

# Best Management Practices

**BMPs**

The following is a listing of all **B**est **M**anagement **P**ractices (BMPs) that all Tenants covered by this SWPPP should implement. These constitute the minimum requirements that each Tenant should employ on a daily basis.

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## A.1 Zero Discharge

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### **Purpose**

No activities are performed on-site which result in actual or potential contamination of storm water.

### **Targeted Activities**

All.

### **Approach**

In order to minimize storm water impact, zero tolerance of activities with actual or potential contamination is in effect. This prohibits any activities from taking place that may potentially result in a polluting event. If activities must take place, all wastes must be processed on site, and not discharged into the storm water system. Holding tanks, filtration systems, and waste processing must be utilized to maintain zero tolerance.

### **Requirements**

Each Tenant shall utilize holding tanks, filtration systems, and waste processing to prevent any waste water from draining into the storm water system. Any deviations from this zero tolerance BMP must be reported to the SWPPP Coordinator and documented. Records must be kept with the Tenant and CAE.

## A.2 Deicing Procedures

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### **Purpose**

Deicing procedures expose various chemicals to the environment. Proper procedures should be designed and implemented to minimize this impact.

### **Targeted Activities**

Aircraft and pavement deicing (anti-icing included)

### **Approach**

The minimum amount of deicing fluids or solids should be utilized to achieve the desired ice-free conditions. No apron or pavement wash down should be conducted while chemicals are still observable. A training program should be set up and implemented to insure compliance with BMPs. A record keeping system of deicing operations showing the date, time, chemical name and quantity utilized should be maintained.

### **Requirements**

Each Tenant should develop handling procedures for deicing chemicals. These should be put in writing and forwarded to the SWPPP Coordinator. The quantity of deicing materials, as well as application procedures, dictate handling procedures for each respective Tenant. Records of deicing use should be made available to the SWPPP Coordinator upon request.

## A.3 Employee Training

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### **Purpose**

Employee training is essential to preventing pollutants from entering the storm water system.

### **Approach**

As stated in other BMPs, employees should be trained on the proper handling of materials and on spill control practices. This should be part of each new employee's orientation to each organization and is required to be recurrent training once per year as organized by the SWPPP Coordinator. An annual training session will be held for all Tenant members of the PPT, containing SWPPP information and implementation procedures.

### **Requirements**

Each Tenant must implement a basic training program tailored to their individual activities. This must be conducted by the PPT representative of the organization. A record of training within each respective organization is required. The SWPPP Coordinator will request a report of training activities for the past year at his/her discretion. This will include the number of new and current employees that have completed the training as well as a brief summary of the training areas. Use the "[Tenant Training Log](#)" found on the following page.



## A.4 Fuel/Chemical Storage and Handling

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### **Purpose**

Fuels and chemicals are the major substances the Clean Water Act seeks to prevent from entering the storm sewer system. This BMP suggests ways Tenants and Airport employees can meet this goal.

### **Targeted Activities**

Fuel and Chemical Storage  
Fuel and Chemical Transfer

### **Approach**

To minimize exposure of chemicals to storm water, fuels and other chemicals should be stored inside a building or at minimum under a shed in labeled containers as much as possible. If this is not feasible, fuels and other chemicals may be stored outside provided that necessary precautions are taken to collect any material that may spill. This can be in the form of containment for very large quantities (over 55 gallons), or having the necessary absorbents for clean up and booms for containment of any spills.

When transferring these types of materials outside, precautions such as interlocking hoses, drip pans, etc. should be used to minimize any leaks. Small amounts that have leaked or spilled during transfer should be immediately cleaned up.

All fuel must be stored, whether in an above ground or under ground tank, as required by DHEC. This includes compliance with all monitoring and reporting procedures. These records should be made available to the SWPPP Coordinator upon request.

### **Requirements**

Each Tenant should keep on hand a [Safety Data Sheet \(SDS\)](#) as required by OSHA for each type of fuel and for each chemical substance. Annually, the SWPPP Coordinator will perform an onsite inspection of activities and complete a materials inventory report. These reports will be incorporated into this SWPPP.

