

**SPILL PREVENTION & RESPONSE PLAN CHECK LIST  
FOR BUSINESSES IN DAYTON’S SOURCE WATER PROTECTION AREA**

**DISCLAIMER: THIS DOCUMENT IS TO SERVE AS A GUIDANCE DOCUMENT ONLY.** It is not to be considered a Spill Prevention & Response Plan (SP&RP). It is a checklist intended to ensure that all items below are addressed in a SP&RP developed by a business in the Source Water Protection Area. The SP&RP, supporting documents, and logs for the activities/practices/procedures in the checklist below shall be made available to the Departments of Water and Fire during Source Water Protection Program inspections. Requirements are as follows:

**SPILL PREVENTION**

**Regulated Substance Management:** All Regulated Substances, including chemical wastes, are to be managed in a way that prevents release, and is consistent with protocol established by Federal, State and Local regulatory agencies.

- For each “Yes” response, describe how each requirement is currently addressed.
- For each “No” response, describe how each requirement is proposed to be addressed.
- For each “Not Applicable” response, the owner and/or operator shall provide justification why this requirement is not applicable to the site (example – this requirement is not applicable to our site because we do not handle flammable materials).

**Storage:**

1. All Regulated Substance containers are in good condition, compatible with the materials stored within, and residual spills on the exterior of the containers are cleaned immediately.	Yes ___ No ___ Not Applicable ___ _____ _____
2. All Regulated Substance containers are accessible and spacing between containers provides sufficient access to perform periodic inspections and respond to releases.	Yes ___ No ___ Not Applicable ___ _____ _____
3. All Regulated Substances are stored inside buildings or if outside; under a cover, on an impermeable surface, with secondary containment.	Yes ___ No ___ Not Applicable ___ _____ _____
4. Regulated Substances not used on a daily basis are stored in cabinets, or in designated areas.	Yes ___ No ___ Not Applicable ___ _____ _____
5. All waste drums allow at least 4 inches of headspace to allow for expansion.	Yes ___ No ___ Not Applicable ___ _____ _____
6. Regulated Substances are stored in proper cabinets and only with compatible materials. (i.e. flammability cabinets)	Yes ___ No ___ Not Applicable ___ _____ _____
7. Incompatible substances are stored a safe distance apart or in a manner which precludes mixing to prevent potential explosion or fire.	Yes ___ No ___ Not Applicable ___ _____ _____

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### Housekeeping:

8. All spills or leaks which are small and easily contained are immediately cleaned up and properly disposed.	Yes ___ No ___ Not Applicable ___ _____ _____
9. Signage is used to identify hazardous substance and nonhazardous substance storage or waste collection areas.	Yes ___ No ___ Not Applicable ___ _____ _____
10. A log (Attachment 1) documenting that storage areas for Equipment and Regulated Substance are inspected monthly to ensure leaks or spills are not occurring is maintained. *	Yes ___ No ___ Not Applicable ___ _____ _____
11. Work areas and Regulated Substance storage areas are kept clean and in good general condition.	Yes ___ No ___ Not Applicable ___ _____ _____
12. Flammable materials in drums or totes are grounded during material transfer to prevent static spark.	Yes ___ No ___ Not Applicable ___ _____ _____

### Handling:

13. All Regulated Substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.	Yes ___ No ___ Not Applicable ___ _____ _____
14. Regulated Substances transferred to secondary containers are marked with the chemical's name.	Yes ___ No ___ Not Applicable ___ _____ _____
15. All Regulated Substances that are transferred from larger to smaller containers are transferred by use of a funnel or spigot.	Yes ___ No ___ Not Applicable ___ _____ _____
16. All Regulated Substance containers are closed when not in use.	Yes ___ No ___ Not Applicable ___ _____ _____
17. Drip pans or other collection devices are used to contain drips or leaks from dispensing containers or equipment.	Yes ___ No ___ Not Applicable ___ _____ _____
18. A Disposal Practices log (Attachment 2) documenting substances, dates removed, quantities removed, and vendor used is maintained. *	Yes ___ No ___ Not Applicable ___ _____ _____

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### Spill Response Supplies:

