



Public Works and Natural Resources  
Water Resources and Environmental Technical Services  
**Industrial Pretreatment Program**

## Waste Management Plan (WMP)

Per 40 CFR 403.3 (e), **Best Management Practices** (BMPs) are schedules of activities, prohibitions of practices, maintenance procedures and other management practices. BMPs also include treatment requirements, operating procedures, and practices to control plant site run off, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Under section 14.08.350 of the Longmont Municipal Code, the Industrial Pretreatment Program requires all Permittees to develop and submit a **Waste Management Plan** (WMP). The WMP includes general management practices, slug control practices and if required, a TOMP for solvent or toxic organics management practices.

### **Minimum requirements of WMP (§14.08.350):**

1. An ongoing and complete inventory and description of the types and quantities of pollutants and chemicals used or stored by the industrial user;
2. A diagram of the facility including the process and storage locations, and the locations of floor drains to sanitary or storm sewers;
3. A description of the discharge practices, including non-routine batch discharges;
4. A description of the measures used to prevent discharge to sanitary sewers or storm drains;
5. An outline of the spill-prevention procedures followed by the industrial user;
6. A list or outline of the emergency response and notification procedures to be followed in case of accidental spills. Notification procedures must include immediate notification of any slug discharge with a follow-up written notification within five days of the incident;
7. A description of spill containment, treatment and disposal methods of pollutants and chemicals used or stored by the industrial user;
8. A description of the training procedures and training frequencies for personnel involved in handling, storing and disposing of toxic or hazardous pollutants;
9. A determination of identities and approximate quantities of toxic organic pollutants used as well as discharged from any regulated manufacturing process;
10. A description of management practices used to operate and maintain the facility including but not limited to preventative maintenance procedures, maintenance of backup equipment to mitigate equipment failures, maintaining adequate staff levels for proper operation, and prompt management and operational response to emergency situations as well as long-term compliance deadlines.

The existence of a management plan does not relieve the discharger from fines, civil penalties or other liabilities which may be imposed in the event of violations of the code or other applicable ordinances or laws.

Upon submission and approval of a WMP, it will be incorporated into the permit under section I. B. and II. A. and evaluated during the annual inspection.

Any changes to the WMP must be submitted to the City for approval 30 days prior to enacting the changes.

Under 40 CFR 403.8 (f) (2) (vii) (H), any violation or group of violations, which may include violations of BMPs, that the City determines will adversely affect the operation or implementation of the Industrial Pretreatment Program is a significant noncompliance (SNC).

## **Example Outline for WMP**

### **Title Page**

Business Name and Address

Title: "Waste Management Plan" or "Slug Control Plan" or "Spill Plan"

Date and any revision dates

### **Introduction**

#### **Discharge Practices**

A description of the discharge practices, including non-routine batch discharges.

A description of any measures used to prevent discharge to sanitary sewers or storm drains:

- preventative maintenance procedures,
- maintenance of backup equipment to mitigate equipment failures,
- maintaining adequate staff levels for proper operation, and
- prompt management and operational response to emergency situations as well as long-term compliance deadlines.

#### **Training**

A description of the training procedures and training frequencies for personnel involved in handling, storing and disposing of toxic or hazardous pollutants, if any.

#### **Chemical Storage and Handling**

Complete inventory including identities and approximate quantities of chemicals

Identification of potential discharges: from any regulated manufacturing process or during chemical handling/transport

A description of spill containment, treatment and disposal methods of pollutants and chemicals used or stored.

#### **Spill Response**

An outline of the spill-prevention procedures.

A list or outline of the emergency response and notification procedures to be followed in case of accidental spills. Notification procedures must include immediate notification to the City of Longmont Industrial Pre-treatment Program of any slug discharge with a follow-up written notification within five days of the incident.

IP Program (303) 651-8667  
WWTP (303) 651-8382  
501 East 1st Avenue  
Longmont, CO 80501

#### **Attachments**

MSDS for all chemicals.

Diagram of the facility indicating the process and storage locations, the locations of any floor drains, the locations of any storm drain inlets within 50 feet of the property.

Permittees (categorical industries under 40 CFR 413 or 433) required to submit a Toxic Organic Management Plan (TOMP) may include it as part of the WMP.