



## Form A-1

# 2016 STORM WATER POLLUTION PREVENTION PLAN ANNUAL UPDATE QUESTIONNAIRE

### 1. Contact Information

- a. Company Name: \_\_\_\_\_
- b. Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
- c. Designated Contact: \_\_\_\_\_ Title \_\_\_\_\_
- d. Contact Phone Number: \_\_\_\_\_
- e. Contact Fax Number: \_\_\_\_\_

### 2. General Company Information

- a. Briefly describe your company's basic operations below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. NPDES Facility Permit #: \_\_\_\_\_
- c. Would your company like to participate as a co-permittee under the Columbia Metropolitan Airport's general NPDES permit?
- d. Do you have any subtenants on your property?  
If so, list their contact information below, including a brief description of their activities.
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_

### 3. Facility Information

- a. Total Area (in square feet) \_\_\_\_\_
- b. % of total area that is impervious: \_\_\_\_\_

c. Does your company conduct any of the following activities listed in the table below?

Please complete the additional columns for each activity for which you answered "Yes".

Does your company perform the following activities?	Yes	No	Activity Conducted		Where does the runoff drain?						
			Indoors	Outdoors	Ground	Drain	Storm Drain	Sanitary Drain	Unknown	No Discharge	
Aircraft Fueling											
Aircraft Deicing											
Aircraft Lavatory Service											
Aircraft Maintenance											
Aircraft Painting											
Aircraft Washing											
Apron Wash Down											
Cargo Handling											
Chemical Storage											
Equipment/Vehicle Degreasing											
Equipment/Vehicle Washing											
Equipment/Vehicle Maintenance											
Fuel Storage											
Floor Wash Down											
Herbicide Application											
Pesticide Application											

4. **Fuel Storage**

**Underground:**

a. Number of tanks: \_\_\_\_\_

b. Description of each tank: \_\_\_\_\_

c. Size of each tank: \_\_\_\_\_

d. Type of fuel: \_\_\_\_\_

e. Are all tanks properly labeled? \_\_\_\_\_

f. How is each tank filled? \_\_\_\_\_

g. What spill *prevention* measures are in place? \_\_\_\_\_

\_\_\_\_\_

h. What spill *control* measures are in place? \_\_\_\_\_

\_\_\_\_\_

**Aboveground:**

- a. Number of tanks: \_\_\_\_\_
- b. Description of each tank: \_\_\_\_\_
- c. Size of each tank: \_\_\_\_\_
- d. Type of fuel: \_\_\_\_\_
- e. Are all tanks properly labeled? \_\_\_\_\_
- f. How is each tank filled? \_\_\_\_\_  
\_\_\_\_\_
- g. What spill *prevention* measures are in place? \_\_\_\_\_  
\_\_\_\_\_
- h. What spill *control* measures are in place? \_\_\_\_\_  
\_\_\_\_\_

**5. Fuel Handling Procedures:**

- a. Is Fueling conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO (*Skip to Question 6*)**
- b. How is aircraft fueling conducted? \_\_\_\_\_  
\_\_\_\_\_
- c. How is vehicle fueling conducted? \_\_\_\_\_  
\_\_\_\_\_
- d. What spill prevention measures does your company use to prevent spills (i.e., self-locking fueling nozzles or automatic shutoff devices)? \_\_\_\_\_  
\_\_\_\_\_
- e. How are small spills (less than 5 gallons) treated? \_\_\_\_\_  
\_\_\_\_\_
- f. How are large spills (more than 5 gallons) treated? \_\_\_\_\_  
\_\_\_\_\_
- g. Are these procedures contained in any written plans? \_\_\_\_\_  
\_\_\_\_\_

**6. Aircraft Deicing Operations:**

- a. Is deicing conducted: \_\_\_\_\_ **Yes** \_\_\_\_\_ **No (*Skip to Question 7*)**
- b. Who conducts your deicing operations? \_\_\_\_\_
- c. During which months is deicing typically conducted? \_\_\_\_\_

- d. Approximate number of deicing events in a year: \_\_\_\_\_
- e. What deicing chemicals are used? \_\_\_\_\_
- f. What is the CERCLA requirement for these deicing chemicals? (***Submit copies of SDS***)  
\_\_\_\_\_
- g. Volume of deicing fluid used annually (non-diluted)? \_\_\_\_\_
- h. Where are deicing operations conducted? \_\_\_\_\_
- i. What, if anything, is done with the residual fluid on the apron? \_\_\_\_\_  
\_\_\_\_\_
- j. Describe where the runoff from deicing operations drains: \_\_\_\_\_  
\_\_\_\_\_
- k. How are deicing fluid spills contained and cleaned up? \_\_\_\_\_  
\_\_\_\_\_