## A.5 Good Housekeeping

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### **Purpose**

The purpose of having “Good Housekeeping” procedures in place is to ensure that all materials are properly stored, labeled, and handled, and that work areas are clean and free of physical hazards.

### **Approach**

- Materials at each Tenant location should be securely containerized and properly labeled.
- **Safety Data Sheets (SDS)** should be on hand to keep employees well informed regarding potential hazards.
- Any small spills should be cleaned up by an appropriate method.
- Proper procedures for the disposal of any waste material should be followed. These procedures should be put in writing and reviewed with each new employee.
- Inspections should be conducted periodically (on a quarterly basis) to detect any leaks or maintenance problems that have arisen. The Tenant or Airport Department should keep a written report of each inspection that notes areas inspected and items in need of attention.

### **Requirements**

This BMP requires that each Airport Department and each Tenant make a determined effort to keep all work areas clean and in good order. This includes informing each new employee of the various methods of good housekeeping. Written inspection reports should be made available to the SWPPP Coordinator upon request.

## A.6 Preventive Maintenance

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### **Purpose**

Preventive maintenance is intended to keep all equipment in good working order and leak free concerning hazardous materials. A properly functioning piece of equipment should not be a hazard to the environment or to operators.

### **Approach**

All equipment utilized should be checked periodically (on a quarterly basis) for leaks and other potential problems. Equipment in need of maintenance should be noted during the biannual Good Housekeeping inspections. Immediate attention should be given to any machinery or equipment leaking hazardous fluids that could potentially reach any outfall locations.

### **Requirements**

Each Airport department and Tenant is required to keep equipment in good working order and leak-free. Records of corrective action on large equipment or machinery, which had significant leaks, should be kept and made available to the SWPPP Coordinator. Any leak that discharged any chemicals, hazardous materials, or fuels into the storm water system must be reported to the SWPPP Coordinator immediately.

## A.7 Record Keeping and Spill Reporting

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### Purpose

The purpose of good record keeping and reporting practices is to help monitor implementation of this plan and to track any reportable discharge or spill events.

### Approach

Establish record keeping and reporting guidelines to provide Tenants with a means of remaining compliant with SWPPP standards. Spills of small quantities, collected and disposed of appropriately, require no further action. Spills of large quantity, or those which reach any storm drain, must be recorded and reported. Training records for employees must be recorded and made available on an annual basis.

### Requirements

- The Tenant is **required to report** any spill above ten (10) total gallons.
- The Tenant is also **required to report** spills which enter any storm drain, regardless of quantity.
- Spills below ten (10) gallons, which are collected and disposed of properly, do **not** require any further action.
- **The use of Form A-4 should be used to document all spill events, regardless of size.** Periodically, the SWPPP Coordinator may conduct an audit of the department or Tenant to ensure all record keeping is current.



# SWPPP Spill Recording Form

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_ AM PM

Tenant/Location of Spill: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: ( ) - \_\_\_\_\_

How the Spill Occurred: \_\_\_\_\_

Material(s) involved and quantity (gallons): \_\_\_\_\_

Waste materials generated during clean up: \_\_\_\_\_

Disposal method of waste materials: \_\_\_\_\_

DHEC Response Required (Did ANY release occur or spill over 10 gallons)? \_\_\_ Yes \_\_\_ No

Date and Nature of Corrective Actions Taken to Prevent Recurrence: \_\_\_\_\_

Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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

Forwarded to SWPPP Coordinator?  Yes  No

**Keep all records on file.**

**Any release into storm drain or spill over 10 gallons **must** be reported to SWPPP Coordinator (803) 822-5048.**

## A.8 Sediment and Erosion Prevention

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### **Purpose**

Storm water can be a potential source of erosion to areas and this eroded sediment is considered a discharge.

