent limitation guideline (ELG).

3. Within 72 Hours of Discovery of the Condition Requiring Corrective Action (Part 3.2.1)

Within 72 hours of discovery of the incident that lead to Corrective Action, describe the following action items

How was incident discovered?

Condition that triggered Corrective Action:

Provide description of problem/ incident, including material type/ amount involved:

Date/ time problem was identified:

Location of the incident:

The cause of the spill, leak, other release, or sampling exceedance:
List Outfall Name(s) and include corresponding locations (latitude/ longitude) :
Receiving water(s) affected: **Is receiving water (check all that apply): ☐ Impaired ☐ Not-attaining ☐ OAW ☐ None**
4. Within 14 Calendar Days of Discovery of the Condition Requiring Corrective Action (Part 3.2.2)
Within 14 calendar days of discovery (or before the next measurable storm event if possible, whichever is sooner) describe the following action items taken
Summary of Corrective Actions taken or to be taken:
Modifications to control measures or preventative measures taken, in order to prevent the reoccurrence of a discharge of a pollutant(s) or prevent further exceedance(s);
Was Stormwater Pollution Prevention Plan (SWPPP) Modification required: ☐ No ☐ Yes **If "yes" describe SWPPP modification(s):**
Date Corrective Action initiated or will be initiated:
Date Corrective Action completed or expected to be completed:
Was the event that prompted corrective action, related to a sampling result: ☐ No ☐ Yes **If "yes", what is the date the DMR was or will be submitted:**
Describe any contingency actions to be taken, including accelerated monitoring (if required):
If Corrective Actions cannot be completed within the required timeframes, describe reasons for the delay, provide an implementation schedule, and the back-up practices in place:
If no Corrective Action was taken, describe the basis for that determination:
If any MS4 was affected, please name the MS4(s):

Provide Dates and Result of the Last 4 Stormwater Inspections

Date: **Result of Inspection:** ☐ **In Compliance** ☐ **Modified, repaired, or replaced control measures**

Date: **Result of Inspection:** ☐ **In Compliance** ☐ **Modified, repaired, or replaced control measures**

Date: **Result of Inspection:** ☐ **In Compliance** ☐ **Modified, repaired, or replaced control measures**

Date: **Result of Inspection:** ☐ **In Compliance** ☐ **Modified, repaired, or replaced control measures**

Certification: I certify, under penalty of law, that the information and descriptions have been made under my direction and supervision, and under a system designed to ensure that qualified personnel properly gathered and evaluated the information used to determine whether the applicable requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

Signature: Title:	Date:

Print and place a copy of this form in your SWPPP.

Appendix O

Signatory Authorization Records

City of Phoenix
AVIATION DEPARTMENT

November 6, 2015

Mr. Trevor Baggiore
Water Quality Division Director
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, Arizona 85007

Subject: Authorization Letter for Delegation of Authority for Arizona Pollutant Discharge Elimination System General Permit for ADEQ Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities at Phoenix Sky Harbor International, Phoenix Deer Valley, and Phoenix Goodyear Airports

Dear Mr. Baggiore:

This letter is to inform you that Mr. Jordan D. Feld, Deputy Aviation Director, Is the duly authorized representative for signature on Notices of Termination, Stormwater Pollution Prevention Plans, reports, certifications, or other information required by the permit and other information requested by ADEQ.

The documents to be signed will include the following certification statement:

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted Is, to the best of my knowledge and belief, 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.

If you have any questions, please contact Ms. Lisa Farinas, Environmental Quality Specialist, at 602-722-6173.

James E. Bennett, A.A.E.
Aviation Director

Jordan D. Feld, CM, ACIP
Deputy Aviation Director

Appendix P
SWPPP Certification Form (Blank)

A blank version of the SWPPP Certification letter is included with this version of the SWPPP. The City of Phoenix Aviation Department maintains a copy of all the SWPPP Certification letters in the stormwater database. Please contact Lisa Farinas for more information.

Lisa Farinas
Project Manager
Planning & Environmental Division
City of Phoenix Aviation Department
2485 E. Buckeye Road
Phoenix, AZ 85034-4420
(602) 722-6173 Cell Phone

SWPPP Certification

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.

_____ _____

Signature Date

Jordan D. Feld, CM, AICP
Deputy Aviation Director – Planning & Environmental
City of Phoenix Aviation Department

In accordance with Appendix B, Part 9, the individual listed above is empowered to make this certification. Any other individual making this certification must be designated as a signatory authority based on written delegation of authority from the Aviation Director.

City of Phoenix Aviation Department
POLLUTION PREVENTION TEAM

Co-Permittee Certification of Stormwater Pollution Prevention Plan (SWPPP)

Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities AZMSGP2019-001 (MSGP-2019)

The City of Phoenix Aviation Department (Aviation) has completed a comprehensive SWPPP consistent with MSGP-2019.

