

Does my small business need an industrial stormwater permit?

What is stormwater and why is it a concern?

Stormwater runoff from manufacturing activities or material storage areas may contain pollutants that can degrade stream quality and threaten human health as stormwater runoff makes its way to rivers, streams, and lakes.

To protect our water resources, many businesses are required to obtain an industrial stormwater National Pollutant Discharge Elimination System (NPDES) permit to prevent and control contaminated stormwater runoff. In addition, businesses subject to the regulations are required to develop a Stormwater Pollution Prevention Plan (SWPPP) and maintain this plan on-site.

This fact sheet will help you determine if you need an NPDES permit for stormwater and will provide you with a starting point for creating and implementing an effective SWPPP.



NPDES permits are designed to keep pollutants from industrial sites out of our streams and lakes.

What is an NPDES permit?

NPDES permits are issued by Ohio EPA's Division of Surface Water (DSW) and intend to protect water resources by preventing various pollutants from entering lakes, streams, and other bodies of water.

How do I know if I need a stormwater NPDES permit?

Certain businesses and other operations (such as recycling facilities, landfills, and transportation facilities) are subject to Ohio EPA's stormwater program based on their **standard industrial classification (SIC) code**. To determine if the permit requirements apply to your operations, you need to know your SIC code and review the specific listing of codes subject to the regulations in Ohio EPA's **activities covered under Ohio EPA's multi-sector general stormwater permit (MSGP)**. Examples of operations subject to industrial stormwater permitting can include, but are not limited to, the following.

Examples of Operations Subject to Industrial Stormwater Permitting	
Asphalt paving, roofing materials, chemical producers	Paper, lumber wood, leather tanning and finishing industries
Metal casting, smelting, rolling, finishing, and foundries	Stone, clay, glass, concrete, and gypsum producers
Fabricated metal operations	Mineral industries, including sand, gravel, stone, clay, ceramic, and refractory materials
Land, water, and air transportation and warehousing (terminal) facilities	Food processing and manufacturing facilities, including slaughterhouses and dairies
Electronic, electrical, photographic, and optical manufacturing facilities	Material recyclers such as automobile salvage yards, scrap recycling facilities, and metal scrap yards
Transportation facilities that have vehicle maintenance shops and equipment cleaning	Rubber and plastic product manufacturers

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What if I do not store materials or perform operations outside?

If raw materials, manufacturing processes, wastes, and material loading and unloading operations are managed in ways that prevent exposure to stormwater, your small business may qualify for a No Exposure exclusion and, therefore, not require a stormwater permit. Modifying business practices to qualify for no exposure not only eliminates the regulatory requirements of a stormwater permit, it is also beneficial to the environment in that it eliminates discharges from your operations.

The no exposure certification must be renewed every five years. If your operations change and you no longer qualify for the exclusion, you must obtain a stormwater permit.

To qualify for the no exposure exclusion, you must provide a certification that you qualify. To certify your no exposure operations, you must first create an electronic business account through [Ohio EPA's eBusiness Center](#). Ohio EPA's [instructions](#) can help you create your account. After creating your account, you will need to electronically submit your certification. Additional information on the certification process and the definition of no exposure may be found through U.S. EPA's no exposure [fact sheet](#) and [guide](#). If you change your operations in a manner that no longer qualifies for the no exposure exclusion, you must obtain a permit for your stormwater discharges.

If I'm not eligible for a no exposure exclusion, how do I obtain an NPDES permit?

Your NPDES permit (general or individual) must be renewed every five years. Renewal applications for individual permits must be submitted 180 days before your current permit expires.

Notice of Intent applications for continued coverage under a general permit are due as directed by Ohio EPA.

If your business has a regulated SIC code and your facility cannot qualify for the no exposure exclusion you must apply for a stormwater permit. You can either apply for coverage under the [multi-sector general stormwater permit \(MSGP\)](#) or apply for an [individual NPDES permit](#).

If you have an existing individual NPDES permit for sanitary or process wastewater discharges, we recommend you discuss modifying your existing individual NPDES permit with your appropriate [Ohio EPA district office](#). If you do not have an existing NPDES permit, you may prefer to apply for coverage under the MSGP.

To obtain coverage under the MSGP, you must first create an electronic business account through [Ohio EPA's eBusiness Center](#). Ohio EPA's [instructions](#) can help you create your account. After creating your account, you will need to electronically submit an [industrial notice of intent \(NOI\) application](#) to Ohio EPA along with the application fee (\$350 at the time of publication).

What is a Stormwater Pollution Prevention Plan (SWPPP)?

In addition to submitting your permit application, you must also prepare a Stormwater Pollution Prevention Plan (SWPPP) under the stormwater permitting requirements. You are not required to submit the SWPPP to Ohio EPA, but it must be maintained at your facility and made available to Ohio EPA upon request.

A SWPPP identifies potential sources of pollution at your facility that may affect the quality of stormwater discharges at your facility. You are also required to describe [best management practices \(BMPs\)](#) that you will implement to reduce pollutants in your stormwater discharges.

Your SWPPP must be evaluated and updated at least annually.

