



The City of OKLAHOMA CITY

PUBLIC WORKS DEPARTMENT

City of Oklahoma City SWP3 Notebook Guidelines

(Please have a labeled tab for each of the following bullets.)

- Oklahoma City Notice of Intent (“Application”)*
- Oklahoma City Storm Water Permit (keep original permit forever)
- Oklahoma City Annual Permit Renewal receipt
- SWP3
 - Site Description & Receiving Waters
 - Emergency Contacts
 - Pollution Prevention Team & Responsibilities
 - Site Map(s) with required indications
 - Materials & Activities Inventory
 - Best Management Practices (BMPs)
 - Past Spills & Leaks
 - Non-Storm Water Discharges & Certification*
 - Certification of SWP3*
- Quarterly Visual Monitoring records
- Rain Gauge Log (unless utilizing calendar for record keeping)
- Routine Site inspection records
- Annual Training Record (include attendees, date, and summary of topics covered)
- State of Oklahoma (ODEQ) Annual Comprehensive Site Evaluation Report (ODEQ permitted industries must submit by March 1st each year to ODEQ)
- Oklahoma City Audits & Correspondence

If applicable, also include:

- State of Oklahoma (ODEQ) Storm Water Permit
- State of Oklahoma (ODEQ) Notice of Intent (Application)
- State of Oklahoma (ODEQ) Audits & Correspondence

Storm Water SWP3 Responsibilities (at a minimum):

- ✓ Keep all records for three years.
- ✓ SWP3 must be available for review, on-site, during regular business hours.
- ✓ Review each page of your SWP3 – update any information that is not current or correct, as changes occur.
- ✓ Modify SWP3 whenever there is a change in design, construction, operation, or maintenance at your facility, which has a significant effect on the discharge, or potential for discharge, of pollutants from your facility.

Annually

- ✓ Renew Permit (\$55 payable to City Treasurer)
- ✓ *Review NOI – certification must be signed by a current authorized representative of your organization.
- ✓ *Review SWP3 certification – must be signed by a current authorized representative of your organization.
- ✓ *Review Non-Storm Water Discharge certification – must be signed by a current authorized representative of your organization.
- ✓ Train all employees, who work in areas where industrial activities and/or materials are present, in storm water-related subject matter.
- ✓ Complete the Annual Comprehensive Site Evaluation Report.

Quarterly

- ✓ Collect and evaluate storm water samples (Visual Monitoring)

As required

- ✓ Routine site inspections