"[Click here to enter your full facility name]" is a co-permittee with Aviation and has reviewed Aviation's MSGP-2019 Stormwater Pollution Prevention Plan (December 2020) (MSGP-2019 SWPPP) located at www.skyharbor.com/business on "[Click here to enter date you reviewed SWPPP]".

By signing below, "[Click here to enter your full facility name]" acknowledges the receipt of Aviation's MSGP-2019 SWPPP and certifies "[Click here to enter your full facility name]" will comply with the requirements set forth in Aviation's MSGP-2019 SWPPP.

_____

(Signature)

"[Click here to enter name] "
"[Click here to enter facility name]"

Appendix Q

Revision History

SWPPP Modification History	
Date	**Revision**
2011	1. Sections 1 - 10 – The text was updated to comply with the AZPDES MSGP 2010 and to reflect current site conditions and practices. 2. Tables 2.1 and 4.1 – Tables were updated to reflect 2011 inspections. 3. Figures – All figures were updated to reflect current site conditions. 4. Attachments – Order of attachments was updated to align with AZPDES MSGP 2010. 5. Attachment 1 – AZPDES MSGP 2010 was added as Attachment 1 6. Attachment 2 – The 2011 Notice of Intent (NOI) replaced the 2001 NOI. 7. Attachment 3 – The control measures were updated to comply with the AZPDES MSGP 2010. 8. Attachment 4 – The City of Phoenix Aviation Department Rules & Regulations R&R 01 was included. 9. Attachment 5 – The list of spills, leaks and releases was replaced with information from 2009-2011. 10. Attachment 6 – The spill response plan was added as an attachment. 11. Attachment 7 – Training attendance sheets were included for 2010. 12. Attachment 8 – The current quarterly inspection form was included. 13. Attachment 9 – The current visual assessment form was included. 14. Attachment 10 – The current comprehensive inspection form was included. 15. Attachment 11 – Stormwater Enforcement Procedures and Civil Penalty Policy was added as an attachment. 16. Attachment 12 – The corrective action report template was added as an attachment. 17. Attachment 13 – The attachment was added as a placeholder for the annual reports. 18. Attachment 14 – The signatory authority form and authorization letters for delegation of authority were added as attachments. 19. Attachment 15 – The modification log was moved from the SWPPP text to this attachment.
2012	No updates were made to the SWPPP.
2013	No updates were made to the SWPPP.
2014	1. Acronyms – Added acronyms page. 2. Sections 1 - 8 and 10 – The text was updated to reflect current site conditions and practices. 3. Tables 2.1 and 4.1 – Tables were updated to reflect 2013 inspections. 4. Figures – All figures were updated to reflect current site conditions. 5. Attachment 3 – The control measures were reorganized into more categories to allow co-permittees to focus on the applicable categories. Additionally, control measure text was reworded into shorter, more direct measures to clarify requirements. 6. Appendix 5 – The list of spills, leaks and releases was replaced with information from 2011-2014. 7. Appendix 7 – Training attendance sheets were included for 2011-2013. 8. Appendix 8 – Updated to include the current quarterly inspection form. 9. Appendix 9 – Updated to include the current visual assessment form. 10. Appendix 10 – Updated to include the current comprehensive inspection form. 11. Appendix 12 – Updated to include corrective actions reports for 2012-2013. 12. Appendix 13 – Updated to include the 2012 and 2013 annual reports. 13. Appendix 15 – The table was updated to reflect changes to the current version of the SWPPP.
2015	No updates were made to the SWPPP.
2016	1. Acronyms, Sections 1 - 10 – The text was updated to reflect current site conditions and practices. References to Planning, Environmental and Capital Management Division was updated to Planning and Environmental Division throughout document. Reference to City of Phoenix Aviation Department as COPAD was updated to Aviation throughout document. Outfall 18 was added. 2. Tables 2.1 and 4.1 – Tables were updated to reflect 2015 inspections.

