



LEASE APPLICATION

Port office use only

Bldg. Hangar Land Parking

#: _____ Square feet: _____ Acres: _____ Vehicle #: _____

RMF Water Sewer Electric

Base Rent Amount: \$ _____ @ \$ _____/sf or acre

Taxes: \$ _____ RMF: \$ _____ Other: \$ _____

Start Date: _____ Total Monthly Rent: \$ _____

Type of Business – Needs: storage, electric, other tenant improvements:

Name/Business Name: _____

Address: _____

City: _____ **Zip:** _____

Phone: _____ **Cell:** _____ **Email:** _____

Driver's License # (vehicle parking only): _____

BIN/EIN #: _____ **Business Insurance Carrier:** _____

Landlord References: _____

I understand that I must comply with the Port of Tillamook Bay's DEQ General and Stormwater Permit.

I have received a copy of the memorandum referring to this permit. _____ (applicant's initials)

Signature: _____

Date: _____

Printed Name: _____



4000 Blimp Blvd., Tillamook, Oregon 97141

Phone: (503) 842-2413 Fax: (503) 842-3680

Memo

To: Port Tenants and Users
From: Michele Bradley
Date: 10/21/2021
Re: Stormwater

The Port of Tillamook Bay is in the process of improving our outreach regarding our Oregon Department of Environmental Quality 1200-Z Stormwater Discharge General Permit and the requirements of the permit.

The new general industrial stormwater permit (143 pages) can be found online here: <https://www.oregon.gov/deq/FilterPermitsDocs/wqp1200zPermit.pdf>

or on the Port's utilities website along with Training & Inspection materials and forms at <https://potb.org/utilities-operations/>

For those of you with leases with the POTB, this falls into the section regarding all local, state, and federal laws and rules. For those that own your own property within the boundaries of the Port's stormwater drainage area, this also applies via state laws. The Port's 1200-Z permit covers all industrial activity located within the Port's industrial boundary. Because of your location at the Port, you are mandated to follow the requirements of the permit.

This letter is to notify you that Chance Steffey, PE, District Engineer, will be your contact if you have any questions or concerns regarding your requirements for meeting the Stormwater Discharge Permit. A copy of the inspection requirements are on the back side of this sheet.

Chance Steffey, PE, email: csteffey@potb.org phone (503) 354-8044

Thank you for your cooperation, and feel free to reach out to me with any questions or concerns. My direct line is (503) 354-8043 and email is mbradley@potb.org.

INSPECTIONS

7. Permit registrant must meet the following monthly inspection requirements:

A. Inspect areas where industrial materials or activities are exposed to stormwater and areas where stormwater control measures, structures, catch basins, and treatment facilities are located. Inspections must include all discharge points and the following areas:

- 1) Industrial materials, residue, or trash that may have or could come into contact with stormwater;
- 2) Leaks or spills from industrial equipment, drums, tanks, and other containers;
- 3) Offsite and internal tracking of industrial or waste materials, or sediment where vehicles enter or exit the site;
- 4) Tracking or blowing of raw, final, or waste materials that results in exposure of stormwater falling on the site;
- 5) Evidence of, or the potential for, pollutants entering the drainage system;
- 6) Evidence of pollutants discharging to receiving waters at all discharge point(s);
- 7) Visual observation for the presence of floating, suspended or settleable solids, color, odor, foam, visible oil sheen, or other obvious indicators of pollution in the stormwater discharge at all discharge point(s), including discharge points that have been authorized to be substantially similar.
- 8) Stormwater control measures, including treatment, to ensure they are functioning properly.

B. Conduct all inspections by personnel that have completed employee training and are familiar with aspects of the SWPCP.

C. Conduct and document visual inspections at the site on a monthly basis when the facility is in operation. Visual observations above must be conducted during a discharge event if one occurs during the month, regardless whether the monthly site inspection has already occurred.

D. For exceptionally large facilities where monthly inspections of all areas or visual observation at all substantially similar discharge points are infeasible, DEQ or agent may approve in writing a modified inspection frequency.

E. Conduct visual observations during regular business hours of operation and safe conditions

F. Document the following in an inspection report that is retained on-site and submitted to DEQ or agent upon request:

- i. The inspection date and time;
- ii. The name(s) of inspector(s);
- iii. Control measures and treatment facilities needing cleaning, replacement, maintenance, reconditioning or repair;
- iv. The condition of the drainage and conveyance system and need for maintenance;
 - v. Previously unidentified sources of pollutants;
 - vi. Stormwater discharge visual observations, a Tier I report is required if visual observation shows evidence of stormwater pollution.
 - vii. Nature of the discharge; whether snow or rain; and
 - viii. Any corrective action, source control or maintenance taken or scheduled to remedy problems found.

