BURNS McDONNELL

NORFOLK STATE UNIVERSITY FACILITIES MAINTENANCE AND OPERATIONS

Stormwater Pollution Prevention Plan

Norfolk State University Facilities Maintenance and Operations

PROJECT NO. 183484
REVISION 0
JUNE 30, 2025

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1.0 Certification

I certify that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete.

Authorized By: Terry Woodhouse

Signature: Terry J. Woodhouse Date: 7/1/25

2.0 Introduction

2.1 Purpose

Norfolk State University (NSU) is subject to a General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4). NSU was issued coverage under General Permit No. VAR040097. The permit requires NSU to develop, implement, and enforce an MS4 Program designed to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, to ensure compliance with water quality standards, and to satisfy the appropriate water quality requirements of the Clean Water Act and its attendant regulations.

The MS4 Permit aims at reducing pollutants in stormwater runoff by focusing on six (6) Minimum Control Measures (MCMs) described as follows:

Public Education and Outreach on Stormwater Impacts,

Public Involvement and Participation,

Illicit Discharge Detection and Elimination,

Construction Site Stormwater runoff Control,

Post Construction Stormwater Management, and

Pollution Prevention/Good Housekeeping.

This SWPPP has been created to satisfy the conditions of MCM #6 which requires NSU to identify high-priority facilities that have a high potential to discharge pollutants into stormwater and to develop, implement, and maintain a SWPPP for each of them. Based on inspections performed by the Department of Environmental Quality (DEQ) and activities occurring, the Management Facilities Building and Yard qualifies as a high-priority facility requiring a SWPPP.

In addition to the Facilities Management Building and yard high-priority area, there are other locations on Norfolk State University's campus where stormwater exposure occurs. These areas have been evaluated and determined not to require inclusion in the SWPPP due to their lower potential for stormwater contamination. These locations and associated activities include:

Grease Storage Areas: Grease containers are stored behind the Student Center and the Scott Dozier Dining Hall.

Material Handling Operations: Equipment such as forklifts and pallet jacks are utilized within the Central Warehouse and the Facilities Management Motor Pool.

Although these areas are not classified as high priority, they are subject to regular monitoring and management to confirm compliance with best practices and to minimize any potential environmental impact.

This document is the Stormwater Pollution Prevention Plan (SWPPP) for Norfolk State University's Facilities Management Building and yard located at 700 Park Avenue, Norfolk, Virginia 23504.

2.2 SWPPP Content

This SWPPP includes all the following:

1. The point of contact for SWPPP Implementation
2. A site description that includes a site map identifying all outfalls, direction of flows, existing source controls, and receiving water bodies;
3. A description and checklist of potential pollutants and pollutant sources;
4. A description of all potential non-stormwater discharges;
5. A description of all structural control measures, such as stormwater management facilities and other pollutant source controls
6. Written procedures designed to reduce and prevent pollutant discharge;
7. A description of the applicable training as required;
8. Procedures to conduct an annual comprehensive site compliance evaluation;
9. An inspection and maintenance schedule for site specific source controls;
10. Dates of each inspection and associated findings
11. A log of each unauthorized discharge, release, or spill incident reported
12. A SWPPP modification log; and
13. Inspection and Maintenance Checklists.

3.0 Stormwater Pollution Prevention Team

3.1.1 Contact Information

The pollution prevention team, headed by the team coordinator, will be responsible for developing, implementing, maintaining, revising, and ensuring compliance with the SWPPP. Table 2.2-1 provides the facility's pollution prevention team members, their title, and contact information.

Table 2.2-1: Stormwater Pollution Prevention Team

Name	Phone	Title
Richard A. Law, AIA	757-823-2625	SWPPP Coordinator Interim Director of Capital Planning and Improvement University Architect, Combined E&S and Stormwater Administrator
Roderick Allmond	757-823-9287	SWPPP Team Member Interim Director of Environmental, Health, Safety and Risk Management Safety Compliance Officer Grounds and Mechanics Inspector
Tory Ward	757-823-8107	SWPPP Team Member Assistant Director of Grounds

3.2 Team Responsibilities

The team will meet to evaluate and discuss the status of stormwater control efforts and address any deficiencies or additional requirements in the SWPPP. Specific responsibilities for the team include:

1. Provide assistance for developing and maintaining the SWPPP;
2. Update significant material list;
3. Review potential spill sources;
4. Update the SWPPP as necessary;
5. Review environmental incidents;
6. Continue and improve SWPPP training for facility personnel;
7. Review new Construction and changes in activities and procedures; and
8. Evaluate the overall effectiveness of the SWPPP.

The SWPPP Team Coordinator will:

1. Perform SWPPP oversight and provide management support to staff;
2. Implement and administer the SWPPP with aid of the SWPPP team;
3. Oversee maintenance practices identified in the SWPPP;
4. Implement and oversee employee training;
5. Conduct or provide for inspection and monitoring activities;
6. Identify other potential pollutant sources;
7. Identify any deficiencies in the SWPPP; and
8. Coordinate with the SWPPP Team Members.

The SWPPP Team Coordinator will also be responsible for naming additional SWPPP Team Members and performing or assigning the day-to-day tasks required to implement the SWPPP.

4.0 High-Priority Facility Information

4.1 High-Priority Facility Location and Watershed Information

Facility Name: Facilities Management Building

Facility Address: 700 Park Avenue, Norfolk State University, Virginia 23504

Facility Acreage: 2.28 acres

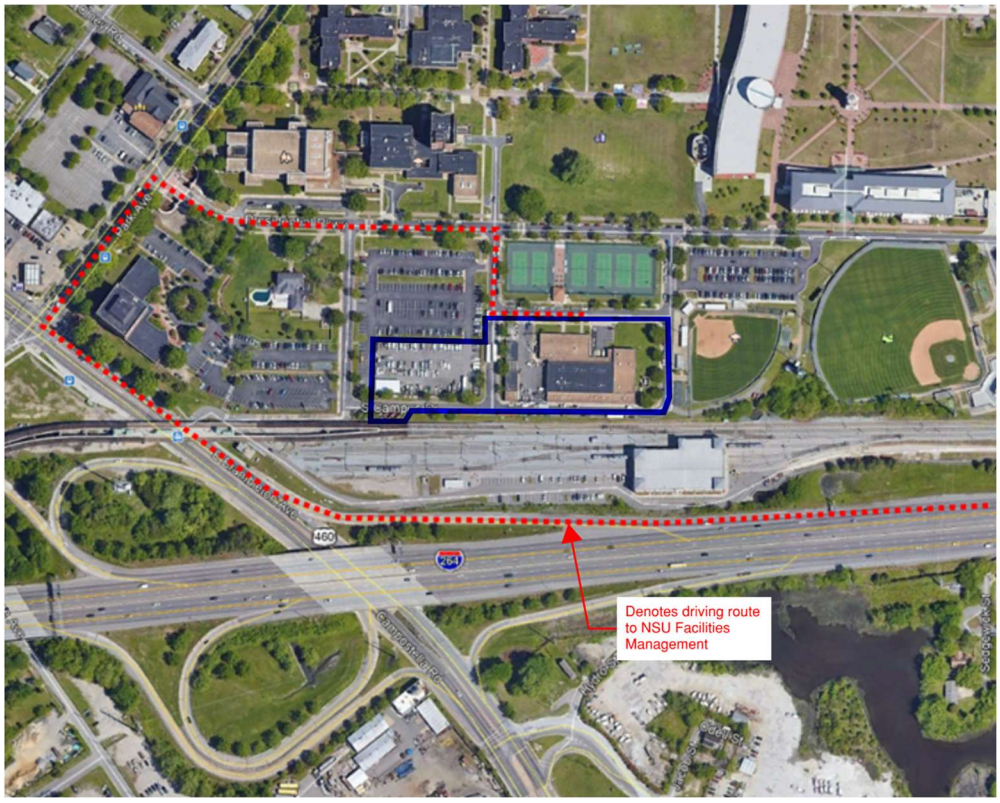
University's Primary SIC Code: 8221

Watershed this facility drains to: Elizabeth River (6TH Order HUC: JL54)

Directions from Interstate 264: Take Exit 11 B onto Brambleton Avenue At the first traffic light, turn right onto Park Avenue. At the first intersection and make a right onto Presidential Parkway. Go by the gate house and take the third available right turn. Take the first left turn and Facilities Management is on the right. Designated visitors' parking spaces are located along the front of the building.

4.2 Facilities Map

Figure 4-1: Driving Route and Facilities Location Map



4.2.1 Facility Description

The total area of the site is approximately 2.28 acres of which approximately 85 percent is impervious surface consisting of buildings, parking lots, access roads, mulch storage bays and concrete pads. There are currently a total of five (5) structures located within the site. The structures are listed below:

Table 4.2-1: Site Structures

Building Name	Building Footprint (square feet)	Usage
Facilities Management Building	30,850	Administration, offices
Facilities Equipment Storage	2,086	Storage
Facilities Equipment Storage	1,300	Storage
Storage Canopy	1,835	Lawn Equipment Storage
Mulch Storage Bays	800	Mulch Storage
Total Structure Footprint	36,871 SF	

Site and vicinity maps are provided on the following pages, along with the Outfall Information Table.

