MISSOURI DEPARTMENT OF NATURAL RESOURCES

WATER PROTECTION PROGRAM

INDUSTRIAL STORMWATER PERMITS

**STORMWATER POLLUTION PREVENTION PLAN TEMPLATE**

**Instructions**

This Stormwater Pollution Prevention Plan (SWPPP) template is a resource to help regulated industrial stormwater facilities comply with the conditions found in the Missouri State Operating Permit (MSOP). This template may be utilized by facilities permitted under the authorization of a general or site specific MSOP. This template is not to be used by facilities operating under the Land Disturbance, MORA0000 permit.

Prior to completing this SWPPP template, you should read and understand your MSOP requirements. Though many operating permits have similar requirements, they are not all the same. The various general stormwater permits, as well as site-specific permits, are available for review at [dnr.mo.gov/env/wpp/permits/index.html](https://dnr.mo.gov/env/wpp/permits/index.html).

Each MSOP sets forth timeframes in which a permittee is required to develop and implement a SWPPP, depending on whether the facility is newly permitted or receiving a renewed operating permit.

Each section of the SWPPP template includes space for your facility’s specific information. The SWPPP template is an editable document file so that you can easily add tables and additional text, and delete unneeded fields. Note that some sections may require only a brief description while others may require a more in-depth explanation.

The following tips will help you meet the minimum permit requirements:

* Read the MSOP thoroughly before you begin preparing your SWPPP to ensure that you understand the permit’s underlying requirements.
* If you prepared a SWPPP under a previous version of the MSOP, you must carefully evaluate your SWPPP to ensure that the newest requirements are addressed within the timeframe established in the permit.
* If there is more than one regulated entity at the facility, consider coordinating your SWPPP with the other operators.
* Include your MSOP and most recent permit application as attachments to the SWPPP.

The department has made every effort to develop a plan template that should meet most MSOP minimum requirements. However, it is the permit that establishes the requirements, not the SWPPP template. Therefore, if the SWPPP template conflicts with any provision of the permit, the permit requirement prevails.

The SWPPP must be kept on site, readily available upon request and should not be sent to the department unless specifically requested or as required per permit conditions.

MO 780-2914 (06-20)

**Stormwater Pollution Prevention Plan**

**(SWPPP)**

Enter Facility Name.

Enter Facility Address.

Enter Facility Phone Number.

**MISSOURI STATE OPERATING PERMIT**

Enter Permit Number.

**Initial SWPPP Preparation Date**

Click or tap to enter a date.

**SWPPP Revisions**

|  |  |  |
| --- | --- | --- |
| **Summary of Changes:** | **Date:** | **By:** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
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**1.0 INTRODUCTION**

**1.1 Purpose**

Development, implementation and maintenance of the Stormwater Pollution Prevention Plan (SWPPP) will provide the facility owners/operators with the tools to reduce pollutants contained in stormwater discharges and comply with the requirements of the Missouri State Operating Permit issued by the Missouri Department of Natural Resources (Permit No.Enter Permit Number.). The primary purpose of the SWPPP will be to:

* Identify potential sources of pollutants that affect stormwater discharges from Enter Facility Name..
* Describe the best management practices that will be implemented to prevent or control releases of pollutants in stormwater discharges.
* Create an inspection schedule to ensure that the practices described in this SWPPP are implemented and to evaluate the plan’s effectiveness in reducing the pollutant levels in stormwater discharges.

**1.2 SWPPP Revisions**

The facility must revise this SWPPP under the following conditions: (1) whenever there is a change in the facility design, construction, operation or maintenance that affects the facility’s potential sources of pollutants that may impact storm water discharges; (2) whenever an inspection by a local, state, or federal official determines that modifications to the SWPPP are necessary; (3) whenever a spill, leak or other release occurs at the facility; (4) upon renewal of the operating permit; (5) if the plan proves to be ineffective in eliminating or significantly minimizing pollutants identified in the permit either as benchmark or discharge limitations; or, as required per the specific permit SWPPP conditions.

