

Green Yard Stormwater Pollution Prevention Plan – Module 6

The following is a step-by-step timeline to help keep you on track with the SWPPP requirements. As you complete a bullet, check it off. When you have completed a step, sign and date the corresponding box and move on to the next step. If you hire a consultant to prepare your Stormwater Pollution Prevention Plan (SWPPP), it is *your responsibility* to ensure that he/she conducts steps 3 through 9 of this module in a timely fashion.

- 1. Mail the Notice of Intent (NOI) and \$500.00 processing fee by certified mail to:** NPDES Stormwater Notices Center, M. S. #2510, Florida Department of Environmental Protection, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400

Since permit coverage begins 2 days after receipt of the NOI, keep the Return Receipt (“green card”) in a safe place!

***Include a copy of your NOI and payment with this module**

Print Company Name	Print Your Name
Signature	Title

- 2. Prepare the SWPPP by either:**
- Filling in the pages in the workbook, **or**
 - Hiring a consultant through FADRA, **or**
 - Hiring a consultant on your own.

- 3.** I certify that my SWPPP was completed on _____ (date), and that it is on site and available for review.

Signature	Title

- 4. Conduct Annual Stormwater Pollution Prevention Training for *all* employees**
- Cover all topics listed in Chapter 3, page 40, Step #5 in the workbook.
 - Make sure all trained employees sign and date a training log.

Completed on	Signature	Title

5. I certify that my training log is kept on site and is available for review.

Date	Signature	Title

6. Annual Comprehensive Site Compliance Assessment

- Every year, review and improve your SWPPP using the checklist on page 47, Step #9 of the workbook.
- Sign and certify the completed checklist.

7. Non-Stormwater Discharge Certification

- Certify as to whether or not your facility generates illicit discharges.

8. I certify that I will perform required quarterly and annual sampling, and maintain documents as required by my Florida Multi-sector Generic Permit (MSGP).

Date	Signature	Title

9. I certify that I will complete all Discharge Monitoring Reports (DMRs) and submit them as required by my MSGP.

Date	Signature	Title