

**WVDEP – Division of Water and Waste Management  
GROUNDWATER PROTECTION PLAN  
FOR SMALL BUSINESSES**

A Groundwater Protection Plan (GPP) for your business is required by WVDEP. The primary purpose of the GPP is to make the business operator aware that groundwater, by law, must be protected. Other important parts are the inventory of all operations (processes, materials, and other activities) that "may reasonably be expected to" contaminate groundwater, and a description of procedures to prevent potential contamination from occurring.

**FACILITY NAME:**

**FACILITY LOCATION:**

The form below will be your GPP after you:

1. Read and understand each GPP section.
2. Fill in the information required box below each GPP section. Add extra sheets if necessary.
3. Attach a location map and a site diagram or plan showing the location of GPP elements.
4. Sign and date the GPP.

**THE COMPLETED GPP MUST BE AVAILABLE ON SITE AT ALL TIMES (47CSR58, Section 4.12.c.)**

**GPP Section****Information Required**

<b>4.11.a.</b> A list of all operations that may reasonably be expected to contaminate groundwater.	A list of all processes, materials, and other activities that could contaminate groundwater. Examples are unlined ponds, underground storage tanks, aboveground storage tanks (especially those with underground piping), waste piles, or raw material piles.
<b>4.11.b.</b> A description of procedures and facilities used to protect groundwater quality from the list of potential contaminant sources above.	Examples are secondary containment for aboveground tanks, underground piping, and drum storage areas. 4.11.b.1. – Manufacturing 4.11.b.2. – Materials Handling 4.11.b.3. – Equipment Cleaning 4.11.b.4. – Construction and Maintenance 4.11.b.5. – Pipelines 4.11.b.6. – Sumps and Tanks

<p><b>4.11.c.</b>  <b>List procedures to be used when designing and adding new equipment or operations.</b></p>	<p><b>Examples may be the addition of loading docks for salt storage or fuel storage tanks at a facility. What structures and operating practices will be used to prevent groundwater contamination from these?</b></p>
<p><b>4.11.d.</b>  <b>Summarize all activities at your facility that are already regulated for groundwater protection.</b></p>	<p><b>Examples would be the registration of underground storage tanks and the required groundwater monitoring, or the construction and use of a landfill and required groundwater monitoring.</b></p>

<p><b>4.11.e.</b>  <b>Discuss any existing groundwater quality data for your facility or an adjacent property.</b></p>	<p><b>Include the most recent year of sampling data if available or data for an adjacent facility. Many facilities will have no information for this section.</b></p>
<p><b>Attach data summary sheets if necessary.</b></p>	
<p><b>4.11.f.</b>  <b>A statement that no waste material will be used for deicing or fill material on the property unless allowed by another rule.</b></p>	<p><b>Write an appropriate statement that this practice will not be used at your facility.</b></p>

<p><b>4.11.g.</b>  <b>Provisions for all employees to be instructed and trained on their responsibility to ensure groundwater protection. Job procedures shall provide direction on how to prevent groundwater contamination.</b></p>	<p><b>Summarize training for all employees to ensure familiarity with the GPP. Specific inspection, maintenance, and cleanup procedures should be included.</b></p>
<p><b>4.11.h.</b>  <b>Include provisions for inspections of all GPP elements and equipment. Inspections must be made quarterly at a minimum.</b></p>	<p><b>State inspection frequency by operators or other facility personnel. Include inspection form if one is used. Inspection records should be saved to verify GPP inspections.</b></p>
<p><b>Signature</b></p>	
<p><b>Date</b></p>	