Figure 4-2: Site Map

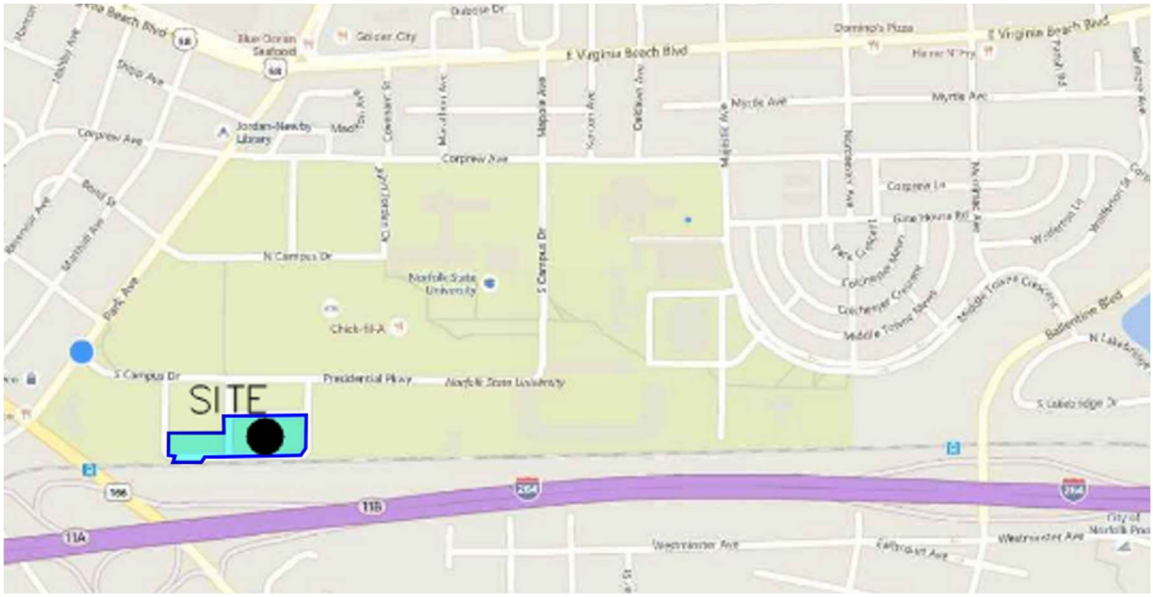


Figure 4-3: Site Map with Flow Arrows

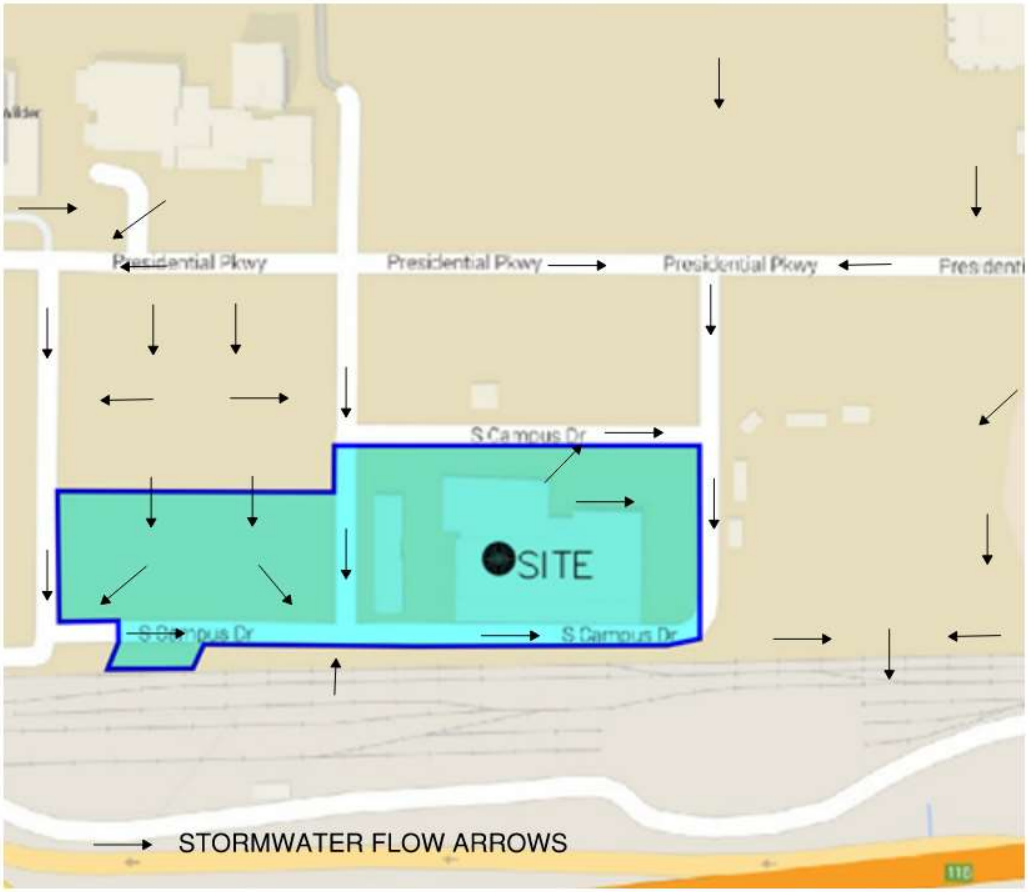
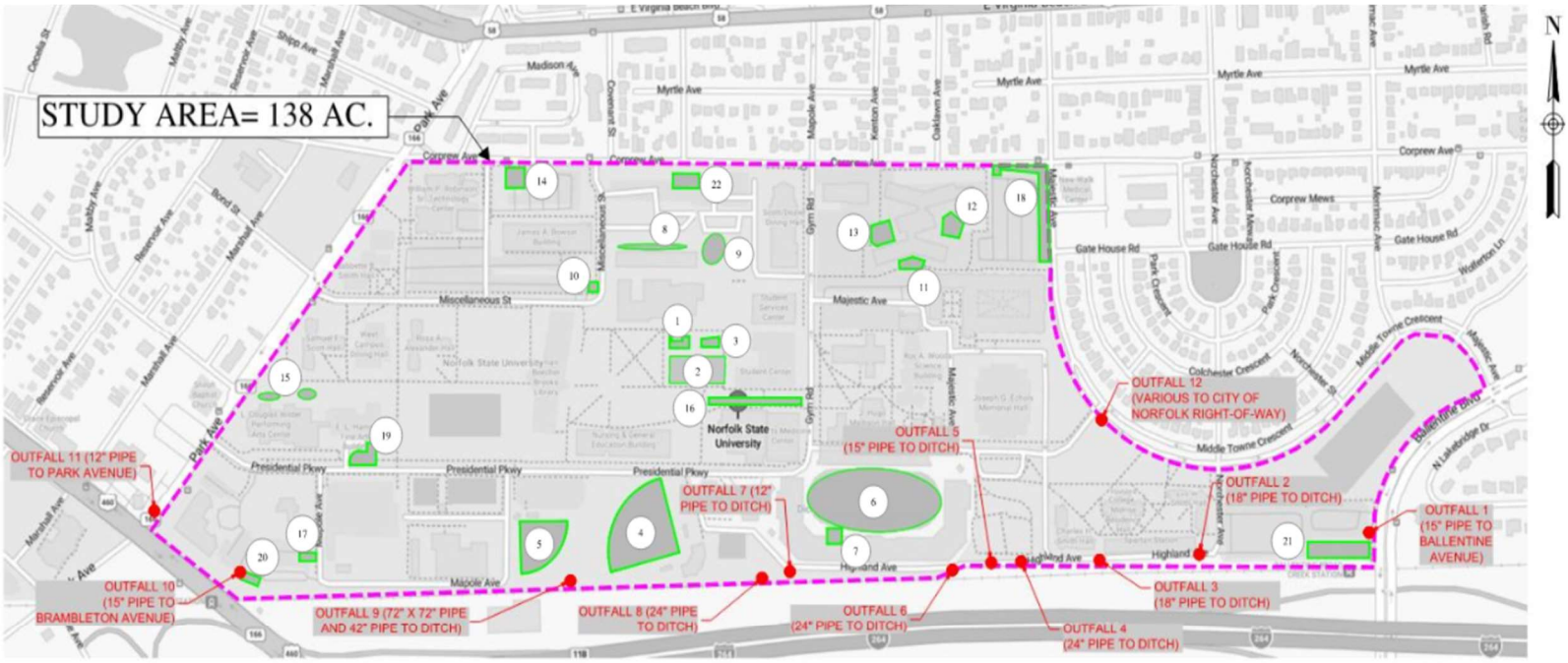


Figure 4-4: Site Map with Outfalls Serving the MS4



OUTFALLS TIE TO CITY OF NORFOLK STORM NETWORK THAT DISCHARGE TO THE ELIZABETH RIVER TO THE SOUTH.

Table 4.2-2: Outfall Information Table

Norfolk State University Stormwater Outfall Informational Table								
Outfall Unique Identifier	**MS4 Acres Served**	**Receiving Waters**	**HUC**	**Receiving Waters Impaired**	**Applicable TMDL**	**Land Use**	**Latitude**	**Longitude**
Outfall 1	3.25	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504715	-76.151059
Outfall 2	1.87	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504686	-76.151928
Outfall 3	3.9	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.50466	-76.152415
Outfall 4	4.3	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504643	-76.152835
Outfall 5	0.56	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504643	-76.153011
Outfall 6	2.6	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504638	-76.153168
Outfall 7	2.55	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504628	-76.154035
Outfall 8	2.26	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504609	-76.154171
Outfall 9	100.32	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504598	-76.155244
Outfall 10	3.3	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504624	-76.16094
Outfall 11	0.72	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.504808	-76.161304
Outfall 12	12.37	Eastern Branch Elizabeth River	JL54	Yes	Chesapeake Bay / Elizabeth River	Mixed Use	36.847783	-76.256747

4.2.2 Facility Activities

The site contains administrative and shop buildings for the multiple functions performed by Facilities Management operations. The primary activities conducted at the site include vehicle storage and maintenance, equipment storage and maintenance, surplus material storage, salt storage, mulch storage, fuel receiving and distribution, washing of miscellaneous equipment, contractor tool storage, solid waste temporary storage, and landscaping equipment storage. The list below includes departments that may have an impact on stormwater pollution potential at the NSU Facilities Management due to activities performed and materials used during work procedures:

1. Surplus Property and Warehouse Services
2. Administrative Service
3. Building Services
4. Housekeeping Services
5. Landscape Services

The departments perform the following functions for Norfolk State University:

1. Surplus Building Material Storage
2. Surplus Equipment Storage
3. Fleet Management and Maintenance
4. Fleet Storage and Parking
5. Equipment Management and Maintenance
6. Building Automation
7. Carpentry
8. Electrical Services
9. Heating, Ventilation and Air Conditioning
10. Masonry/Plastering
11. Painting
12. Plumbing
13. Locksmithing
14. Roofing
15. Fire Protection
16. Housekeeping
17. Trash Collection
18. Landscaping
19. Snow and Icon Control/ Removal