SWPPP Modification History	
Date	**Revision**
	3. Figures – All figures were updated to reflect current site conditions. 4. Attachments were renamed to Appendices. 5. Appendix 3 – Control measures 2.2, 2.7, 2.9, 2.11, 5.8.4, 6.5.4, and 9.5.7 were added. Control measure 9.14 was updated. 6. Appendix 5 – The list of spills, leaks and releases was replaced with information from 2012-2015. 7. Appendix 7 – Updated to include training attendance sheets for 2012-2015. 8. Appendix 8 – Updated to include the current quarterly inspection form. 9. Appendix 9 – Updated to include the current visual assessment form. 10. Appendix 10 – Updated to include the current comprehensive inspection form. 11. Appendix 12 – Updated to include the corrective actions reports for 2012-2015. 12. Appendix 13 – Updated to include the 2015 annual report. 13. Appendix 14 – The authorization letters for delegation of authority were replaced to reflect Aviation Department management changes. 14. Appendix 15 – The table was updated to reflect changes to the current version of the SWPPP.
2017	No updates were made to the SWPPP.
2018	1. Seal page – A seal page was added for Professional Engineer certification. 2. Acronyms, Sections 1 - 7, 9, and 10 – The text was updated to reflect current site conditions and practices. 3. Tables 2.1 and 4.1 –Tables were updated to reflect 2018 inspections. 4. Figures – All figures were updated to reflect current site conditions. 5. Appendix 2 – Replaced blank NOI with Airport Authorization to Discharge from the myDEQ system. 6. Appendix 3 – The control measures were updated to make them more concise and more consistent across control measure categories. 7. Appendix 5 – The list of spills, leaks and releases was replaced with information from 2016-2018 8. Appendix 6 – The Spill Response Plan Replaced was replaced with the updated version. 9. Appendix 7 – Updated to include training attendance sheets for 2016-2018 10. Appendix 8 – Updated to include the current quarterly inspection form. 11. Appendix 9 – Updated to include the current visual assessment form. 12. Appendix 10 – Updated to include the current comprehensive inspection form. 13. Appendix 12 – Updated to include corrective actions reports for 2016-2018. 14. Appendix 13 – Updated to include the 2016, 2017, and 2018 annual reports. 15. Appendix 14 – The authorization letter was replaced. 16. Appendix 15 – The table was updated to reflect changes to the current version of the SWPPP.
2019	1. Seal page – The seal page was updated for certification of the current SWPPP. 2. Acronyms – List was updated to reflect MSGP requirements and terms. 3. Section 1 – The SWPPP was reorganized to follow the order listed in MSGP Part 5.1. Section was updated to reflect the new SWPPP organization and requirements. 4. Section 2 – Description of PPT member was moved from other sections and grouped under this single section. Text related to the permit was updated to align with MSGP requirements. Tables 2-1 and 2-2 were added to fulfill requirements MSGP Part 8.S.3.3. 5. Section 3 - Aviation Services was moved to this section to align with MSGP organization. General Location information was moved to Section 4 with the Site Map Requirements, to align with the organization per MSGP Part 5.1.

SWPPP Modification History	
Date	**Revision**
	6. Section 4 – Site Maps section was added to describe the requirements of MSGP Part 5.1.2 and follow the MSGP organization. Table 4-1 was added to reference where MSGP required information is included on the Figures. 7. Section 5 – The section was reorganized for ease of locating information. The text was updated to reflect current site conditions and operations. 8. Section 6 – The section was created to consolidate information on spills and leaks into a single location and follow the SWPPP requirements of MSGP Part 5.1. 9. Section 7 – The section was created to follow the SWPPP requirements of MSGP Part 5.1. The list of allowable non-stormwater discharges was updated according to MSGP Part 1.1.3.1. Descriptions of the allowable non-stormwater discharges and whether they are likely to occur at PHX was added. The corrective actions section was updated per the requirements of MSGP Parts 3.1 and 3.2. 10. Section 8 – The list of control measures to select from was updated to align with MSGP Part 2.2.1.1. Litter Garbage and Floatable Debris CM was removed from this section, as it is not required by the MSGP, but PHX will continue to implement specific CMs related to waste handling and disposal included in Appendix D. 11. Section 9 – Section title and contents were updated to align with requirements of MSGP Part 5.1. Training requirements were updated per MSGP Part 2.2.1.2.8. 12. Section 10 – Section was added and information was moved from the previous section to align with requirements and organization of MSGP Part 5.1. Inspection requirements were updated to remove the Comprehensive Facility Inspection and create the Routine Site Inspection per MSGP Part 4.1. 13. Section 11 – Section was added and information was moved from previous sections to align with requirements of MSGP Part 5.1. A list of the outfalls, their location, and whether they are sampled was added to meet the requirements of MSGP Part 5.1. Verbiage was added to cover the requirements of MSGP Part 8.S.8. A description of visual assessment procedures and communications with PPT members about visual assessments was added to comply with MSGP Part 8.7.8. 14. Section 12 – Section was added to align with requirements of MSGP Part 5.1. Information was included to comply with MSGP Part 6.1.1. 15. Section 13 – Section was reorganized and information was added on requirements for PPT members, as well as Aviation. Section was also updated to include new SWPPP certification requirements per MSGP Part 8.S.3.3. 16. Section 14 – Section was added and information was moved from other sections to align with the organization and requirements of MSGP Part 5.1. Reporting requirements were updated to more closely align with MSGP Appendix B. Recordkeeping requirements were updated to comply with MSGP Part 7.4. 17. Section 15 – Modification requirements were updated to align with MSGP Part 5.3. The modifications table was moved from an appendix into the SWPPP text. 18. Section 16 – Wording was updated to align with MSGP Part 5.4. 19. Figures: ■ Figure 1 - Added to meet requirements of MSGP Part 5.1.2. ■ Figures 2-5 – Numbering was updated. Contents were updated to reflect current site conditions. 20. Appendices: a. Appendices were changed from Appendix 1 – 15 to Appendix A - P. Order of the appendices was updated to follow contents of the SWPPP. b. Information within the Appendices was updated to reflect MSGP requirements and current site conditions. c. Former Table 2-1 was moved to Appendix A.