19. Spill clean-up supplies are compatible with the Regulated Substances stored on site.	Yes ___ No ___ Not Applicable ___ _____ _____
20. Spill supplies are stored in areas where spills are likely to occur (loading docks, chemical storage areas, locations where Regulated Substances are being transferred).	Yes ___ No ___ Not Applicable ___ _____ _____
21. Spill kits are sufficient to contain the amount of Regulated Substances that may be spilled or released.	Yes ___ No ___ Not Applicable ___ _____ _____
22. A log (Attachment 3) documenting spill supplies are inspected monthly to ensure they are complete is maintained. *	Yes ___ No ___ Not Applicable ___ _____ _____

### Secondary Containment:

23. All Regulated Substances in containers 55-gallons or greater, or any sized containers if there is a potential for a release to the environment, are stored in appropriate secondary containment.	Yes ___ No ___ Not Applicable ___ _____ _____
24. A log (Attachment 4) documenting that secondary containment is checked monthly is maintained.*	Yes ___ No ___ Not Applicable ___ _____ _____
25. A log (Attachment 5) documenting the removal of any storm water contained in any outside secondary containment system is maintained.*	Yes ___ No ___ Not Applicable ___ _____ _____

### Engineering Controls:

26. An operations and maintenance log (Attachment 6) documenting that all engineering controls have been inspected and are in good operating condition shall be updated on a monthly basis. *	Yes ___ No ___ Not Applicable ___ _____ _____
27. An inventory of all machines including oil and/or coolant reservoir capacities shall be updated when any changes in inventory are made.	Yes ___ No ___ Not Applicable ___ _____ _____
28. Preventative maintenance activities to reduce the potential for release from equipment have been implemented.	Yes ___ No ___ Not Applicable ___ _____ _____

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**Employee Training: Includes training on spill prevention (above) and spill response (below).**

29. A log (Attachment 7) documenting employee training on the proper handling of Regulated Substances is maintained. *	Yes ___ No ___ Not Applicable ___ _____ _____
30. All employees receive periodic training on the location and use of the spill response supplies and procedures.	Yes ___ No ___ Not Applicable ___ _____ _____
31. A log (Attachment 7) documenting employee training on Spill Response Procedures is maintained.*	Yes ___ No ___ Not Applicable ___ _____ _____
32. All employees receive periodic review of the Spill Prevention & Response Plan.	Yes ___ No ___ Not Applicable ___ _____ _____
33. Spill Response Procedures, incorporating all appropriate training, notification, response, and cleanup/disposal measures, have been generated and are available for review by all employees.	Yes ___ No ___ Not Applicable ___ _____ _____
34. All employees receive hazard communication training, including the location of safety data sheets.	Yes ___ No ___ Not Applicable ___ _____ _____

**Facility Site Plans: See Attachment 8 (a,b,c) for Information, Site Diagram, and Flow Example.**

35. Site diagrams (Attachment 8b) have been generated and are available for review by all employees. Contains site specific information, as applicable, as referenced in Attachment 8c.*	Yes ___ No ___ Not Applicable ___ _____ _____
36. Flow diagrams (Attachment 8c) have been generated and are available for review by all employees. Contains site specific information, as applicable, as referenced in Attachment 8c.*	Yes ___ No ___ Not Applicable ___ _____ _____

**Other Practices for Groundwater and Storm Water (MS4) Protection: See Attachment 9.**

**If answered Yes to the below, use Attachment 9 for brief write-up of these practices.**

37. Has the business implemented other site-specific practices that reduce the risk to the MS4 storm system? <u>Note:</u> Storm water runoff goes directly to out rivers untreated.	Yes ___ No ___ Not Applicable ___ _____ _____
38. Has the business implemented other site-specific practices that reduce the risk to the groundwater? <u>Note:</u> The regions drinking water source is the Great Miami Buried Valley Aquifer.	Yes ___ No ___ Not Applicable ___ _____ _____

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### SPILL RESPONSE

**Spill Response Procedures** are facility specific for dealing with spills and shall be implemented immediately whenever there is a release of a Regulated Substance which escapes containment and are consistent with protocol established by Federal, State and Local regulatory agencies.

- For each “Yes” response, describe how each requirement is currently addressed.
- For each “No” response, describe how each requirement is proposed to be addressed.
- For each “Not Applicable” response, the owner and/or operator shall provide justification why this requirement is not applicable to the site (example – this requirement is not applicable to our site because we do not handle flammable materials).

See Employee Training above (#’s 30, 31, 32, 33) and Attachment 7 for Spill Response considerations.