It is important to maintain a revision record documenting that the plan was reviewed, even if no updates are required.

Four Major Steps in Developing a SWPPP:	
Planning and organization	Source assessment
BMP selection	SWPPP implementation evaluation

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How do I write my SWPPP?

There are many resources available to assist you in developing your SWPPP at [Ohio EPA's industrial stormwater guidance document webpage](#), including links to U.S. EPA fact sheets by industrial sector, guidance documents, SWPPP templates for preparing the plan, and sample recordkeeping forms.

Step 1: Planning and organization requirements

Take the following steps to initiate the development of your SWPPP.

- Form a pollution prevention team that will develop, implement, maintain, and revise your SWPPP when necessary.
- Utilize Ohio EPA's [sample SWPPP template](#) and [sample recordkeeping templates](#) to develop your SWPPP.
- Review any existing environmental management plans that your business may have and determine which, if any, sections of these plans can be used to develop your SWPPP.
- Review U.S. EPA's [BMP fact sheets](#) for your industry sector and other sectors to see BMPs developed for common operations associated with your industrial activity.

Step 2: Source assessment requirements

To identify potential sources of pollutants to your stormwater discharges, you must:

- Create a map of your facility to locate pollution sources such as waste or raw material storage areas, and determine stormwater management opportunities;
- Conduct an inventory of the types of materials that are handled, stored, or processed at your facility;
- Provide a list of toxic hazardous material spills and leaks that have occurred at your facility in the past three years;
- Evaluate existing stormwater sampling data;
- Identify your outfall(s) by observing your facility during a storm event to determine where stormwater discharges leave your site; and
- Summarize the findings of your assessment to help determine opportunities to address sources of stormwater pollution.

Step 3: Best management practices

Proper BMPs must be selected to address sources of stormwater pollution. U.S. EPA has a series of [BMP fact sheets](#) by industry sector and an [industrial SWPPP guide](#) that identify BMPs. A SWPPP typically includes the following BMPs.

- Good housekeeping;
- Preventative maintenance;
- Visual inspections; and
- Spill prevention and spill response.

See examples of BMPs on the following page. For more information on BMPs, contact DSW at (614) 644-2001.

Step 4: SWPPP implementation and evaluation requirements

To implement your SWPPP and keep it current, you must:

- Implement the selected storm water BMPs;
- Train employees to understand SWPPP's goals and BMPs;
- Conduct quarterly facility inspections;
- Revise your SWPPP based on major changes in design, construction, operation, or maintenance at your facility or at least once a year. Maintain a revision record for your SWPPP with the date reviewed even if no changes are necessary;
- Maintain a copy of your SWPPP on site for inspection by Ohio EPA. A public copy of your SWPPP should also be available that excludes confidential business or restricted information;
- Make available on site any documents which the SWPPP references for incorporation; and
- Maintain records of spills, leaks, inspections, and maintenance.

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Do I have any reporting requirements under my stormwater permit?

Routine quarterly inspections must be conducted and documented in an annual report. The annual report must include a summary of the past year's routine facility inspections, quarterly visual assessments, and benchmark monitoring and corrective actions if applicable. The *reporting form* must be completed and maintained on-site with your SWPPP. In addition, facilities having certain SIC codes are required to collect stormwater samples, have them analyzed at a laboratory and *submit the data to Ohio EPA*. The *MSGP*, or your individual permit, identifies whether your industry is required to collect, analyze, and submit sample data to Ohio EPA.

Where can I go for help?

For more information, visit Ohio EPA's *stormwater program website* or call (614) 644-2001. Ohio EPA's district offices have stormwater specialists that can be a great help in answering your questions and evaluating your stormwater BMPs. See Ohio EPA's website for a *district office map* and a list of *stormwater program contacts*.

Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) is a confidential, non-regulatory office designed to help businesses comply with environmental regulations and permitting requirements. OCAPP can help you determine what you need to do to comply with Ohio EPA's rules. For help, contact OCAPP at (800) 329-7518, or *visit OCAPP's website*.

Stormwater Best Management Practices

Good Housekeeping

- Improve operation and maintenance of facility machinery and processes to prevent leaks and spills.
- Implement careful material storage practices.
- Maintain an up-to-date material inventory.
- Schedule routine cleanup operations.

Preventive Maintenance Practices

- Inspect and maintain stormwater management devices such as retention basins and oil-water separators.
- Routinely inspect facility operations to detect faulty equipment before fluid leaks occur.
- Regularly check equipment such as tanks, containers, and drums for signs of deterioration.

Visual Inspection Practices

- Designate trained plant personnel to regularly inspect your facility's equipment and areas, track inspection results, make necessary changes and maintain records of all inspections.
- Ensure that inspection records include dates when inspections were performed, who conducted the inspections, the areas inspected, problems found, and corrective actions taken. Ohio EPA's *sample recordkeeping templates* contain sample visual inspection forms.

Spill Prevention and Response Practices

- Identify areas where significant materials could enter your stormwater discharge systems.
- Ensure that employees are aware of emergency response procedures, including material handling and storage.
- Ensure that appropriate spill cleanup equipment is accessible.

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Industrial Stormwater Permitting Flow Chart