Revisions must occur as soon as possible, but no later than 30 days after the change occurs or 30 days after reissuance of the permit. The SWPPP coordinator is responsible for initiating and coordinating such revisions.

1. **FACILITY DESCRIPTION**
	1. **Facility Information**

**Facility**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/Zip: Click or tap here to enter text.

County: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Permit #: Click or tap here to enter text.

Primary Industrial Activity SIC code: Click or tap here to enter text.

**Latitude/ Longitude:**

Main Entrance: Latitude: Click or tap here to enter text. Longitude: Click or tap here to enter text.

 UTM Easting: Click or tap here to enter text. UTM Northing: Click or tap here to enter text.

Outfall Location(s):

Outfall 001: Latitude/Easting:Click or tap here to enter text. Longitude/Northing:Click or tap here to enter text.

Outfall\_\_\_: Latitude/Easting:\_\_\_. Longitude/Northing:\_\_\_\_

Outfall \_\_: Latitude/Easting:\_\_\_\_ Longitude/Northing:\_\_\_\_

Outfall\_\_\_: Latitude/Easting:\_\_\_\_ Longitude/Northing:\_\_\_\_

Is the facility considered a Federal Facility?

Yes[ ]  No[ ]

If yes, provide name and contact information for the agency responsible for operations:

Click or tap here to enter text.

**Discharge / Receiving Stream Information**

Estimated area (in acres) of industrial activity at the site that is exposed to stormwater? Exclude areas with no industrial activity and no stormwater discharges, such as landscaped areas, employee parking and office buildings.

\_\_\_\_**acres**

Does this facility discharge stormwater into a Municipal Separate Storm Sewer System (MS4)?

Yes[ ]  No[ ]

If yes, provide name and contact information of MS4 operator:

Click or tap here to enter text.

Name(s) of surface water(s) that receive stormwater from the facility:

Click or tap here to enter text.

Does this facility discharge industrial stormwater directly into any segment of a Metropolitan No Discharge Stream? Note: Discharge to metropolitan no-discharge streams is prohibited, except as specifically permitted under the Water Quality Standards 10 CSR 20-7.031 and non-contaminated storm water flows. Metropolitan No Discharge Streams can be found in Table F of 10 CSR 20-7.031 Water Quality Standard.

Yes[ ]  No[ ]

Does this facility discharge industrial stormwater directly into any segment of an Outstanding National Resource Water or Outstanding State Resource Water as listed in Tables D and E of 10 CSR 20-7.031Water Quality Standards? Note: Discharge to these streams is restricted/limited per 10 CSR 20-7.015 (6).

Yes[ ]  No[ ]

Does this facility discharge industrial stormwater directly into any segment of an Impaired Water? Impaired Water listings can be found at [dnr.mo.gov/env/wpp/waterquality/303d/](https://dnr.mo.gov/env/wpp/waterquality/303d/).

Yes[ ]  No[ ]

If yes, complete the following:

* Name of impaired water(s) and segments(s):Click or tap here to enter text.
* Pollutant(s):Click or tap here to enter text.
* Identified pollutants(s) may discharge from the facility: Click or tap here to enter text.
* Has a Total Maximum Daily Load been completed for any of the identified pollutant(s)?

Yes[ ]  No[ ]

If yes, provide a list of the pollutants? Click or tap here to enter text.

* 1. **Facility Contact Information**

**Facility Owners**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/Zip:Click or tap here to enter text.

Telephone: Click or tap here to enter text.

**Facility Operators**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/Zip: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Cell: Click or tap here to enter text.

Email: Click or tap here to enter text.

**SWPPP Contact**

Primary Contact

Name: Click or tap here to enter text.

Title:Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Secondary Contact(s)

Name: Click or tap here to enter text.