**See Attachment 10 for Spill Procedures:  
Initial Response, Notification, Cleanup, Disposal, & Final Report measures to be taken.**

**Notification/Reporting a Release: See Attachment 10.**

39. All appropriate notifications are posted and available for review by all employees.	Yes ___ No ___ Not Applicable ___ _____ _____
40. All appropriate notifications are updated whenever a change has occurred and employees are notified of changes.	Yes ___ No ___ Not Applicable ___ _____ _____
41. Employees know what information is needed and are prepared to provide the information when reporting a release.	Yes ___ No ___ Not Applicable ___ _____ _____

**Spill Response Actions: See Attachment 10.**

42. If the spill is small and its chemical properties are known, proper supplies are available to stop and contain it. (See #21 from above)	Yes ___ No ___ Not Applicable ___ _____ _____
43. If the spill is small and its chemical properties are known, adsorbent, booms, drain covers, etc. are available to protect drains.	Yes ___ No ___ Not Applicable ___ _____ _____
44. If spill cannot be contained/controlled, employees have been trained in proper procedures for evacuation and reporting the spill.	Yes ___ No ___ Not Applicable ___ _____ _____
45. A log (Attachment 3) is maintained noting who has replaced/restocked the materials/supplies used. *	Yes ___ No ___ Not Applicable ___ _____ _____

**SPILL PREVENTION & RESPONSE PLAN CHECK LIST**

**Spill Disposal: See Attachment 10.**

46. Procedures are in place to characterize the waste and determine the wastes status prior in order to dispose properly	Yes ____ No ____ Not Applicable ____ _____ _____
47. A Disposal Practices log (Attachment 2) documenting what substances spilled, dates removed, quantities removed, and vendors is maintained. *	Yes ____ No ____ Not Applicable ____ _____ _____

**Final Report: See Attachment 10.**

48. Someone is designated to prepare a report of the incident to be submitted to the Department of Water within 30-days of the incident.	Yes ____ No ____ Not Applicable ____ _____ _____
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**RECORD KEEPING**

All procedures in the Spill Prevention and Spill Response sections that have been implemented and all logs and forms shall be reviewed and immediately amended whenever:

1. The procedures fail in a spill event
2. The facility changes in its design, construction, equipment, operation, maintenance, use, or other
3. The list of emergency contacts change

49. Someone has been designated to maintain and update logs, forms, plans when any of the above occur:	Yes ____ No ____ Not Applicable ____ _____ _____
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**ATTACHMENTS**

The following attachments, in the form of Logs, Forms, Templates, and Information, are being provided as examples only. Not all Attachments will apply to all sites/facilities. Each site/facility will need to adapt the format and information needed to their facility’s procedures, processes, meeting state, local, and federal requirements.

- Attachment 1: Storage Area Log
- Attachment 2: Disposal Log
- Attachment 3: Spill Response Equipment Log
- Attachment 4: Secondary Containment & BMP Maintenance Log
- Attachment 5: Storm Water Containment-Removal Log
- Attachment 6: Equipment, Machine, BMP Maintenance Log
- Attachment 7: Employee Training Log
- Attachment 8a: Site Diagram & Flow Information
- Attachment 8b: Site Diagram Template
- Attachment 8c: Flow Diagram Template
- Attachment 9: Other Practices for Water Resource Protection
- Attachment 10: Spill Response Procedure Information

**ATTACHMENT 1**

**SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**STORAGE AREAS**

**Instructions:** Add information to the first two columns describing the Regulated Substances being stored and the type of secondary containment. Complete this inspection log monthly. Note any issues to be addressed to prevent a release of a Regulated Substance. Initial and date the form.

Regulated Substances in Storage	Description of Any Secondary Containment Used in the Storage Area	Comments	Date	Initial

**ATTACHMENT 2**

**SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**DISPOSAL LOG**

**Instructions:** Complete this inspection log **EACH TIME** a Regulated Substance is removed from the facility for off-site disposal.

<b>Regulated Substance</b>	<b>Quantity Removed</b>	<b>Date Removed</b>	<b>Removal Vendor Name</b>	<b>Comments</b>	<b>Initials</b>

**ATTACHMENT 3**

**SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**SPILL EQUIPMENT SUPPLY & RESTOCK LOG**

**Instructions:** The following table lists the spill control and emergency response equipment located on-site. *The equipment listed are examples only.* The list should reflect what each facility needs for its operation. Modified as needed based on the actual equipment located at the facility.