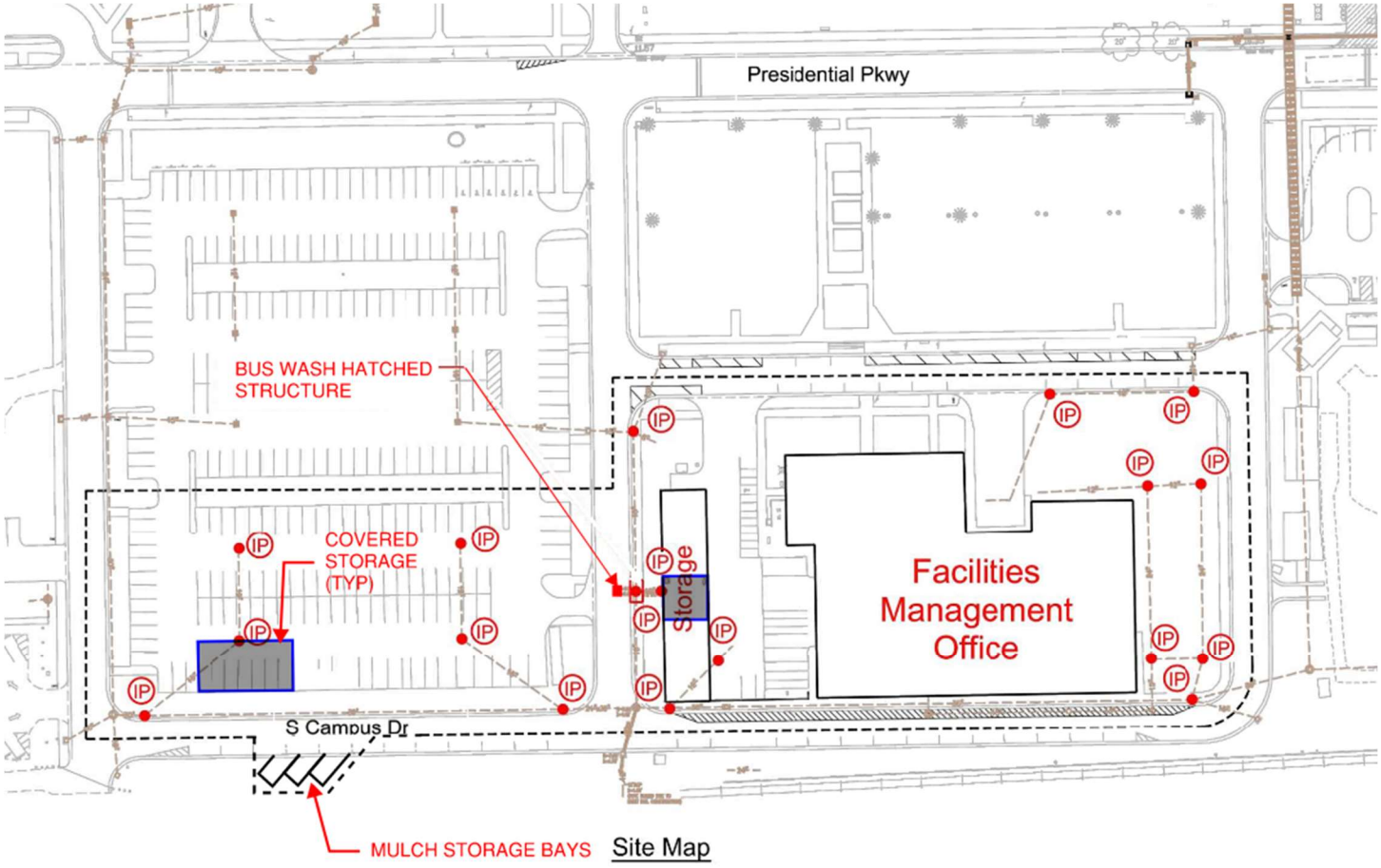
4.2.3 Facility Stormwater Drainage System

Stormwater management for the NSU Facilities Management includes curb and gutter(s), catch basins, trench drains, and a storm sewer network. Rainfall landing within the site sheet flows to catch basins located around the facility. The catch basins are located along a network of storm sewer pipes varying in diameter. Rainfall landing on the Facilities Management Building is directed via roof drains to the storm sewer system. Curb and gutter located around the perimeter of the parking areas and along access roads directs the runoff from the asphalt surfaces to the catch basins. Runoff that is captured within the storm sewer system is directed offsite a box culvert and discharged at Outfall 9 (Tidal Gate) located to the southeast of the facility.

Rainfall that lands in the grass areas and storage yard spaces of the site is intercepted by drop inlets located in parking areas and grass areas, and curb inlets located along the roadway and conveyed via a storm sewer system to a box culvert and discharged at Outfall 9 (Tidal Gate) located to the southeast of the facility. The storage containers and bins are completely sealed and contained; therefore, the potential for pollution is minimal.

Figure 4-5 below is the Site Plan indicating the drainage curb and drop inlets, underground stormwater network and inlet protection locations when required.

Figure 4-5: Site Plan



4.2.4 Surrounding Land Use

The maintenance facility is located within the Norfolk State University's main campus on the south side of campus. The site is bounded by South Campus Drive and the Hampton Roads Transit (HRT) Light Rail Tracks to the south, and South Campus Drive on the east and west, with Presidential Pkwy to the north. Grading on the south edge of the property prevents runoff from the HRT property from entering the site. Runoff from Presidential Parkway and tennis courts to the north, parking lots on the west, and grass ballfield to the east are captured by inlets and conveyed through the site to Outfall 9 (Tidal Gate).

5.0 Identification of Potential Stormwater Contaminants

This section identifies significant materials located at the facility that may potentially contaminate stormwater and identifies areas where stormwater contamination may occur. Potential non-stormwater sources are also described.

5.1 Potential Pollutants and Pollutant Sources

Materials used by the facility that have the potential to be pollutants are listed in Table 5.1-1. This table includes the material description, the source of the potential pollutant, its location and potential risk.

Table 5.1-1 Potential Pollutants and Sources

Material/Pollutant	Pollutant Source	Location of Pollutant	Potential Risk
Fuel	Delivery vehicles	Vehicle fueling pumps	High risk - large quantity, outdoors
Fuel	Delivery, leaking tank	Emergency generators, Stand-alone tank	High risk - large quantity, outdoors
Fuel, oil, grease for equipment	Storage, leaking vehicle, spill	Shops, parking areas	Medium risk - some stored outdoors
Cleaning solvents	Storage, spill	Housekeeping Solvents	Low risk - indoors
Detergents	Storage, spill	Wash area	Medium risk - space close to storm drain
Fertilizers	Storage, spill	Landscape	Medium risk
Pesticides, herbicides	Storage, spill	Landscape	Medium risk
Mortar mix, concrete	Washing tools	Facilities Storage Building	Low risk - indoors
Glue, adhesives	Storage, spill	Carpentry building	Low risk - indoors
Refrigerants	Spill	Cooling Units	Low risk - rarely handled
Wood preservatives	Spill	Carpentry building	Low risk- indoors
De-icing agents	Spill	Stockpile	Medium risk - used and stored outdoors
Recycling products	Seepage from containers	Recycling dumpsters	Medium risk - stored outdoors under cover
Sediment	Stockpiles	Surplus Storage	Medium risk
Salt	Salt pile	Salt Storage Bay	Medium risk – large quantity, outdoors with Canopy
Material/Pollutant	Pollutant Source	Location of Pollutant	Potential Risk
Gypsum board	Construction/Demo	Disposal Container	Medium risk
Wood, metal, plastics	Construction/Demo	Disposal Container	Medium risk
Concrete, brick	Construction/Demo	Disposal Container	Medium risk
Lead materials	Construction/Demo	Disposal Container	Medium risk
Insulating materials	Construction/Demo	Disposal Container	Medium risk
Sawdust	Wood working	Carpentry building	Medium risk
Mixed effluents	Seepage from containers	Trash dumpsters	Medium risk

5.2 Potential Non-Stormwater Discharges

Table 5.2-1 identifies all non-stormwater discharges, as authorized in the general permit, that are or could commingle with stormwater discharges from the facility, including any applicable support activity.

Table 5.2-1 Potential Non-Stormwater Discharges

Non-stormwater Discharges	Anticipated?	
1. Discharges from firefighting activities	YES ☐	NO ☒
2. Fire hydrant flushing	YES ☒	NO ☐
3. Water used to wash vehicles / buses or equipment where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	YES ☒	NO ☐
4. Water used to control dust that has been filtered, settled, or similarly treated prior to discharge	YES ☒	NO ☐
5. Potable water sources, including uncontaminated waterline flushing	YES ☒	NO ☐
6. Routine external building wash down where soaps, solvents or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	YES ☒	NO ☐
7. Street wash water where spills or leaks of toxic or hazardous materials have not occurred (or where all spilled material has been removed prior to washing); where soaps, solvents, or detergents have not been used and where the wash water has been filtered, settled, or similarly treated prior to discharge	YES ☒	NO ☐
8. Uncontaminated air conditioning or compressor condensate	YES ☒	NO ☐
9. Uncontaminated ground water or spring water	YES ☐	NO ☒
10. Foundation or footing drains where flows are not contaminated with process materials such as solvents	YES ☐	NO ☒
11. Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge	YES ☐	NO ☒
12. Landscape Irrigation	YES ☐	NO ☒

6.0 Pollution Prevention Through BMPs

Best Management Practices (BMPs) are practices, procedures, policies, prohibitions, schedules of activities, structures, or devices that are implemented to prevent or minimize pollutants from coming in contact with precipitation, stormwater runoff, or non-stormwater flows. BMPs are also structures or devices that remove pollutants from stormwater runoff before the runoff enters a stormwater drainage system or surface water.