### **Approach**

To minimize this discharge, standard sediment and erosion prevention controls will be implemented. These include, but are not limited to, grassing, proper outfall design, and silt fences. Twice yearly, the Airport's SWPPP Coordinator will inspect each outfall and storm water conveyance system for visible signs of sediment buildup and for noticeable areas of erosion. If any are found, the source of the problem will be identified and proper maintenance activities will be conducted to correct the deficiency.

### **Requirements**

During construction of any new area, proper sediment and erosion controls will be put in place. The SWPPP Coordinator will conduct visual inspections for any problem areas twice per year. Records of these inspections will be kept on file. The Maintenance and Engineering Departments will be notified of any areas in poor condition, and the problems will be remediated.

## A.9 Spill Prevention and Response

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### **Purpose**

The purpose of having a predetermined **Spill Prevention, Control, and Countermeasure (SPCC)** response plan is not only to help ensure that spills do not happen, but also to have a reaction plan in the event of a spill.

### **Targeted Activities**

Aircraft/vehicle fueling; chemical storage; aircraft/pavement deicing; fire suppression

### **Approach**

Each Tenant should put in writing the proper handling procedures for fuels, deicing mixtures and other chemicals in an effort to prevent any spills from occurring. In addition, companies should also put in writing their proposed method of handling a spill in the event one happens. This should elucidate any needed spill control equipment (such as spill kits) that should be acquired. Companies are required to train each employee on these written methods.

In the event of a spill, the Tenant should contact the Airport Department of Public Safety (DPS) at **822-5030** or **911** in the event of an emergency. The Tenant with the spill should have on hand appropriate containment materials for the amounts of chemicals they routinely store as well as the SDS forms for any stored materials. The SWPPP Coordinator (or a designated representative) is responsible for making any needed verbal or written reports to DHEC, NRC, or EPA.

### **Requirements**

Any Tenant with a fueling station will be required to maintain a **Spill Prevention, Countermeasure and Control Plan** in accordance with DHEC requirements. Any Tenant with large storage tanks (defined as a tank that could hold an amount over the reportable quantity for the stored material) should put in writing a plan to contain and react to a spill. All employees working in these areas should be properly trained on these procedures. Copies of each plan should be forwarded to the Airport's designated SWPPP Coordinator. After any spill, the Tenant will be required to supply information to the Airport by using **Form A-4**.

## A.10 Traditional Storm Water Management Practices

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### **Purpose**

The purpose of all storm water management practices is to reduce the amount of pollutants and foreign material discharged yearly to the natural waters surrounding the Airport.

### **Approach**

Every manageable effort will be made to detect and then reduce any pollutants to the storm water on Airport property. This includes, but is not limited to, periodic sampling and testing, visual inspections of storm water conveyance devices, spill prevention methods, good housekeeping practices and training. To help increase the speed of a response to diverting a spill into the storm sewer system, all drains near Tenant operations will be marked with the direction of their flow.

### **Requirements**

Each Airport department and Tenant will seek to follow those Best Management Practices which pertain to their operation including the filing of all inspection and training reports.

## A.11 Visual Monitoring

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### **Purpose**

Through visual monitoring of each area on Airport property, it is hoped that any leaks, blocked storm drains, or any illicit connections will be detected.

### **Approach**

Periodically, but not less than once per year, each Airport department and Tenant should do a visual inspection of their assigned area to detect any leaks from containers or equipment, any blockage or other problems with storm drain conveyances, any illicit connections to the storm drain system, and any new source of pollutants.

### **Requirements**

The SWPPP Coordinator should be notified regarding any problem areas found during these inspections. Tenants shall keep records on hand to supplement any information the SWPPP Coordinator may need. Tenants shall keep their records for at least 3 years.

## A.12 Significant/Hazardous Spills

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### **Purpose**

For significant or hazardous spills that cannot be controlled by personnel in the immediate vicinity.

### **Approach**

In the event of a significant or hazardous spill, call the Airport Department of Public Safety (DPS) at **822-5030** for assistance or by calling **911** in an emergency situation. DPS will assist with cleanup efforts at the location of the event. If the spill cannot be contained, notify a HAZMAT contractor immediately. Wait for the response team to arrive prior to commencing cleanup efforts. Insuring that the spill is coordinated correctly is of upmost priority.