Complete the equipment inspection monthly to ensure the equipment is available and operational. Faulty equipment or spent supplies will be replaced or repaired as soon as practical following completion of a spill response event or the inspection.

<b>Spill Response Equipment Description</b>	<b>Quantity</b>	<b>Location</b>	<b>Describe Any Restock Needed</b>	<b>Date</b>	<b>Initials</b>	<b>Date Restock Completed</b>	<b>Initials</b>
<i>Absorbent sheets or square pads</i>							
<i>Absorbent booms or socks</i>							
<i>Absorbent, granular (oil-dry, fiber-perl)</i>							
<i>Drain covers</i>							
<i>Spill response equipment kit</i>							
<i>85-gallon Poly overpack container</i>							
<i>Empty 55-gallon drum</i>							
<i>Plastic bag</i>							
<i>Non-sparking shovel</i>							
<i>Scrub brushes/ brooms/ or mops</i>							
<i>Safety goggles/face shield</i>							
<i>Tyvek Covering/boot covers</i>							
<i>Rubber gloves</i>							

**ATTACHMENT 4**

**SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**BEST MANAGEMENT PRACTICES (BMPS) & SECONDARY CONTAINMENT INSPECTION LOG**

**Instructions:** Use the third column describing the Best Management Practice (BMP) and/or the type of secondary containment being used. *The BMPs and Secondary Containment listed are examples only.* The list should reflect what each facility needs for its operation. Modified as needed based on the actual equipment located at the facility.

Complete this inspection log monthly. Note any issues to be addressed to prevent a release of a Regulated Substance. Initial and date the form.

<b>Chemical</b>	<b>Amount</b>	<b>Description of Best Management Practice or Type of Secondary Containment Used</b>	<b>Comments</b>	<b>Date</b>	<b>Initials</b>
		<i>Use of spigots when transferring chemicals</i>			
		<i>Outside storage is covered</i>			
		<i>Tanks are doubled walled</i>			
		<i>Drums are stored in a containment system</i>			
		<i>Flammable cabinets are in use</i>			
		<i>Pallets are used to capture any leaks</i>			
		<i>Drip pans used to contain drips or leaks from equipment.</i>			

**ATTACHMENT 5**

**SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**STORM WATER SECONDARY CONTAINMENT INSPECTION & WATER REMOVAL LOG**

Instructions: Complete this inspection log after each rain event and after each time water is removed from a secondary containment area. Note any issues that might need to be addressed to prevent a release of a Regulated Substance. Initial and date the form.

Use a separate form for each outside storm water containment system.

Location of Storm Water containment system: \_\_\_\_\_

Type and amount of chemicals or materials held in the containment unit: \_\_\_\_\_

Description/Appearance of Water Being Removed	Amount of Water Being Removed	Contractor Performing Removal & Disposal	Comments	Date	Initials



## ATTACHMENT 7

### SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLES

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

### EMPLOYEE TRAINING FORM

**Instructions:** Complete this example training log **EACH TIME** training is performed. *The included topics are examples and should be modified as needed based on the actual topics discussed at the facility.*

The following Spill Plan Training Form should be completed each time a training session related to the SPRP is performed. Training is required at a minimum **ANNUALLY** to assure understanding of the plan. Participants should print their name, employee number, and then sign their name in the appropriate spaces provided below. The trainer should complete the upper portion of the form, including topics covered in addition to the general review of the plan.

Trainer's Name:		
Date and Time of Training:		
Training Topics:		
<input type="checkbox"/> <i>Emergency Notification Procedures</i>	<input type="checkbox"/> <i>Spill Prevention &amp; Response Plan</i>	<input type="checkbox"/> <i>OSHA HazCom &amp; SDSs</i>
	<input type="checkbox"/> <i>Proper Handling of and Disposal of Regulated Substances</i>	
List Training Materials:		
<b>Attendees must print their name and sign below to receive credit for attending the training:</b>		
<b>Name (print)</b>	<b>Employee #</b>	<b>Signature</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

## ATTACHMENT 8a

### SPILL PREVENTION AND RESPONSE PLAN REQUIRED CONTENT EXAMPLES

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

### INFORMATION FOR ATTACHMENTS 8a SITE DIAGRAM & 8b FLOW TEMPLATES

The Site Diagrams shall be reviewed annually and amended whenever changes are made.