Source control BMPs include all types of measures designed to prevent pollution at the source, that is, to keep stormwater from coming into contact with pollutants. Source control BMPs are generally simple, low-maintenance, cost-effective, and broadly applicable. The BMPs may be categorized as non-structural or structural. Good housekeeping is an example of a non-structural source control BMP and a canopy installed over a salt storage pile is an example of a structural source control BMP.

Treatment control BMPs are devices or methods used to treat stormwater runoff and remove pollutants. Treatment control BMPs are not as effective as source control BMPs, typically cost more, do not remove all pollutants from stormwater runoff, and are highly dependent on regular maintenance to be effective. A typical treatment control BMP would be a bioretention basin.

6.1 Source Control BMPs

The following source control BMPs shall be utilized at the Facilities Management Yard to prevent or minimize pollutants.

6.1.1 Preventative Maintenance

Preventative maintenance BMPs relate to maintaining building, roof systems, pipe systems, vehicles, and equipment in good working order.

Poorly maintained vehicles and equipment may result in failure or improper function which could result in the discharge of pollutants. Therefore, to reduce the probability of failure, vehicles and equipment should have a preventative maintenance schedule for inspection, repair, replacement of fluids, seals, hoses, filters, gauges, piping, etc.

Hardscaped and landscaped surfaces should be maintained and not be allowed to degrade to the point where the surfacing erodes and contributes pollutants to stormwater Runoff.

Buildings and canopy roofs should be maintained and leaky roofs, broken doors, broken piping or any other defects that may result in pollution should be repaired promptly.

Stormwater management facilities such as catch basins, storm sewers, trench drains, and structural BMPs (e.g., detention pond, wetland treatment) should be inspected and maintained regularly to ensure proper function and the pollution is prevented and/or minimized.

6.1.2 Proper Waste Handling

Waste handling BMPs relate to properly controlling, collecting, storing, and disposing of wastes that are generated at the facility or temporarily stored at the facility. All facility personnel should be aware that disposal of waste (including wash water) into a storm drain inlet, stormwater conveyance or any surface that allows the transport to a stormwater facility is an illegal discharge.



Wash water from bus and vehicle washing shall be handled by utilizing the hatched structure in South Campus Drive (directly west of the Facilities Management Building and yard), that is connected to the sanitary sewer system. The hatch shall be opened when bus washing is being performed, with proper measure to ensure wash water is directed to the structure. A thorough rinsing of the area prior to closing the hatch and removing measures shall be performed to allow normal stormwater flows.

Waste materials from the offices, shops, and garages shall be disposed of in appropriate trash and recycling containers. Dumpster and recycling containers shall be covered or have watertight seals to prevent leaking.

The following waste handling BMPs shall be utilized at the facility:

- Sweep or vacuum work areas to collect particulates and debris;
- Recycle materials when possible;
- Separate and segregate different types of waste;
- Store waste material indoors, under a canopy or in a container/dumpster to prevent exposure to rainwater;
- Limit waste generation;
- Empty dumpsters to prevent overfilling;
- Prevent wind from transporting waste contained in the dumpsters by properly bagging/covering the waste;
- Store hazardous materials properly and maintain spill containment kits;
- Review Material Safety Data Sheet (MSDS) for each product;
- Provide signage, labels, inventory controls, and secondary containment for all hazardous waste areas or containers; and
- Conduct regular inspections for leaks.

6.1.3 Proper Material Handling and Storage

Material handling and storage BMPs relate to controlling the potential for leaks, spills, and loses of materials delivered, used, and stored at a facility. Spills and leaks of materials can accumulate on hardscape surfaces or in soils and be transported in stormwater runoff or in authorized non- stormwater discharges.

The following material handling and storage BMPs shall be utilized at the facility:

- Obtain only the amount of material needed to complete the job;
- Read and follow manufacturer instructions prior to use;
- Review Material Safety Data Sheet (MSDS) for each product;
- Store materials indoors, under a canopy or in a covered container to prevent exposure to rainwater;
- Store lead-acid batteries indoors and with secondary containment;
- Storm drums or other containers away from storm drain inlets;
- Provide signage, labels, and inventory controls for all materials;
- Maintain storage bays for bulk materials;
- Seed surplus topsoil and subsoil stockpiles immediately after stockpiling;
- Store surplus materials in an orderly fashion;
- Locate storage areas away from access roads and parking areas to reduce the potential for accident related leaks or spills;

- Wash vehicles indoors;
- Wash larger vehicles in a grassed area with environmentally friendly biodegradable detergent;
- Store salt, aggregate, mulch and fine material in the material storage bays;
- Cover the salt storage bay with a canopy that fully covers the material stored;
- Follow manufacturer's recommendations for storing, mixing, applying, and handling pesticides, herbicides, and fertilizers; and
- Spill kits, brooms, other absorbent materials, and containers shall be located near the fuel dispensing areas and maintained.

6.1.4 Good Housekeeping

Good Housekeeping practices include activities that are intended to maintain a clean site and keep equipment in good working order to prevent pollutants from coming into contact with stormwater runoff. Daily cleanup and inspections are the most effective good housekeeping measures.

The following Good Housekeeping BMPs shall be utilized at the facility:

- All spills shall be immediately cleaned up;
- Spilled oil, grease, or fuel shall be absorbed using kitty litter or other absorbent material, swept and disposed of properly;
- Waste shall be collected and properly disposed of on a regular schedule to prevent stockpiling or over filling the containers;
- Indoor work areas shall be kept neat, uncluttered, and well-ventilated to discourage outdoor work;
- Outdoor work areas shall be swept regularly;
- Outdoor work areas that require cleaning beyond sweeping, all wash water shall be contained, collected, and disposed of properly;
- Outdoor waste containers shall be securely placed to prevent wind blown debris;
- Materials shall be returned to designated storage areas after use;
- Equipment and containers shall be inspected regularly for leaks and repaired immediately if a leak is located;
- Maintain stenciling on storm drain inlets with "No Dumping, Drains to Waterways";
- Clean around and in inlets around the facility to prevent the transport of sediment; and
- Employees shall be regularly trained on proper good housekeeping practices.

6.2 Treatment Control BMPs

The NSU Facilities Management has an oil/water separator at the bus wash area that is located directly west of the Facilities management building and yard. The oil/water is inspected and cleaned bi-annually. Additionally, inlet protection has been installed in the immediate area and are inspected daily, maintained and replaced as needed. Treatment is also provided by other BMPs located on Campus. The BMPs are included in the MS4 permit under Minimum Control Measure No. 5. Inspection and maintenance procedures have been developed for each BMP and a BMP Inspection Report is included the MS4 Annual Report. Facilities Management Staff shall be trained to look for common issues for the Treatment BMPs and to report those issues to responsible party.

7.0 Spill Prevention and Response

Spill response typically involves the remediation of liquids such as hazardous chemicals or petroleum fuels. Spill clean-up is labor-intensive and costly as it involves containing the spill, collecting the spilled material, properly disposing of the spilled material, reporting the spill to regulatory agencies, remediation of area where the spill occurred, and may include monetary fines. Therefore, spill prevention is essential to a good spill prevention and response plan. The Standard Operating Procedures for Spill Response and Cleanup can be found in Appendix F.

7.1 Spill Prevention

Spill prevention and control procedures include:

1. Placing bollards, berms, and containment features around structures or areas where fluids are stored;
2. Providing a signage and labeling to all liquid storage containers;
3. Properly maintaining vehicles and equipment;
4. Providing training for proper use of materials and equipment used;
5. Conducting outdoor maintenance on level impervious surfaces to allow for easy detention and control;
6. Locating liquid storage containers and storage areas away from access roads and parking areas to reduce the potential for accident-related leaks or spills;
7. Using drip pans for maintenance operations involving fluids, and;
8. Providing canopies and impervious storage bays for bulk material storage.

Spill prevention and control applies to all materials and not just hazardous substances. Non- hazardous materials such as sand, soil, and mulch can also impact water quality. Proper storage and stabilization of bulk storage piles will prevent erosion of the materials and the potential for a release.

7.2 Spill Response and Countermeasures Procedures

At the Facilities Management site, most chemicals and fluids are stored indoors. The potential for pollution is minimized in this manner.

Spills may occur at the vehicle fueling pumps at the entrance to the Facilities Management site. The fuel dispensing gas tank (5,000 gal) is set in ground, the diesel fuel (450 gal) is above ground and behind traffic bollards, both just west of the Facilities Management Building outside of traffic areas. In the event of a spill, spill kits are located adjacent to the fuel dispensing pumps, with emergency shut-off located on the west outside wall of the Facilities Management building near the side entrance.

As soon as a spill is discovered, the initial action should be to protect personal safety and prevent the pollutant from entering nearby stormwater inlets. The person observing the spill should take immediate action to prevent further spillage and to confine the spilled material. The general instructions to contain a spill are:



- Observe all applicable safety considerations.
- If possible, to do safely, stop the release. This includes shutting appropriate valves, securing pumps, triggering the emergency shut-off valve, and attempting to plug or cover punctures or gashes in pipes. It may be impossible to stop the spill if the situation creates a high degree of personal danger to the immediate responders.
- Notify a supervisor, Environmental Health and Safety, and the SWPPP Team Coordinator. (See contact information in Table 7.3-1 below.)
- Warn other employees and onsite personnel of the spill by voice or using equipment such as two-way radios or telephones, if available.
- Contain the spill. Use the spill kits located at the pumps. For larger spills use absorbent materials such as dirt, sand, or other relatively impervious material to dam up the spill and prevent further flow of the material from the spill area.
- Should spillage reach the drainage ditches or storm water drop inlets, use available means to minimize the amount of substance flowing into the ditch or drain and contain the substance at the discharge point.
- For oil or other floating materials, use hay, straw, or any boom arrangement to confine the spillage.
- For soluble materials, use chemical absorbent, makeshift dams, or other means of confinement to prevent waterway contamination or the spread of further contamination.
- The person discovering the spill should not undertake burning or chemical treatment of the spill.
- Remain at the scene until Environmental Health and Safety respond.