**7. Aircraft Lavatory Service:**

- a. Is Lavatory Service conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (***Skip to Question 8***)
- b. Who conducts your lavatory service? \_\_\_\_\_
- c. Describe how lavatory service is conducted \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. How many gallons of lavatory fluids are collected annually? \_\_\_\_\_
- e. How is the lavatory waste disposed? \_\_\_\_\_

**8. Aircraft Maintenance:**

- a. Is Aircraft maintenance conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (***Skip to Question 9***)
- b. Describe the types of maintenance performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Describe where maintenance is conducted: \_\_\_\_\_
- d. How is waste oil stored? \_\_\_\_\_
- e. Is the container well labeled and leak-free? \_\_\_\_\_
- f. Is the container and area nearby inspected regularly for leaks? \_\_\_\_\_
- g. How is waste oil disposed? \_\_\_\_\_

- h. How many gallons of oil are disposed of per year? \_\_\_\_\_
- i. How are used oil filters disposed? \_\_\_\_\_
- j. How are oil spills contained and cleaned up? \_\_\_\_\_
- k. How is antifreeze disposed? \_\_\_\_\_
- l. How is antifreeze stored? \_\_\_\_\_
- m. Are the containers well labeled and leak-free? \_\_\_\_\_
- n. How are anti-freeze and other solvent spills contained and cleaned up? \_\_\_\_\_  
\_\_\_\_\_

**9. Aircraft Painting:**

- a. Is Aircraft Painting conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO (Skip to Question 10)**
- b. Where are painting operations conducted? \_\_\_\_\_
- c. Describe how waste paint and paint containers are disposed. (Haz-Mat) \_\_\_\_\_  
\_\_\_\_\_
- d. What spill *prevention* measures are in place? \_\_\_\_\_  
\_\_\_\_\_
- e. What spill *control* measures are in place? \_\_\_\_\_  
\_\_\_\_\_

**10. Aircraft Washing:**

- a. Is Aircraft washing conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO (Skip to Question 11)**
- b. What cleansers are used? \_\_\_\_\_
- c. How often is this performed in a month? \_\_\_\_\_
- d. Where does the runoff drain? \_\_\_\_\_

**11. Apron Wash Down:**

- a. Is Apron wash down conducted: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO (Skip to Question 12)**
- b. What cleansers are used? \_\_\_\_\_
- c. How often is this performed in a month? \_\_\_\_\_
- d. Where does the runoff drain? \_\_\_\_\_

**12. Cargo Handling:**

- a. Is Cargo handled: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO (Skip to Question (13))**
- b. Weight per year (tons): \_\_\_\_\_
- c. Describe any hazardous materials procedures: \_\_\_\_\_

\_\_\_\_\_

d. What spill *prevention* measures are in place? \_\_\_\_\_

\_\_\_\_\_

e. What spill *control* measures are in place? \_\_\_\_\_

**Chemical Storage:**

a. Are Chemicals stored: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (*Skip to Question 14*)

b. What chemicals are stored? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Are there potential hazards associated with these chemicals?

\_\_\_\_\_

\_\_\_\_\_

d. How are they stored? \_\_\_\_\_

e. Are all containers properly labeled and leak-free? \_\_\_\_\_

f. What spill *prevention* measures are in place? \_\_\_\_\_

\_\_\_\_\_

g. What spill *control* measures are in place? \_\_\_\_\_

\_\_\_\_\_

**13. Equipment/Vehicle Degreasing:**

a. Is Equipment/Vehicle degreasing conducted: \_\_\_ **YES** \_\_\_\_\_ **NO** (*Skip to Question 15*)

b. What cleansers/solvents are used? (MSDS) \_\_\_\_\_

\_\_\_\_\_

c. Where are solvents stored? \_\_\_\_\_

d. Are they properly labeled and leak-free? \_\_\_\_\_

e. How are the waste solvents and cleansers disposed of? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. What spill *prevention* measures are in place? \_\_\_\_\_