The site diagrams shall include both inside and outside details including, but not limited to the following:

- Outside storage of Regulated Substances including structure providing cover
- Bulk storage areas (ASTs and USTs). Note: new USTs are prohibited
- Processes which store, consume and/or discharge Regulated Substances including equipment reservoirs containing oils, coolants and/or solvents
- Hazardous, non-hazardous and waste oil storage areas
- Self-contained storage including parts washers, and machines that use Regulated Substances
- Safety Data Sheets stations (Globally Harmonized Systems)
- Emergency contact numbers
- Engineering controls (secondary containment, spill containment pallets, oil/water separators, spill control carts, etc.)
- Flammability cabinets
- Spill kit storage areas
- Delivery and disposal routes of Regulated Substance products/waste.
- Locations of all storm catch basins, and/or dry well drains, and/or French drains
- The direction of onsite drainage flow and the end-of-pipe discharge location (example: discharges to the Great Miami River at Outfall Designation GML70 or discharges to the groundwater via direct infiltration through the dry well or French drain)
- Inside floor drains: Confirm they drain to sanitary.

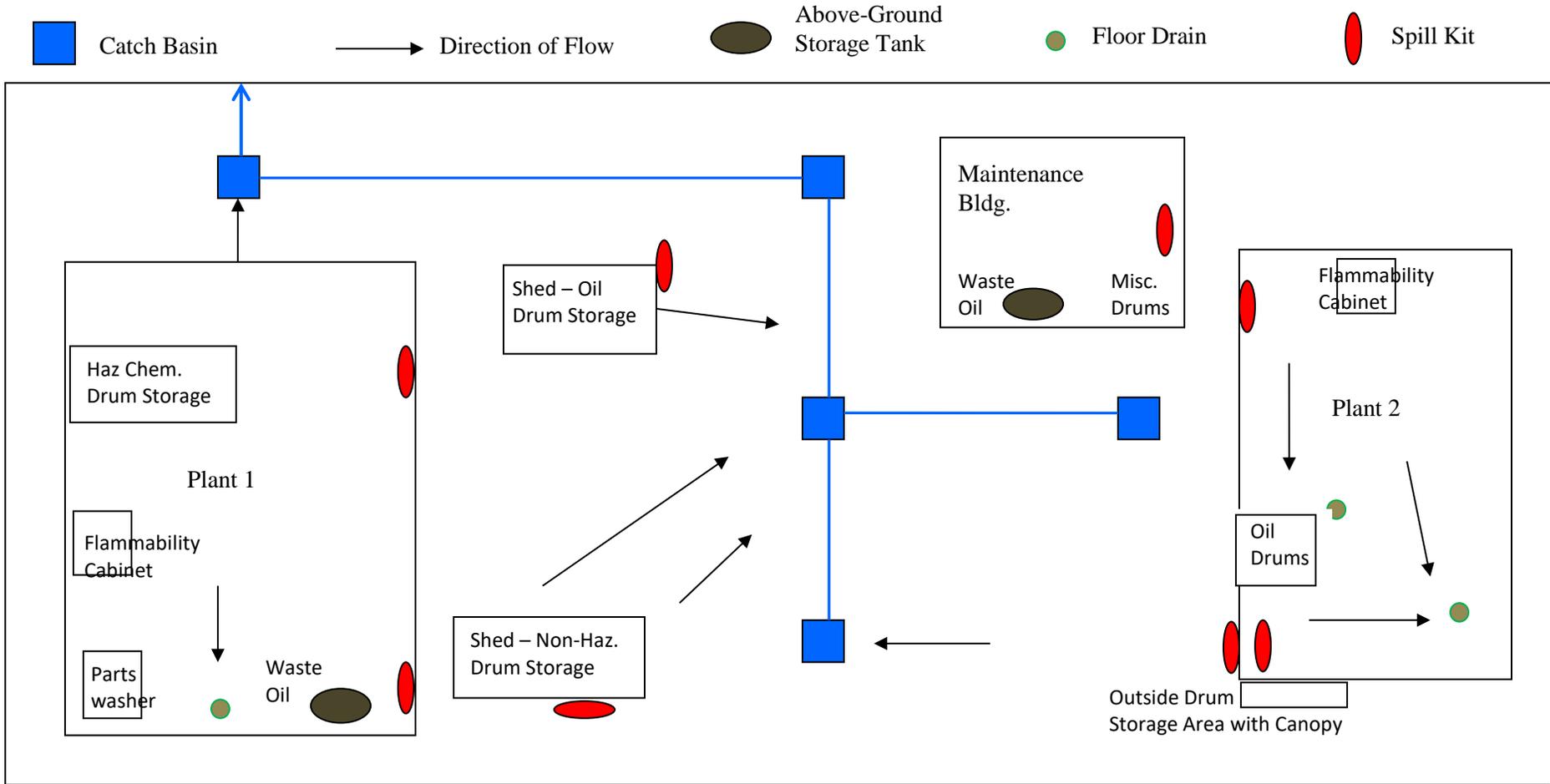
ATTACHMENT 8b

SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

SITE DIAGRAM TEMPLATE



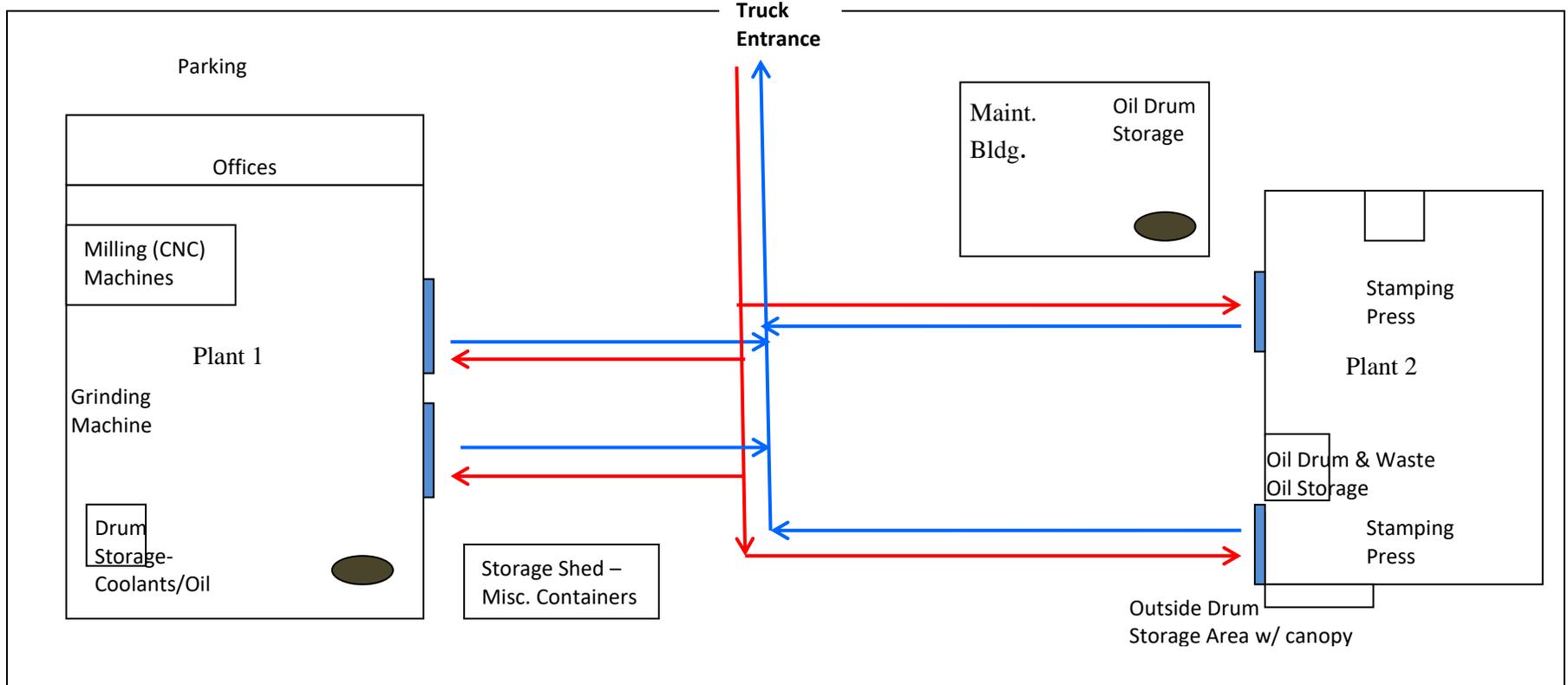
ATTACHMENT 8c

SPILL PREVENTION & RESPONSE PLAN REQUIRED CONTENT EXAMPLE

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

REGULATED SUBSTANCE DELIVERY & DISPOSAL ROUTES FLOW DIAGRAM TEMPLATE



**ATTACHMENT 9**

**SPILL PREVENTION AND RESPONSE PLAN REQUIRED CONTENT EXAMPLES**

Facility (Plant) Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**OTHER PRACTICES**

**Briefly describe any other site-specific practices your business has implemented which reduce risk to the groundwater (SWPP - our drinking water source) or to the storm system (MS4 - goes to our rivers untreated).**

**SEE #37 ABOVE**

Has the business implemented other site-specific practices that reduce the risk to the MS4 storm system?