Port of Tillamook Bay Commercial/Industrial User Survey

Oregon Department of Environmental Quality

1. Company Name: _____

2. Facility Address: _____

City: _____ State: _____ Zip: _____

3. Business Mailing Address: _____

City: _____ State: _____ Zip: _____

4. Provide name of person to contact regarding information contained in this survey:

Name: _____ Telephone: _____

Title: _____ Email: _____

5. a) Provide a brief description of the products manufactured and business activities inside and outside performed at your facility:

b) Enter Applicable NAICS code or SIC code(s) if known: _____

6. Enter the number of shifts daily: _____ Enter total number of employees: _____

Circle the days of operation: **S M T W T F S**

7. Estimated Quantity of wastewater discharged in gallons per day(gpd)?

Less than 1,000 gpd 1,000 to 2,500 gpd 2,500 to 5,000 gpd more than 5,000 gpd

8. a) Does your company use or handle any chemicals? Indoor Outdoors None

b) Does your company generate any chemical waste? Indoor Outdoors None

c) Do you have any type of chemical storage at your facility? Indoor Outdoors None

9. Do you use or store liquid chemicals in quantities of 55 gallons or more? Yes No

Do you use or store dry chemicals in quantities of 500 pounds or more? Yes No

If Yes, Please list all and quantity: _____

Are you required to report under Oregon State Fire Marshall requirements? Yes No

10. Does your facility have an oil and grease/water separator? Yes No

11. Are any solids, liquids, grease, or other wastes removed by a septic service, chemical hauler or other?

Yes No

If Yes, identify the materials, quantities, and frequency of service: _____

Name, address, and telephone number of hauler(s): _____

12. Does your company hold any current environmental permits for operations at your site? Yes No

If Yes, Please list: _____

Port of Tillamook Bay Commercial/Industrial User Survey

Oregon Department of Environmental Quality

13. Does your company use water that results in wastewater other than domestic discharge? Yes No

a) Is this wastewater discharged to the sewer system? Yes No

b) Please describe process wastewater flow and any pretreatment processes currently installed at facility?

c) What are the characteristics of the discharged wastewater (if other than domestic)?

- Acid pH _____ Metallic Soaps/Detergents Amalgam
 Alkaline pH _____ Toxic Organics Fats, Oils, Grease Ink/Dyes
 Hot Water _____ °F Medicine/Rx Boiler Blowdown(cooled)
 Medium or High Strength Waste _____ BOD mg/L/day _____ TSS mg/L/day

d) Does your facility or will your facility have any floor drains, catch basins, sumps, sinks or any other outlets in your manufacturing, production, or storage areas that drain to either the Sanitary Sewer, Stormwater system or both? Sanitary Sewer: Yes No Stormwater System: Yes No

14. Does your facility discharge any substance, which, if otherwise disposed of would be a hazardous waste as defined under 40 CFR part 261? Yes No

If YES, you are required to report such discharges to the Port of Tillamook Bay, Oregon Department of Environmental Quality, and US Environmental Protection Agency Regional office per 40 CFR 403.8(f)(2)(iii).

The Port of Tillamook Bay advises you that your facility may also be subject to solid or hazardous waste management requirements pursuant to the Federal Resource Conservation and Recovery Act (RCRA) and the State of Oregon hazardous waste management regulations. If your facility discharges hazardous waste to the sanitary sewer system, you are required to report such discharges to the Port of Tillamook Bay, Oregon Department of Environmental Quality, and Environmental Protection Agency Regional office, per 40 CFR 403.8(f)(2)(iii).

15. Does stormwater come into contact with any process(es) at your facility? Yes No

16. Do you clean equipment or vehicles at your facility? Yes No

If Yes, is the wash water or wastewater:

- Discharged to the Sanitary Sewer Discharged to the Storm Sewer 100% Recycled
 Removed Off-Site Other _____

17. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [40 CFR 403.6(a)(2)(ii)]

Name (please print) _____ Title _____

Signature _____ Date _____

Please send completed forms to:

Port of Tillamook Bay, 4000 Blimp Blvd. Suite 100 Tillamook, OR 97141

If you have any questions, please contact by Phone: 503-354-8056 or Email: mchristie@potb.org