### **Requirements**

The SWPPP Coordinator should be notified immediately after the event takes place.

If the spill cannot be contained using available resources, contact a HAZMAT contractor and wait for their arrival prior to addressing the spill.

After any spill, the Tenant will be required to supply information to the Airport by using **Form A-4** found on the following page.

In addition to the **A-4**, pictures and an accurate report of the event must be documented and submitted to the SWPPP coordinator.

In this report should be:

- the quantity of the substance spilled,
- type of substance spilled,
- exposure to storm water outfalls,
- method of response, and
- end result.

**Form A-4**



**SWPPP Spill Recording Form**

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_ AM PM

Tenant/Location of Spill: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How the Spill Occurred: \_\_\_\_\_

\_\_\_\_\_

Material(s) involved and quantity (gallons): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Waste materials generated during clean up: \_\_\_\_\_

\_\_\_\_\_

Disposal method of waste materials: \_\_\_\_\_

DHEC Response Required (Did ANY release occur or spill over 10 gallons)? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

Date and Nature of Corrective Actions Taken to Prevent Recurrence: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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

Forwarded to SWPPP Coordinator?  Yes  No

**Keep all records on file.**

**Any release into storm drain or spill over 10 gallons **must** be reported to SWPPP Coordinator (803) 822-5048.**

## A.13 Aircraft Maintenance

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### **Purpose**

Prevent hazardous aircraft maintenance fluids from dispensing into the storm water system by means of controlling activities.

### **Approach**

Periodically each Airport department and Tenant should do a visual inspection of their assigned area to detect any leaks from aircraft or machinery, any blockage or other problems with storm drain conveyances, any illicit connections to the storm drain system, and any new source of pollutants. Aircraft maintenance shops include cleaning, reconditioning and overhauling. Other operations include painting, paint removal, metal cleaning and metal treating. These activities can result in waste containing acids, cyanide, zinc, copper, lead, and chromium. Oil and other petroleum fluids have a high risk of leaking into the storm water system if not contained and monitored correctly.

### **Requirements**

Insure that all activities conducted involving the above mentioned substances are performed in a covered environment unless otherwise necessary due to facility constraints. This will prevent rain from impacting work sites that may involve hazardous materials that are potential pollutants. A detailed log of any spills, leaks or events related to hazardous materials should be kept. These records must be available for 3 years, and may be requested by the SWPPP Coordinator at any time. Remember to report any spills or events directly to the SWPPP Coordinator immediately.

## A.14 Universal Spill Kit

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### **Purpose**

Provide supplies and collection device necessary for containment and collection of spills of varying materials and quantities. Provide protective clothing and gloves for individual responding to spill.

### **Approach**

Depending on each Tenant's industrial activity, varying types and quantities of liquids have the potential of spilling. Airport Fire and Rescue provides mutual aid to any Tenant experiencing a chemical or fuel spill. During response time, it is necessary for the Tenant to contain/absorb the maximum quantity practicable, while preventing fluid from reaching any storm drain at the spill location. In order to provide immediate response, Tenants must have a spill kit accessible on site.

### **Requirements (minimum)**

A universal spill kit must be located in an accessible location at the Tenants leased space. Refer to table 5-1 in the Storm Water Pollution Prevention Plan for specific kit size requirements for each Tenant.

- |                           |  |
|---------------------------|--|
| 1. Airport Fueling Agent: | 95 gallon universal spill kit or equivalent. |
| 2. Fueling Station:       | 25 gallon universal spill kit or equivalent. |
| 3. Maintenance Station:   | 20 gallon universal spill kit or equivalent. |
| 4. General Tenant:        | 5 gallon universal spill kit or equivalent.  |

In the event of a spill, all kits involved in response shall be replaced or re-stocked, whichever reinstates the kit to fully functional.