Title:Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title:Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**2.3 SWPPP Team Members**

This sections identifies staff members and their respective roles in the implementation, management and maintenance of this SWPPP.

|  |
| --- |
| SWPPP Coordinator: Click or tap here to enter text.Responsibilities:* Implement the SWPPP.
* Oversee maintenance practices identified as BMPs in the SWPPP.
* Implement and oversee employee training and records management.
* Identify any deficiencies in the SWPPP and make sure they are corrected.
* Maintain reports and records.
* Ensure that any changes in facility operation are addressed in the SWPPP.
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|  |
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| Staff: Click or tap here to enter text.Responsibilities: * Assist SWPPP coordinator with implementing the SWPPP.
* Responsible for routine maintenance and applicable BMPs.
* Ensure that all housekeeping and monitoring procedures are implemented.
* Conduct monthly SWPPP inspections and update records.
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**2.4 Site Description and Activities**

*Briefly describe what the facility does.*

Click or tap here to enter text.

**2.5 General Location Map**

Appendix A includes a copy of the facility location map.

**2.6 Site Map**

Appendix B includes a copy of the facility site map, which provides the following items. Check boxes when completed

* [ ]  Location of permitted outfall(s);
* [ ]  Location of additional sampling points;
* [ ]  Stormwater drainage area and flow direction for each water outfall;
* [ ]  BMPs to reduce pollutants in stormwater, (e.g., vegetative buffer, secondary containments, spill prevention equipment, etc.);
* [ ]  Location of all stormwater conveyances including; storm drain inlets, ditches, pipes, and swales, when applicable;
* [ ]  Location of activities of potential stormwater contamination sources including but not limited to non-stormwater discharges, material loading/unloading/storage areas, hazardous substances, maintenance operations, solid waste storage areas, vehicle maintenance (including washing)and fueling areas;

**3.0** **IDENTIFICATION OF STORMWATER CONTAMINATION SOURCES**

This section identifies significant materials located at the site that have the potential to contaminate stormwater. Additionally, this section presents a record of past spills and leaks, identifies areas for potential stormwater contamination, and summarizes available stormwater sampling data.

**3.1 Material Inventory**

Materials used by the facility that have the potential to be present in stormwater runoff are listed in the table below.

|  |  |  |
| --- | --- | --- |
| **Industrial Activities***(Describe activity)* | **Trade Name or Description of Potential Pollutants** | **Estimated Amount Used Annually****(gal/lbs)** |
| *Example: Vehicle fueling operation*  | *Diesel Fuel* | *6,000 gal* |
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**3.2 Locations of Potential Stormwater Contamination**

Locations of potential stormwater contamination and sources are listed in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Stormwater Contamination Point** | **Potential Source** | **Area of Potential to Impact**  | **Potential Problem** |
| *Example 6,000 gallon gasoline tank*  | *Gasoline*  | *Inside secondary containment, parking lot, receiving waterbody* | *Breach in the secondary containment, outlet valve left open, poor tank or secondary containment condition.*  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**3.3 Historical Spills and Leaks Record**

Any emergency involving a hazardous substance must be reported to the Department’s 24-hour Environmental Emergency Response hotline at (573) 634-2436 at the earliest practicable moment after discovery. The Department may require the submittal of a written report detailing measures taken to clean up a spill. These reporting requirements apply when the spill results in chemicals or materials leaving the permitted property or reaching waters of the state. This requirement is in addition to the noncompliance reporting requirement found in Standard Conditions Part I. Underground and above ground storage devices for petroleum products, vegetable oils and animal fats are subject to control under SPCC and are expected to be managed under those provisions. Substances regulated by federal law under the Resource Conservation and Recovery Act (RCRA) or the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) which are transported, stored, or used for maintenance, cleaning or repair shall be managed according to the provisions of RCRA and CERCLA.

Records of each reportable spill shall be retained for a minimum of 5 years or as required per applicable regulation. Such reports must include the type of material spilled, volume, date of spill, date clean-up was completed, clean-up method, and final disposal method. Record of historical spills and leaks may be stored with the Spill Prevention Control and Countermeasures (SPCC) plan if applicable.