7.3 Emergency Notification

For any petroleum or hazardous chemical discharge, release or spill the discoverer must notify his or her supervisor, Environmental Health and Safety, and the SWPPP Team Coordinator as soon as possible after completing initial spill-containment actions. Should the discoverer of the discharge, release, or spill be unable to stop and/or contain the spill, he should immediately notify Environmental Health and Safety. After regular business hours, call the University Police Department 24-hour emergency phone number.

Table 7.3-1 Internal Emergency Contact List

Title	Office Phone	24-Hour Emergency Phone University Phone
SWPPP Team Coordinator (Richard Law)	(757) 536-1159	(757) 823-9000
SWPPP Team Member (Roderick Allmond)	(757) 823-9287	
Norfolk Office of Emergency Preparedness	(757) 441-5600	

Information to provide includes:

- Location of spill;
- Type of material;
- Estimated quantity and extent of spillage; and
- A brief description of measures that have been taken to confine the spilled material and prevent further spillage.

Each discharge, release, or spill will be documented. Reportable petroleum spills are documented in NSU's SPCC Plan. Smaller spills, spills of non-petroleum materials, and illicit discharges are maintained as part of the MS4 Permit and are tracked as part of Minimum Control Measure No. 3 (IDDE). For tracking purposes, staff should be sure to report all spills to the SWPPP Team Coordinator, even if additional response efforts are not needed.

A log of any documented spills can be found in Appendix E.

8.0 Employee Training

An annual employee training program to educate employees about the requirements of the SWPPP shall be implemented as part of the MS4 Permit. This education program will include background on the components and goals of the SWPPP. For this SWPPP, employees who are required to receive training include all Facilities Management personnel who operate in or utilize the facilities maintenance areas. NSU employees whose job duties have the potential to impact the environment and operate within the Facilities Management area shall be identified by the University and shall be required to receive training as well.

Training topics may include the recognition and reporting of illicit discharges, good housekeeping and pollution prevention practices, proper material handling, disposal and control of waste, container filling and transfer, and proper storage, washing, and inspection procedures. Training is not required for those topics that do not apply to the location. Additionally, all employees will be required to participate in refresher training classes. An employee sign-in sheet for the training class can be found in Appendix A of this document. The training program will be reviewed annually by SWPPP Team Coordinator to determine its effectiveness and to make any necessary changes to the program.

Documentation on each training event including the date, the number of employees attending the training, and the objective must be kept for a period of three years after each training event and included in the Annual MS4 Report.

9.0 Facility Inspections and Preventative Maintenance Plan

9.1 Routine Inspections

Routine facility inspections will be conducted at a frequency determined appropriate for the facility. At a minimum, inspections will be conducted quarterly by staff appointed by the SWPPP Team Coordinator. This

frequency will be increased if a need is identified during the inspection process. The Routine Comprehensive Site Compliance Inspection Checklist (Quarterly) can be found in Appendix B.

The purpose of these inspections will be to identify problems early so that the problems can corrected in a timely fashion. The inspections will include an evaluation of all areas of the facility where pollutant sources are exposed to stormwater and will evaluate the existing stormwater management facilities, vehicle storage areas, material storage areas, and areas where stormwater leaves the site. Facility personnel will be notified of any findings or deficiencies identified during the inspection. A copy of the inspection report shall be maintained in the SWPPP located on-site and a copy shall be included in the Annual MS4 Report which is submitted to the Department of Environmental Quality each year.

9.2 Annual Inspections

An Annual Comprehensive Site Compliance Evaluation, using the Checklist found in Appendix C, will be completed approximately one year following the implementation of this SWPPP and annually thereafter. The annual inspection can be used in place of one of the quarterly inspections. The SWPPP Team Coordinator, SWPPP Team members and Facilities Management and Operations personnel will perform this inspection. The evaluation shall include areas where pollutants could have come into contact with stormwater, areas where leaks or spills occurred from equipment, off site tracking of pollutants where vehicles enter and exit the site, the tracking or blowing of materials, evidence of or the potential for pollutants entering the drainage system, evidence of pollutants discharging to surface waters at facility outfalls, and a review of training, monthly inspections completed, maintenance performed, and effective operation of BMPs. The inspector will determine if the BMPs are being properly maintained and are effective in reducing stormwater contamination. During the evaluation, the outfalls will also be evaluated for the presence of unauthorized stormwater discharges. Any noncompliance issues observed will be documented in the report. If the facility is found to be compliant, the signed report will state that no issues were found. The annual inspection report shall include:

- Identification of personnel performing the evaluation;
- The date(s) of the evaluation;
- Findings of the evaluation;
- Recommended modifications to the SWPPP;
- A schedule for implementing SWPPP modifications; and
- Any incidents of non-compliance and the corrective actions taken.

A copy of the inspection report shall be maintained in the SWPPP located on-site and a copy shall be included in the Annual MS4 Report which is submitted to the Department of Environmental Quality each year

9.3 Preventative Maintenance

Site specific source controls are required to be inspected and maintained on a routine basis. In most cases, these processes are managed through Facilities Management and Operations.

9.4 Changes to Site Operations

During the routine comprehensive site compliance inspections and annual comprehensive site compliance evaluation the inspectors will also determine if site operations have changed since development of this SWPPP. If operational changes have been made, the SWPPP Team will determine if those changes impact stormwater quality and develop new BMPs to address the change. The Annual Facility Evaluation Procedure for SWPPP Coverage can be found in Appendix H. All operational changes and new BMPs will require amendments to this SWPPP and the amendments shall be documented in the SWPPP Amendment Log located in Appendix D.

10.0 Notice of Planned Changes

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact stormwater, the SWPPP will be amended appropriately. The amended SWPPP will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities. The SWPPP will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling stormwater pollutants discharged to waters.

Notice of the planned changes to the Department of Environmental Quality is only required when any alteration or addition to a building, structure, facility or installation may result in a discharge of pollutants, the nature of the pollutants changes, an increase of pollutants occurs, or the changes may result in a noncompliance.

11.0 Record Retention Requirements

Records described in the SWPPP must be retained on site for three (3) years beyond the date of the report or monitoring record and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records, monitoring reports, and compliance evaluations shall also be maintained.

Appendix A – Employee Training Sign-In Sheet

NORFOLK STATE UNIVERSITY

Training Topic (Circle): Environmental Awareness, SPCC, UST Operator, Stormwater PP, SWPPP

Trainer: _____ Date:_____Time: _____

Location: _____

1. Employee SWPPP Training Sign-In Sheet

First Name	Last Name	Department	Email

Appendix B – Routine Comprehensive Site Compliance Evaluation (Quarterly)

NORFOLK STATE UNIVERSITY

Routine Comprehensive Site Compliance Evaluation Checklist (Quarterly) (Page 1)

Date of Inspection:	
Area Inspected:	
Inspector's Name and Title:	

	Fueling Area	Comments
	Roof overfueling area	
	Spill kit available and maintained	
	Fuel shut-off operational	
	Secondary Containment	
	Instruction Signage	
	Emergency Contact Info Sign/Label	

	Vehicle and Equipment Maintenance/Storage	Comments
	Maintenance records maintained	
	Hazardous material stored properly	
	Liquid waste disposed of properly	
	Drip pans utilized and stored properly	
	Floor drains discharge to oil/water separator and sanitary sewer system	
	Material Safety Data Sheets available	
	Materials labeled and stored properly	
	Proper disposal of greasy rags, oil/air filters, batteries, and coolants	
	Area designated for cleaning activities	
	Wash water contained and drains to sanitary sewer system	
	Larger vehicles/equipment washed off-site	
	Ground free of visual stains from oil or other fluids	
	Drip pans used during outdoor maintenance	
	Part or wrecked vehicles/equipment drained of fluids	
	Vehicles and Equipment inspected for leaks	

	Waste Handling and Storage	Comments
	Evidence of containers leaking	
	Dumpsters covered	
	Evidence of wind blow debris	
	Waste segregated	

Routine Comprehensive Site Compliance Evaluation Checklist (Quarterly) (Page 2)

Material Storage and Handling		Comments
	Lead acid batteries stored indoors	
	Drums stored indoors	
	Soil stockpiles stabilized and seeded	
	Materials stored in an orderly fashion	
	Salt storage baycovered	
	Drums and contained stored away from inlets	
	Material Safety Data Sheets available	
	Signage and labels provided for materials	
	Storage bays for bulk materials maintained	
	Landscaping chemicals stored indoors	
	Waste properly disposed of	
	Containers inspected for leaks	
	Safeguardsinstalled(i.e.secondarycontainment)	
	No leaks	
Stormwater Management System		Comments
	No ponding water	
	Inlet free ofdebris	
	Sediment removed from inlets, piping and curb and gutter	
	Ditch linings stabilized	
	Inlet stenciling intact	
	Off-site Detention Pondmaintained	
	Off-site Wetland Treatment BMPmaintained	
General Site		Comments
	Hardscape surfacing in good condition	
	Vegetatedareasproperlymaintainedanderosion free	
	SWPPP located on-site	
	Signage and labeling in good condition	
	Contractors properly storing materials/tools	

Other Comments:

Appendix C – Annual Comprehensive Site Evaluation Checklist

NORFOLK STATE UNIVERSITY

Annual Comprehensive Site Compliance Evaluation Checklist (Page 1)

Date of Inspection:		
Area Inspected:	Facilities Management	
Inspector's Name and Title:		
Facility Drainage Areas	Any Problems or Deficiencies and Comments	Corrective Actions and Dates
1. Parking lot in good condition and vehicle entry area is clean.	Yes ☐ No ☐ N/A ☐	
2. Parking area free of signs of spills or leakage from vehicles or equipment.	Yes ☐ No ☐ N/A ☐	
3. Site is free of trash or debris, including wooded areas around the site. Dumpsters are properly covered.	Yes ☐ No ☐ N/A ☐	
4. Stormwater outfalls free of unauthorized discharges.	Yes ☐ No ☐ N/A ☐	
5. Equipment washing, maintenance, and fueling areas are free of spills.	Yes ☐ No ☐ N/A ☐	
6. Materials that are potential stormwater contaminants are stored inside or under cover.	Yes ☐ No ☐ N/A ☐	
7. Materials are contained properly to prevent tracking and blowing.	Yes ☐ No ☐ N/A ☐	