SWPPP Modification History	
Date	**Revision**
	d. Former Table 4-1 was moved to Appendix B. e. Appendix D Control Measures: ○ General – Updated for consistent wording, to refer to "stormwater inlets" throughout. ○ General - Reorganized CMs to be consistent with MSGP CM organization. ○ General – Added CMs to specify location documents are kept to comply with MSGP requirements. ○ CM 9 – OWS were removed from this CM and moved to CM 1. f. Appendix H – Former "Quarterly" Inspection form was updated to "Routine Site Inspection" form to comply with MSGP Part 4.1. Comprehensive Facility Inspection form was removed. g. Appendix K – Routine Site Inspection of Outfalls Inspection Form was added to comply with MSGP Part 4.1.1 requirements that routine inspections check outfalls and site perimeter for run on. h. Appendix L – R&R 01-02 was added. i. Annual Reports Appendix was removed, as the MSGP does not require Annual Reports. j. Appendix O – Added to include the PPT member SWPPP certification required by MSGP Part 8.S.3.3.
2020	1. Figures a. Figure 2 was updated to reflect current site conditions including updating PPT member activity areas, potential pollutants, activities and stormwater control features. Symbols were updated to differentiate features. b. Figure 3 symbols were updated to differentiate features. c. Figure 4 was updated to include additional significant spill locations in 2020. Symbols were updated to differentiate features. 2. Appendices a. Appendices C and D – Pollution Prevention Team Members and Activities were updated to reflect current site conditions b. Appendix F – Spill Report was updated to include additional significant spill locations.
2021	1. Table of Contents – The SWPPP was reorganized to reduce duplicative text and enhance usability. Sections were combined including 3 and 4; 8 and 9; and 12, 13 and 14. Section numbers were updated to be sequential following the reorganization. 2. Section 1 was updated to provide clarity on applicability, describe the reorganized SWPPP structure and provide an accurate description of the stormwater program. 3. Section 2 was updated to differentiate between co-permittee and non-co-permittee facilities and to include applicable roles and responsibilities. 4. Section 3 was updated to include a complete description of the site and provide clarification on requirements of site maps. 5. Section 4 was updated to reflect current site conditions. Targeted pollutants and general descriptions of control measures were removed from the text to avoid duplication with the Control Measures now included in Appendix A. 6. Section 5 was condensed to remove redundant text. 7. Section 6 was updated to describe the process for evaluating non-stormwater discharges. The sub-section for Corrective Actions was moved to the Reporting section for usability as this requirement applies to multiple situations. 8. Section 7 was updated to reflect current site conditions including the addition of structural control measures. Training descriptions were updated to match Aviation's process and the MSGP requirements.

SWPPP Modification History	
Date	**Revision**
	9. Section 8 was updated to clearly distinguish requirements for inspections. A subsection was added for monthly self-inspections and monthly deicing inspections for those that deice, as guidance for PPT members. 10. Section 9 was updated to reflect Aviation's current processes and to identify non-applicability to specific sampling requirements identified in the MSGP. 11. Section 10 was updated to include requirements for reporting in one section and incorporate Aviation's rules and regulations reporting. 12. Section 11 was updated to include requirements related to administration of the SWPPP in one location. The revision history table was moved to the appendices to allow for easier updates. 13. Figures a. Figure 1 property boundary was updated to reflect current site conditions. b. Figure 5 was removed as it was not a requirement of the MSGP. 14. Appendices a. Appendices were rearranged such that control measures were first and the remaining appendices are ordered as they appear in the SWPPP. The MSGP file was removed from the appendices and incorporated as a link to the online file. b. Appendix A – Control Measures was updated to reflect current Aviation processes and provide greater clarity and guidance to PPT members. c. Appendices C and D – Pollution Prevention Team Members and Activities were updated to reflect current site conditions d. Appendix F – Spill Report was updated to include additional significant spill locations. e. Appendix I – SPCC Annual Review Form was added as a new appendix. f. Appendix K – Self-inspection Form was added as a new appendix. The form was revised to include deicing inspection criteria for those that deice. g. Appendix N – Corrective Action Template was updated to include the revised form. h. Appendix Q – Revision History was added as a new appendix and updated with revisions.