Provide a brief overview of reportable spills in the table below. Specific details, including abatement actions, should be documented in a separate written report to be saved with the SWPPP.

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Outfall** |
| Click to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

**3.4 Unauthorized Non-stormwater Discharges**

The permittee must evaluate for the presence of unauthorized non-stormwater discharges at the site. The evaluation must include, the date of evaluation, description of the evaluation criteria, list of drainage (outfall) points and actions taken to eliminate the discharge. (Continued on next page.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description**  | **Outfall** | **Actions** |
| *Example 1/1/2019* | *Evaluation of Vehicle Wash Area* | *N/A* | *Connection made with local municipality utility for sewer service.* |
| Click or tap to enter a date. | Click or tap here to enter text. | Click to enter text. | Click or tap here to enter text. |
| Click to enter a date. | Click or tap here to enter text. | Click to enter text. | Click or tap here to enter text. |
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**3.5 Summary of Available Stormwater Sampling Data**

If samples have been collected to confirm compliance with benchmarks/effluent limitations, sample results shall be stored with this SWPPP. List of sampling events:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Outfall/Sample Location**  | **Result; Benchmark Exceedance (Y/N)** | **Parameter**  | **Corrective Action Date and Detail** |
| *EX 1/1/2019* | *Outfall 001* | *210 mg/L; Y* | *Total Suspended Solids* | *1/15/2019 – installed new sedimentation sock* |
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**4.0 STORMWATER CONTROL MEASURES**

**4.1 Best Management Practices Analysis and Implementation**

This SWPPP requires an Alternative Analysis of the BMPs be developed, implemented and maintained at the facility. The Alternative Analysis is a structured evaluation of BMPs that are reasonable and cost effective. The analysis should include practices that are designed to be: 1) non-degrading to water quality; 2) less degrading to water quality; or, 3) degrading to water quality. The chosen BMP will be the most reasonable and cost effective, while ensuring that the highest statutory and regulatory requirements are achieved and the highest quality water attainable for the facility is discharged. The analysis must demonstrate why “no discharge” or “no exposure” are not feasible alternatives. This selection and documentation of appropriate control measures shall serve as an alternative analysis of technology and fulfill the requirements of Antidegradation [10 CSR 20-7.031(3) and 10 CSR 20-7.015(9)(A)5.]. Existing facilities with established SWPPPs and BMPs need not conduct an additional alternatives analysis unless new BMPs are established to address benchmark exceedances.

BMPs shall be selected, installed, used, operated and maintained in accordance with the concepts and methods described in “Developing Your Stormwater Pollution Prevention Plan, a Guide for Industrial Operators” published by the U.S. Environmental Protection Agency, June 2015. [epa.gov/npdes/industrial-stormwater-guidance](https://www.epa.gov/npdes/industrial-stormwater-guidance)

*(Describe the BMPs analysis conducted, rationale and implementation of BMPs at the facility. Explain why “no discharge” or “no exposure” are not feasible alternatives.)*

Click or tap here to enter text.

**4.2 Good Housekeeping**

This SWPPP requires that the facility provide good housekeeping practices on-site.

*(Describe general housekeeping activities. Some general permits have industry specific criteria.)*

*Example - Fuel tank secondary containment will be swept and cleaned as needed. After rain events, any evident gasoline film is to be recovered with proper absorbent pads and properly disposed. Clean water should be discharged in accordance with SPCC plan and/or operating permit conditions.*

Click or tap here to enter text.

**4.3 Waste, Garbage and Floatable Debris**

This SWPPP requires that the facility discharges, including stormwater, do not contain floating solids or visible foam and that materials are not transported off-site or into a water of the state during high water events.

*(Describe maintenance and BMPs associated.)*

Click or tap here to enter text.

**4.4 Dust Generation and Vehicle Track-out**

*(Describe maintenance and BMPs associated.)*

Click or tap here to enter text.