Annual Comprehensive Site Compliance Evaluation Checklist (Page 2)

Facility Drainage Areas	Any Problems or Deficiencies and Comment	Corrective Actions andDates
8. No evidence of, or potential for,pollutants entering thedrainage system.	Yes ☐ No ☐ N/A ☐	
9. No obvious reoccurrence likelyfromareaswhereleaks or spillshaveoccurredwithin the past 3 years.	Yes ☐ No ☐ N/A ☐	
10. Non-stormwater discharges (e.g., wash water) properly controlled.	Yes ☐ No ☐ N/A ☐	
11. Meadow Creek does not appear impacted by site activities.	Yes ☐ No ☐ N/A ☐	
12. Anychangesindrainage areas conditions or site operations since the last inspection?	Yes ☐ No ☐ N/A ☐	
13. Do BMPs appear effective and adequate?	Yes ☐ No ☐ N/A ☐	
Describe any incidents of non-compliance not described above and corrective actions taken:		

SignatureofInspector_____Date:
_____

Appendix D – Log of Changes and Updates to SWPPP

SWPPP Amendment Log

No.	Date	Description of Amendments	Amendment Prepared By

Appendix E – Log of Unauthorized Discharges, Releases, or Spill Incidents

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Spill Incident Report Form
Environmental, Health Safety and Risk Management

700 Park Avenue, Norfolk, VA 23504
Phone: 757-823-9545 • Fax: 757-823-2050

Location: Facilities Small/Large Motorpools

Today's Date: 2-5-25

Person Reporting Spill: Roderick Allmond

Org:

Title: Interim Director of EHS

Date of Spill: Varies

Type of Spill: Oil/Gas

Common Name of Spilled Substance: Oil/Gas

Estimated Amount of Subsatnce Spilled:

Location(s) of Spill: Facilities Small/Large Motorpools

Actions Taken:

To Contain spill or impact of incident:

N/A

To clean up spill or recover from incident:

Absorbent applied. Placed secondary containment under truck and Sentinel

To remove cleanup material:

Absorbent removed. Secondary containment will need to remain to capture on-going leak.

Measures to prevent recurrence:

Retrain staff

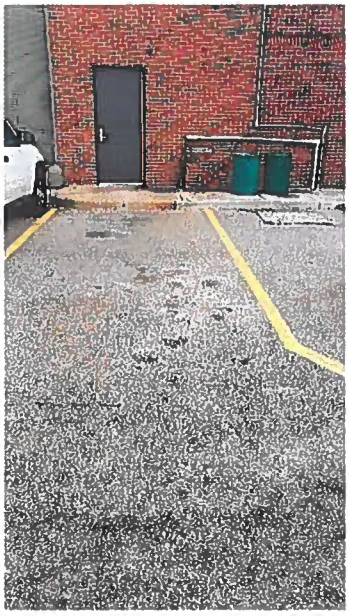
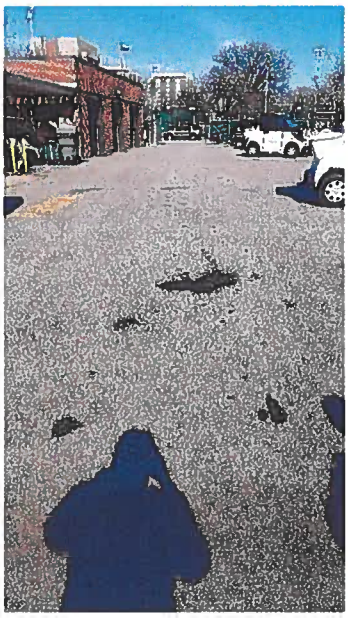
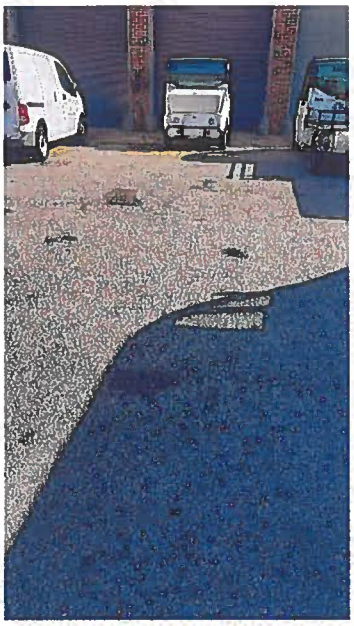
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Spill Incident Photos Form

Environmental, Health, Safety, and Risk Management

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Phone: 757-823-9545 • Fax: 757-823-2050

Small and Large Motor Pools-Before Pics (2-4-25)






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Spill Incident Photos Form

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Small and Large Motor Pools-Before Pics (2-4-25)





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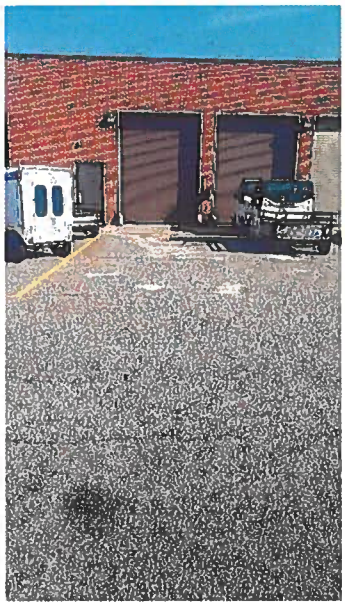
Spill Incident Photos Form

Environmental, Health, Safety, and Risk Management

700 Park Avenue, Norfolk, VA 23504
Phone: 757-823-9545 • Fax: 757-823-2050

Small and Large Motor Pools-Cleanup Pics (2-5-25)







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Spill Incident Photos Form

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Small and Large Motor Pools-Cleanup Pics (2-5-25)







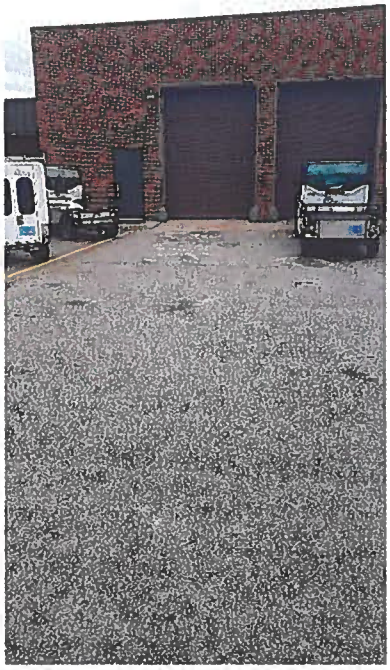


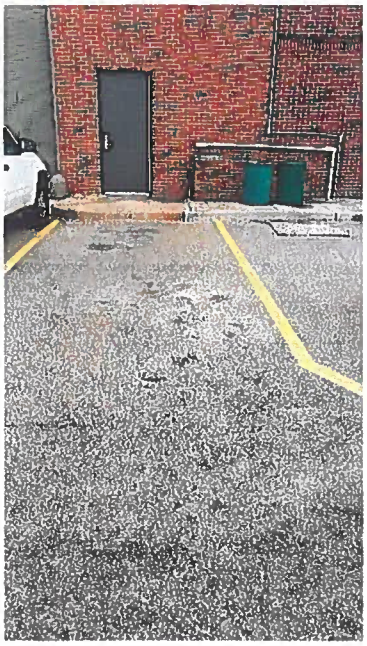
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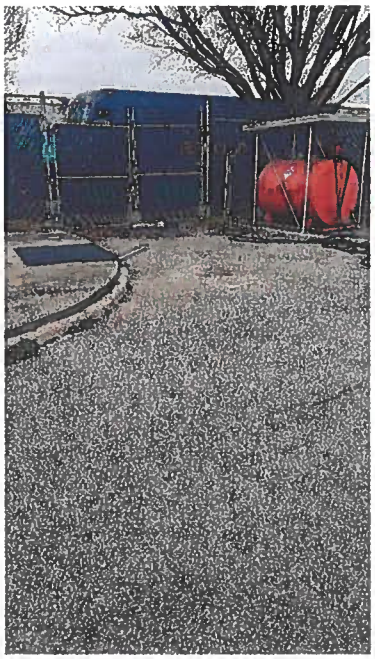
Spill Incident Photos Form
Environmental, Health, Safety, and Risk Management

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Phone: 757-823-9545 • Fax: 757-823-2050

Small and Large Motor Pools-After Cleanup Pics (2-5-25)

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Spill Incident Photos Form
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Small and Large Motor Pools-After Cleanup Pics (2-5-25)











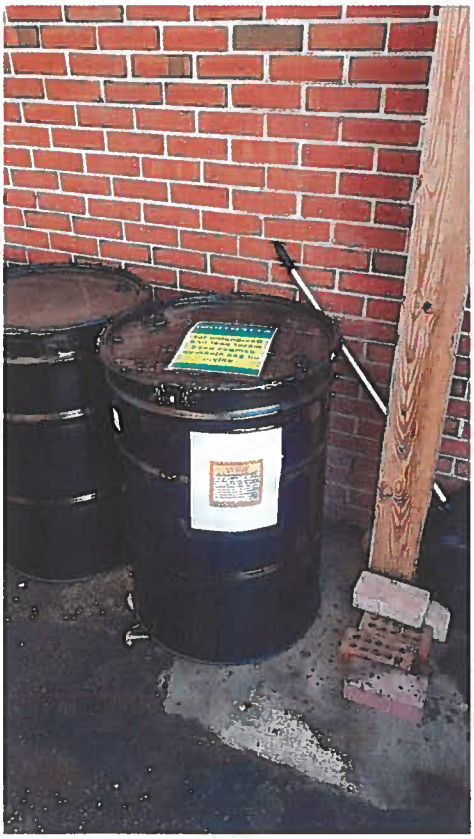


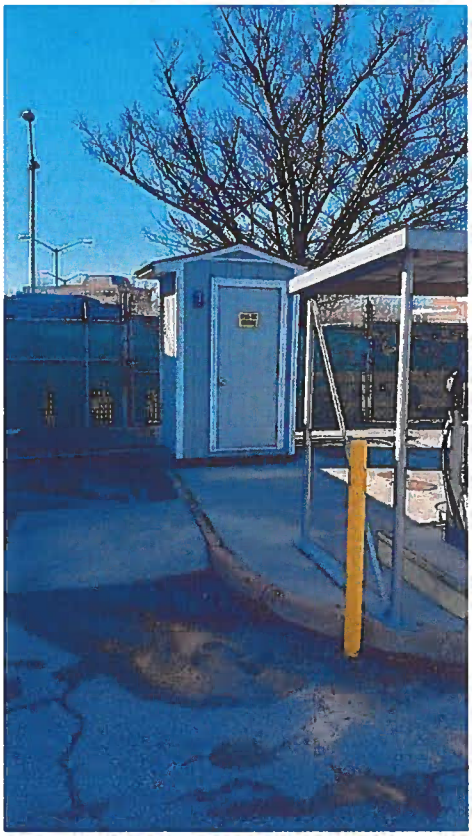
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Spill Incident Photos Form
Environmental, Health, Safety, and Risk Management

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Small and Large Motor Pools-Corrective Actions (2-6-25)







Appendix F - Standard Operating Procedures for Spill Response and Cleanup

700 Park Avenue, Norfolk, VA 23504
Phone: 757-647-1472 • Fax: 757-823-2050

Responding to a Spill

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance for spill response and clean-up.