Note: Storm water runoff goes directly to our rivers untreated.

Attach additional sheets if necessary.

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**SEE #38 ABOVE**

Has the business implemented other site-specific practices that reduce the risk to the groundwater?

Note: The region's drinking water source is groundwater from the Great Miami Buried Valley Aquifer.

Attach additional sheets if necessary.

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## ATTACHMENT 10

### SPILL PREVENTION & RESPONSE PLAN INFORMATION

#### SPILL PROCEDURES: INITIAL RESPONSE, NOTIFICATION, CLEANUP, DISPOSAL, & FINAL REPORT

In the event of a regulated substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health.

##### Initial Response:

Stop, contain, and clean up the chemical spill if:

1. The spilled chemical and its hazardous properties have been identified
2. The spill is small and easily contained

If a spill or release cannot be controlled (i.e. escapes containment) or injuries have occurred due to the release the following procedures should be implemented:

1. Summon help or alert others of the release
2. Evacuate immediate area, and provide care to the injured- Call 911
3. If potential fire or explosion hazards exist, initiate evacuation procedures- Call 911.
4. Respond defensively to any uncontrolled spills
  - Use appropriate personal protective equipment when responding to any spill
  - Attempt to shut off the source of the release (if safe to do so)
  - Eliminate sources of ignition (if safe to do so)
5. Protect drains by use of adsorbent, booms or drain covers (if safe to do so)

##### Notification of a Release:

If a spill, of any quantity, has escaped containment and has been released to soil, surface water, storm water drains, or dry well drains, the following notifications are to be performed immediately:

1. **Fire Department (911)**
2. **Dayton Division of Environmental Management** (between 8:00 am - 5:00 pm) at (937) 333-3725
3. **Dayton Division of Water Supply & Treatment** (if after hours) at (937) 333-6030
4. Ohio EPA Emergency Hotline at 1-800 282-9378
5. National Response Center (within 24-hours if a release of oil or fuel to surface water, or a release of a chemical with an established Reportable Quantity-RQ)
6. Notify onsite emergency contact(s)
7. Notify trained staff and response contractor to assist with the spill response and cleanup activities
8. Coordinate response activities with local emergency personnel (fire department).
9. Provide Safety Data Sheets (SDS) (also referred to as MSDS/GHS) information responders
10. Notify appropriate agency if a release has entered the environment

When reporting a release, prepare to provide the following information:

1. Your name and telephone number from where you are calling
2. Exact address of the release or threatened release
3. Date, time, cause and type of incident (fire, air release, spill, etc.)
4. Material and quantity of the release, to the extent known
5. Current condition of the facility
6. Possible hazards to the public health and/or environment outside of the facility

**ATTACHMENT 10 (continued)**

**SPILL PREVENTION & RESPONSE PLAN INFORMATION**

**SPILL PROCEDURES:  
INITIAL RESPONSE, NOTIFICATION, CLEANUP, DISPOSAL, & FINAL REPORT**

**Spill Cleanup & Disposal:**

In the event of a hazardous substance release spill cleanup materials are to be properly characterized to determine if it designates as a Dangerous Waste. The onsite emergency contact, with the assistance of waste disposal vendor and other resources will determine the wastes status prior to disposal.

**Use Attachment 2 - Disposal Log and Attachment 3 - Spill Supply & Restock Log.**

**Final Report:**

A detailed report of the incident including substance released, amount released, impacts to the environment, measures taken for mitigation, and offsite disposal manifest shall be submitted to the Department of Water within 30-days of the incident.

**DISCLAIMER: THIS DOCUMENT IS TO SERVE AS A GUIDANCE DOCUMENT ONLY.** It is not to be considered a Spill Prevention & Response Plan (SP&RP). It is a checklist intended to ensure that items are addressed in a SP&RP developed by a business in the Source Water Protection Area. Questions regarding this document should be directed to the City of Dayton, Department of Water, Division of Environmental Management at (937) 333-3725.