**How to Use the SWPPP Template and SWPPP Worksheets**

**General Permit #1**

To comply with Iowa’s Storm Water Discharge regulations a Storm Water Discharge Permit must be obtained. Iowa’s permits are called General Permits and are divided into 3 types, General Permit #1 is for storm water discharge from Industrial Sites; General Permit #2 is for storm water discharge at Construction Sites; and General Permit #3 is for storm water discharge at Quarries, Sand and Gravel Pits.

*Please Note: if the facility is located in an area where stormwater discharge may be to an “Outstanding Iowa Water” or an “Outstanding National Resource Water”, a General Permit if not applicable to the site. In this instance, an Individual Permit will be required. To determine if the facility is located within one of these areas review Appendix B and C of the Iowa Antidegradation Implementation Procedure at:*

[*http://www.iowadnr.gov/Portals/DNR/uploads/water/standards/files/antideg\_2\_17.pdf*](http://www.iowadnr.gov/Portals/idnr/uploads/water/standards/files/antideg_2_17.pdf)

*If an Individual Permit is required, contact the DNR for assistance at 515-281-7017 or visit their website at* <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/StormWater.aspx>

General Permits #1, #2 and #3 each have slightly different requirements. These are outlined within the actual Storm Water Discharge Permit themselves. Copies of the General Permits can be downloaded at: <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/StormWater/GuidanceApplicationForms.aspx>

Three Steps to Obtain a Permit, they are:

* Step 1 – Develop and implement a Storm Water Pollution Prevention Plan, a written plan that will:
  + locate and identify all existing and potential pollutants, processes or activities at your facility that are or may contribute pollutants to storm water runoff,
  + describe methods already in place to prevent pollutants entering storm water runoff,
  + describe steps that need to be taken to prevent pollutants entering storm water runoff,
    - *a SWPPP must be implemented before Step 3.*
* Step 2 – Make a Public Notice:
  + place a public notice in the two largest newspapers in your local area stating that you are applying for a storm water discharge permit.
  + use the DNR’s Public Notice form found at <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/StormWater/GuidanceApplicationForms.aspx>
* Step 3 – Submit a Notice of Intent and Permit Fee
  + complete a DNR form called a Notice of Intent (NOI) use the DNR’s forms found at the link listed above.
  + attach copies of the two newspaper notices
  + chose the length of time for permit coverage (and relevant fee that applies)
  + submit a completed NOI and copies of the Public Notices, along with the appropriate fee to the DNR.
  + NOTE: DNR recently set up an online permit application procedure.
    - To submit electronically follow the directions found on their website at: <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/StormWater/OnlineStormWaterApplication.aspx>

Once these three steps have been successfully completed the facility will be considered covered under the General Permit and storm water discharge can commence.

Developing the SWPPP:

The following documents were prepared by the Iowa Waste Reduction Center (IWRC) to assist facilities in developing a General Permit #1 SWPPP and in obtaining a Storm Water General Permit #1.

Electronic versions are available on the IWRC website at <http://iowaenviroassist.org/index.cfm/regulatory-summaries/>

* Summary: Storm Water Permit Discharges. This is a brief summary of the basic requirements of the permit. Read this before developing the SWPPP.
* Worksheets: Storm Water SWPPP template worksheets. Used to facilitate information collection at the site, including existing conditions, existing pollutants, operations and practices along with actions that may be needed in the future to prevent pollutants from contaminating storm water discharge from the facility. Information contained on completed worksheets can be transferred to the SWPPP template and become part of the overall plan.
* Template: General Permit #1 Storm Water Pollution Prevention Plan (SWPPP). A ‘fill-in-the-blank’ template (download from the IWRC website address listed above). Review this before using the worksheets since it will explain the types of information needed to complete worksheets.

If you have questions or need additional assistance, please contact the IWRC at 800-422-3109