Assess the contaminant release site for potential safety issues and for direction of flow.

Spills smaller than 5 gallons:

1. Find and resolve source of the leak
2. Contain the spill by using booms and spill berms
3. Prevent oil/gas from entering storm or sewer drains
    a. Seal all drains by using designated sorbent socks located within the Spill Kit Shed
4. Use granular oil sorbents to clean up oil/gas spill.
    a. Please note: Sand may be used if sorbents are not present
5. When spills occur on the dirt, the dirt must be collected and disposed of as contaminated materials.
6. Dispose of used sorbents in designated containers
    a. Do not dispose used sorbents in dumpsters or trash cans. Designated container(s) only.
7. Complete the Spill Incident Report Forms and forward to Environmental, Health, Safety and Risk Management.

Spills larger than 5 gallons, call the following:

1. Campus Police at 757-823-8102
2. Environmental, Health, Safety and Risk Management-757-647-1472
3. Execute steps 1-3 from above if safe to do so.
4. Contact approved environmental disposal vendor to dispose of contaminated materials
    - TBD

Location of Spill Kits, Sorbent, and Sorbent Socks within Motor pool

1. Fleet Maintenance Shop
2. Spill Kit Shed is located within the small motor pool behind the gas pump.

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Spill Incident Report Form

Environmental, Health Safety and Risk Management

700 Park Avenue, Norfolk, VA 23504
Phone: 757-823-9545 • Fax: 757-823-2050

Location: _____ Today's Date: _____

Person Reporting Spill: _____ Org: _____

Title: _____ Date of Spill: _____

Type of Spill: _____

Common Name of Spilled Substance: _____

Estimated Amount of Subsatnce Spilled: _____

Location(s) of Spill: _____

Actions Taken:

To Contain spill or impact of incident:

To clean up spill or recover from incident:

To remove cleanup material:

Measures to prevent recurrence:

Appendix G – Training Logs

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Driver Safety: This program is designed to provide a refresher on safe driving techniques and crash prevention strategies. The goal is to reduce the frequency of vehicle crashes and worker injuries. Participants will learn the Do's and Don'ts' when operating a vehicle or utility Cart on the campus of NSU. All individuals that drive a NSU vehicle or utility cart MUST receive this training. **Slip, Trips and Falls:** Designed to promote awareness in preventing slips, trips and falls. **Hazard Communication:** This class is designed to educate on the new OSHA/VOSH proposal related to the Hazard Communication Standard. **Stormwater:** Class designed to bring awareness to Stormwater pollution. **Accident Investigation:** What an injured worker and/or supervisor needs to know when an injury occurs. **Tornado/Hurricane Training:** Training will cover ways to keep yourself, friends, family and coworkers safe at work and at home during severe inclement weather. **Disinfecting Training:** Keeping your facility clean will reduce the spread of illness and enhance your facility's overall appearance. . **Fire Safety:** Presentation provides the basic instructions students/staff should following for fire prevention, during fire, to use a fire establisher and protocols during a fire.

Facilitator(s): Roderick Allmond

Date: 1/10/25 **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Juan Forcado		Facilities	01/10/2025
Martha Bissah		Fac	01/10/25
Nadeem Chughtai		Facilities	1/10/25
Darrin King		Maintenance	1/10/25
Antwan Howard SR	Antwan Howard SR	PAINTER	1-10-25

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Facilitator(s): Roderick Allmond

Date: 1/20/25 **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Christal Turner	Christal Turner	Housekeeping	1/10/202
Lance	Hinton	Plucing	1/10/2L
Masyeya Anderson	Masyeya Anderson	Housekeeping	1/10/25
Brittney Hawkins	Brittney Hawkins	Housekeeping	1/10/25
Michelle S. Brown	Michelle S. Brown	Housekeeping	1-10-25

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Stormwater Awareness: Educating the campus community about the responsibilities of protecting the natural environment. Encouraging public participation through increased awareness of campus cleanliness and recognition of campus cleanliness and recognition of situations and conditions that could result in pollutants entering the local river and wetlands. **Recycling Program:** The Norfolk State University Recycling Program is just one part of a much larger program of activities through which Norfolk State University takes considerable pride knowing that we do our part as environmental stewards at Norfolk State University, as we continue to evaluate and adapt to the changing environmental needs of the campus committed to recycling the materials it uses and to minimizing non-hazardous waste. It is the responsibility of every member of the campus community to support these efforts that will protect our environment by conserving resources and preserving rapidly diminishing landfill space.

Facilitator(s): Roderick Allmond, Richard Martin

Date: 9/26/24 **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
ALICE MUSAPATIKE	AMusapatike	FM	9/26/24
RHONDA SPENCE	R. Spence	FAC	9-26-24
Devika Burgess		Internal Audit	9-26-24
ASHLEY HAINES	Ashley Haines	Biology	9/26/24
NANCY TAO	Nancy Tao	Fac	9/26/24
Marshall R. Hill	Marshall R. Hill	FM	9/26/24
Veronica Burke	Veronica Burke	FM	9/26/24
Tracy Peele		Office of Planning & Budget	9-26-2024
Tomaya Clark	Tomaya Clark	Planning & Budget	9-26-2024

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Facilitator(s): Roderick Allmond, Richard Martin

Date: 9/26/24 **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Michelle Fuller		Facilities (Grounds)	September 26, 2024

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Facilitator(s): Roderick Allmond

Date: 10/1/24 **Time:** 1:30 pm - 3pm

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Lenise Dupree	Lenise Dupree	HRL	10/1/24
Lauren Sumter	Lauren Sumter	HRL	10/1/24
Sara Brighton-Parker	Sara Brighton-Parker	HRL	10/1/24
Jolindah Missoh	Jolindah Missoh	HRL	10/1/24
Raymond Streat II	Raymond Streat II	HRL	10/1/24
Macariah McCrea	Macariah McCrea	HRL	10/1/24
Zyaira Somrehyatta	Zyaira Somrehyatta	HRL	10/1/24
Quiara Jackson	Quiara Jackson	HRL	10/1/24
Reginald Bice III	Reginald Bice III	HRL	10/1/24
Alexia Hutchinson	Alexia Hutchinson	HRL	10/1/24
Walter Harris	Walter Harris	HRL	10/1/24
JiShanna Gray	JiShanna Gray	HRL	10/1/24
Demetre South	Demetre South	HRL	10-1-24
Jamie Gray	Jamie Gray	HRL	10/1/24

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Facilitator(s): Roderick Allmond

Date: 10/1/24 **Time:** 1:30pm - 3pm

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Jacob Roman	Jacob Roman	HRL	10/01/2024
Maya White	Maya White	HRL	10-01-2024
Khalla Dunkley-Summers	[signature]	HRL	10-01-2024
Jordan Hines	[signature]	HRL	10/1/24
Jaraya Belcher	[signature]	HRL	10/01/24
Mishelle Fresh	[signature]	HRL	10/01/2024
Danielle Raynor	Danielle Raynor	HRL	10/01/24
Carolyn Wright	Carolyn Wright	HRL	10/01/2024

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Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
NANCY TAN	Nancy Tan	FAC MGMT	1/11/23
Jovita L. ABARCA	Jovita L. Abarca	Fac. Mgmt	01/11/23
David Ibrig	David Ibrig	Facmgt	01/11/23
Dante Hood	Dante Hood	HK	1/11/23
Michelle Fuller		Facilities	January 11, 2023
Sharon Riddick	Sharon Riddick	FM	1/11/23
Asim Seals	Asim Seals	Mail Svcs	1/11/23
W. MACKLIN	W. Macklin	H K	1-11-23
Kenee Carpenter	Kenee Carpenter	HK	1/11/23
Karen Smith	Karen Smith	HK	1/11/23
Cordell Nahn	Cordell Nahn	FM	1-10-23
Tabitha Newell	Tabitha Newell	HK	1-11-23
D. Perry	D Perry	Grounds	1-11-23
ANTWAN HOWARD	Antwan Howard	FAC	1-11-23
B. CASON	Bryan Cason	HK	1-11-23
Brandon Jackson	Brandon Jackson	Fac	1/11/23
James Singleton	James Singleton	OSAL SC	1/11/23
Rajaa Muhammad-Harland	Rajaa Muhammad-Harland	OSAL	1/11/23