\_\_\_\_\_

g. What spill *control* measures are in place? \_\_\_\_\_

\_\_\_\_\_

**14. Equipment/Vehicle Washing:**

- a. Is Equipment/Vehicle washing conducted:  YES  NO (*Skip to Question 16*)
- b. What cleansers are used? (**Attach SDS.**) \_\_\_\_\_  
\_\_\_\_\_
- c. How often is this performed in a month? \_\_\_\_\_
- d. Where does the runoff drain? \_\_\_\_\_

**15. Equipment/Vehicle Maintenance:**

- a. Is Equipment/Vehicle maintenance conducted:  YES  NO (*Skip to Question 17*)
- b. Describe the types of maintenance performed. \_\_\_\_\_  
\_\_\_\_\_
- c. Describe where maintenance is conducted. \_\_\_\_\_
- d. How is waste oil stored? \_\_\_\_\_
- e. Is the container properly labeled and leak-free? \_\_\_\_\_
- f. Is the container and area nearby inspected regularly for leaks? \_\_\_\_\_
- g. How is waste oil disposed? \_\_\_\_\_
- h. How are used oil filters disposed? \_\_\_\_\_
- i. How are oil spills contained and cleaned up? \_\_\_\_\_
- j. How is antifreeze disposed? \_\_\_\_\_
- k. How is antifreeze stored? \_\_\_\_\_
- l. Are the containers properly labeled and leak-free? \_\_\_\_\_
- m. How are anti-freeze and solvent spills contained and cleaned up? \_\_\_\_\_

**16. Floor Wash Down:**

- a. Are floor wash downs conducted:  YES  NO (*Skip to Question 18*)
- b. What cleansers are used? \_\_\_\_\_
- c. How often are wash downs performed in a month? \_\_\_\_\_
- d. Where does the runoff drain? \_\_\_\_\_

**17. Pesticide Application:**

- a. Are pesticide applications conducted:  YES  NO (*Skip to Question 19*)
- b. What chemicals are utilized in these operations? \_\_\_\_\_  
\_\_\_\_\_
- c. Where are the chemicals stored? \_\_\_\_\_

d. How are spills of chemicals handled? \_\_\_\_\_  
 \_\_\_\_\_

**18. Herbicide Application:**

a. Herbicide applications conducted: \_\_\_ YES \_\_\_ NO (*Skip to Question 20*)

b. What chemicals are utilized in these operations? \_\_\_\_\_  
 \_\_\_\_\_

c. Where are the chemicals stored? \_\_\_\_\_

d. How are spills of chemicals handled? \_\_\_\_\_

**19. Best Management Practices (BMP)**

Please identify, if any, the following practices to reduce storm water pollution are in place in your organization and the date which they were implemented:

BMP	Yes	No	Date Implemented
None			
Zero discharge (all storm water is retained on-site)			
Spill Prevention Plan*			
Spill Response Plan*			
Housekeeping Plan*			
Storm Water Pollution Prevention Plan*			
Employee Training			
Material Handling Procedures*			
Oil/Water Separator			
Inspection Program for Possible Pollutants			
Storm water routed to sanitary sewer system			
Storm water sent for industrial treatment			
Periodic inspection of storm water conveyance devices			
Activity/materials enclosed or covered			

\*Please attach a copy of each plan or a description of procedures you identified above.



**20. Recent Spills/Leaks:** Please complete the following table on any recent reportable significant spills that may have resulted in storm water pollution (Since January 1, 2011). Attach additional sheets if necessary.

Date of Spill	Type of Material Spilled	Quantity of Material Spilled	Corrective Action Taken

**21. Chemical Inventory:** Please list below any chemicals that are stored outside, whether in above or underground storage tanks or in another container. Attach a SDS form for each chemical listed if applicable. Please attach a separate sheet if necessary.

Chemical Name	Amount on Hand	How is it stored?	Where is it stored?

**22. Training:** Please list below the employees who have undergone training in regards to the SWPPP since the last report was provided to the Airport.

**Date of last Training:** \_\_\_\_\_

**Please attach the latest Tenant Training Log Form(s).**

**24. The following reports have been forwarded to the Columbia Metropolitan Airport's SWPPP Coordinator per the SWPPP: (such as a company SPCC or SWPPP, or any environmental testing results your company has received)**

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Name, signature and title of person completing this annual questionnaire:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Please list the company contact person for environmental issues:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_