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
LARRY K		HK	1-11-23
M. YASIN CHUGHTAI	M. Yasin Chughtai	F. Management	1/11/2023
RHONDA SPENCE	Rhonda Y Spence	HK	1/11/23
Delia Perkins	Delia Perkins	HK	1/11/23
Anthony Jones	Anthony Jones	HR	1/11/23
Madge Thomas	Madge Thomas	HK	1-11-23
T. LOSON			
Jerome Byrd	J. Byrd	Fac	1/11/23
Marcus Williams	Marcus Williams	HK	1-11-23
Kimberley Green	K. S. Green	Mail Services	1.11.2023
Donzella Lawson	Didawson	Fac	1-11-2023
Lachelle Elliott	L. Elliott	Capital	1/11/23
Patricia Riddick		Mail Services	1/11/23
Angela Brown	Angela Brown	HK	1/11/23
Candy Miles	Candy Miles	HKpg	1/11/23
Barbara Johnson	Barbara Johnson	OSHA	1/11/23
Michael PARROTT		HVAC	1/11/23

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
MELVIN VEALE		FACILITIES	1/11/23
Tory WARD		Facilities Grounds	1/11/23
Dawn Warrick		FM	1-11-2023
Janet Jones		FM	1-11-23
Patrice Cooper		Mail services	1.11.23
Gary Swanson		FM	1-11-23
Clarence Brock		Ground	1/11/23
M Rankins	CTDickens	Ground	1-11-23
FMCWilliams		FM	1-11-23
Eldrick Rook		Facilities	1-11-2023
Haywood Bennett		FAC	1-11-2023
M. Chavis		FAC	1/11/2023
A Woodbury		FAC	1-11-23
C Hill		FAC	1-11-23
KENNETH BARNES		FACILITIES MGMT	11 JAN 2023
NICHOLE YOUNG		FAC	1/11/23
CHERYL DARDEN		FAC	1/11/23
JERRY S ASKEW			1/11/23

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Marshall R. Hill	M R Hill	FM	1/11/2023

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Stormwater Awareness: Educating the campus community about responsibilities of protecting the natural environment. Encouraging public participation through increased awareness of campus cleanliness and recognition of campus cleanliness and recognition of situations and conditions that could result in pollutants entering the local river and wetlands. Includes how to inspect BMP's and Outfalls and how to document findings.

Facilitator(s): Scott Chewning (Burns & McDonnell)

Date: 7/13/22 Time: 11am

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
D. Perry	D. Perry	Grounds	7-13-22
Clarence Brown	C. Brown	Grounds	7/13/22
T. Pickens	M Dickens	Grounds	7-13-22
Tony WARD	Tony Ward	Asst. Director	7-13-22
Michelle Fuller		Grounds	7-13-2022
Ann Phinney	Ann Phinney	Facilities Maintenance	7/13/2022
Kevon Greene		BRIGHTVIEW LANDSCAPE	7/13/22
Charles Everett		Grounds	7/13/22
Brandon Jackson	Brandon Jackson	FAC	7/13/22
Towanda Colquett	Towanda Colquett	FAC	7/13/2022

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Facilitator(s): Scott Chewning (Burns & McDonnell)

Date: 7/13/22 Time: 11am

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Pat Perkins-Smith	P. Perkins-Smith	Facilities	7.13.22
Sovita L. ABRAMS	Sovita L. Abrams	—	—
MARY PARRY	Mary Parry	Facilities	7-13-22
Gerry Canady	Gerry Canady	Facilities	7-13-22
Cordero Hill	Cordero Hill	FAC	7.13.22
J. Byrdsong	J. Byrdsong		
Janet Jones	Janet Jones	FM	7/13/22
Sharon Riddick	Sharon Riddick	FM	7/13/22
Roderick Allmond	Roderick Allmond	Safety	7/13/22

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Kenee Carpenter	Kenee Carpenter	FAC	3/23/22
Ben Cason	Benjamin Cason	HK	3/23/22
Rhonda Spence	Rhonda Spence	HK	3-23-22
Darlene William	Darlene William	HK	3-23-22
Etta Stephenson	Etta Stephenson	HK	3-23-22
Madge Thomas	Madge Thomas	HK	3-23-22
Tyrone McCaskey	T. McCaskey	HK	3/23/22
Donte Hood	Donte Hood		3/23/22
W. Macklin	W. Macklin		3-23-22
Markie Holloway	Markie Holloway	HK	3-23-22
Michael Anderson	Michael Anderson	HK	3-23-22
Shikeam Smith	Shikeam Smith	HK	3-23-22
Q. Williams	Q. Williams	HK	3-23-22
C. Miles	C. Miles	HSKPG	3-23-22
Marshall R. Hill	M. R. Hill	HR	3-23-22

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Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Cheryl Darden	C. Darden	HSKP	3/23/22
CHUGHTAI		F. Management	3/23/22
Jonathan Baldwin		HK	3/23/22
[illegible]		HK	3.23.22
[illegible] Whitehurst		HSKP	3/23/22
Jeremy Askew		HSKP	3/23/22
Angela Garcia			
STACEY LITTLE		HK	3-23-22
M. William	M. Williams	HK	3-23-22
Colethia Newell		HK	3-23-22
M Chavis		HSK	3-23-22
Nicholas [illegible]		HSK	3-23-22

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Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Perwell Bartlett	Perwell Bartlett	Internal Audit	3/23/2022
Annette Woodbury	Annette Woodbury	HST	3/23/22
David Ihrig	David Ihrig	AUX	3/23/22
Anthony Jones	Anthony Jones	FAC	3-23-22
Custek		HSKP	3.23.22
Dawn Nance		HK	3-23-2022
Phyllis Thomas	Phyllis Thomas	ABM	3-23-22
Delia Perkins	Delia Perkins	HK	3-23-22
Antonia Massenburg	Antonia Massenburg	HK	3-23-22
Ineka AS	Ineka AS	HK	3-23-22
KENNETH BARNES	Kenneth Barnes	FAC	23 MAR 2022
Wm Worden	Worden Willy	Elec	
Domonique Wear	Domonique Wear	Electrical	3/23/22

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Michelle Fulle		Facilitie	March 23 202
Konika Kelly		facilities	3-23-22
Brandon Jacks		Facility	3/23/22
Melvin Williams	Melvin Williams	Facilities	3/23/22
Carlos Spruill		FM	23 Mar 22

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Facilitator(s): Roderick Allmond

Date: _____ **Time:** _____

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Eldrich Rawls	Eldrich Rawls	Electric	3-10-22

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Facilitator(s): Roderick Allmond

Date: 2-17-22 **Time:** 11:00am

PLEASE SEND TO FACILITIES RISK MANAGEMENT UPON COMPLETION

Print Name	Signature	Department Name	Date
Maynard Scales, Jr.			2-17-22
D. Burgess			
Michael Steward			
Hedieh Sirjani			
Eshana Jones			
Dia Hayes			
Tamika Simons			
V Owens			
am dowden			

Appendix H – Annual Facility Evaluation Procedure for SWPPP Coverage

Annual Facility Evaluation Procedure for SWPPP Coverage

Version	Date	Comments
1	May 2025	Initial Annual Facility Evaluation Procedure for SWPPP Coverage
2		
3		
4		

PURPOSE

Norfolk State University_is committed to leading in sustainability, legal compliance, and environmental responsibility, while protecting their own infrastructure and reinforcing their educational mission. The following Annual Facility Evaluation Procedure for SWPPP Coverage program has been established. This written program will be available in *EHS&RM Department* for review by any interested employee.

TABLE OF CONTENTS **PAGE NUMBER**

Definitions.....1

Responsibilities.....2

Plan 2

DEFINITIONS

EHS&RM – The Environmental Health, Safety and Risk Management Department

BMPs - Best Management Practices. Structural, vegetative, or managerial practices used to reduce the volume or improve the quality of stormwater runoff. They are usually categorized as:

SWPPP - Stormwater Pollution Prevention Plan. A written document required for construction or industrial sites outlines how a site will minimize stormwater pollution through best management practices (BMPs).

RESPONSIBILITIES

- Environmental Health, Safety, and Risk Management: Coordinates the evaluation, documentation, and regulatory compliance.

DRAFT

Annual Facility Evaluation Procedure for SWPPP Coverage

- Facilities Management: Provides access to site-specific operational details and assists in on-site evaluations.
- Department Supervisors: Report any new operations that may involve industrial activities or exposure of pollutants to stormwater.

PLAN

1. **Evaluation Frequency**
    - Annually, a comprehensive evaluation of all University facilities will be conducted.
    - Additional evaluations will be performed when new facilities are acquired or when operations at existing facilities significantly change.

2. **Evaluation Process**

A. Develop Facility Inventory
- Compile a current list of all University-owned or operated facilities.
- Identify any changes since the last evaluation (new construction, acquisitions, changes in

A. Pre-Screening Criteria
- Use a standardized checklist to determine if a facility has:
- Outdoor storage of materials or waste.
- Vehicle or equipment maintenance areas.
- Fueling stations or chemical storage.
- Evidence of non-stormwater discharges.

B. Site Visit & Documentation
- Conduct on-site inspections for each potentially regulated facility.
- Complete a Stormwater Facility Evaluation Form including:
- Photos of relevant areas.
- Description of operations.
- Drainage patterns and stormwater outfalls.
- Potential pollutant sources.

C. Regulatory Determination
- Determine if the facility requires SWPPP coverage under the applicable permit.
- Document the rationale for inclusion or exclusion.
- Maintain a record of all facilities evaluated and their determination.

Annual Facility Evaluation Procedure for SWPPP Coverage

D. SWPPP Development or Revision
- For newly identified regulated facilities:
- Submit Notice of Intent (NOI) to obtain permit coverage.
- Develop a site-specific SWPPP within 30 days of determination.
- For existing SWPPP-covered facilities:
- Update the SWPPP as needed based on evaluation findings.

E. Recordkeeping and Reporting
- Maintain records of all evaluation forms, site inspection reports, and determination justifications for at least 5 years.
- Submit annual stormwater compliance reports, if required by the regulatory authority.

TRAINING

EHS is responsible for the employee training program.

The procedures for how employees will be informed and trained are as follows:

- Employee training includes:
  - Classroom and computer training methods will be used for general and site-specific training.
  - Supervisor will individually train employees on procedures
  - SWPPP requirements.
  - Proper inspection and documentation procedures.
  - Recognizing potential stormwater pollution sources.


BURNS
McDONNELL