**4.5 Material Storage**

To prevent the commingling of stormwater with container contents, store all paints, solvents, petroleum products, petroleum waste products and storage containers (e.g., drums, cans or cartons) so they are not exposed to stormwater. Other prescribed BMPs include providing plastic lids and/or portable spill pans. Commingled water may not be discharged under this permit. Provide spill prevention, control and countermeasures to prevent these pollutants from entering waters of the state. Any containment system implemented to fulfill this requirement shall be constructed of materials compatible with the substances contained and shall prevent the contamination of groundwater. *(Describe material storage practices and associated BMPS.)*

Click or tap here to enter text.

**4.6 Maintenance**

This SWPPP requires that the facility minimize potential for stormwater exposure to leaking or leak-prone vehicles/equipment.

*(Describe general maintenance activities such as vehicle maintenance and associated BMPS.)*

*Example – Vehicle maintenance is performed inside the maintenance shed. Recovered fluids are containerized and properly disposed. Accidental spills/leaks are immediately cleaned and recovered materials properly disposed.*

Click or tap here to enter text.

**4.7 Stormwater Treatment**

*(Describe stormwater treatment measures,if applicable.)*

*Example – Stormwater runoff from the fuel dispenser island is routed to the oil water separator to ensure benchmark levels are maintained.*

Click or tap here to enter text.

**4.8 Spill Prevention and Response**

This SWPPP requires that a detailed plan be in place in the event of a release or spill of a hazardous substance.

*(Describe spill response, reporting and management plans/procedures. May be incorporated as part of a SPCC plan, if applicable.)*

Click or tap here to enter text.

**4.9 Erosion/Sediment Controls and Runoff**

This SWPPP requires that sediment and erosion control are provided to prevent sediment migration off of the property.

*(Describe any erosion control measures including vegetative cover)*

*Example - Vegetative buffers exist between the parking lot and receiving stream to aid in reducing velocity and limiting erosion.*

Click or tap here to enter text.

**4.10 Stormwater Benchmark Evaluation**

This SWPPP requires that a provision be developed for evaluating benchmarks in the permit.

*(Describe the provisions put in place to evaluate BMP performance with stormwater benchmarks identified in the permit.)*

*Example – Stormwater samples are collected every year during the month of April. Samples are collected for parameters noted in the benchmark list and corrective actions taken as warranted based on analysis results.*

*Example –* *All outfalls have structural BMPs which are operated per manufacturer’s instructions. The effluent is examined at the outfall weekly to ensure it is in compliance with the general criteria.*

Click or tap here to enter text.

**4.11 Authorized Non-Stormwater Discharges**

The operating permit identifies certain allowable non-stormwater discharges that may vary based on permit type. The permit may contain additional requirements for these discharges. Non-stormwater discharges not specifically identified in the permit are not authorized for discharge.

*(List the applicable non-stormwater discharges and the complete the following table.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of Allowable Non-Stormwater Discharge** | **Likely to be Present**  | **Pollution Prevention Measures** |
| 1. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 2. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 3. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 4. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 7. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 8. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 9. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 10. | Click or tap here to enter text. | [ ]  Yes [ ]  No | Click or tap here to enter text. |

**5.0 EMPLOYEE TRAINING**

This SWPPP requires a provision for providing training to all personnel involved in material handling, material storage and housekeeping of areas having materials exposed to stormwater. Proof of training must be made available to the department upon request. A training log template is located and should be retained in Appendix D of this SWPPP. Training should include, at minimum: SWPPP overview, spill response procedures, housekeeping, maintenance requirements and material management practices, as well as any specific criteria established in the permit.

*(Describe your facility’s training program.)*

Click or tap here to enter text.

**6.0 SCHEDULE AND PROCEDURES FOR MONITORING**

There may be specific monitoring requirements established by the MSOP. These requirements may be in addition to any required SWPPP inspections.

*(Describe the schedule and procedure for conducting monitoring activities.)*

*Example - Prior to every instance in which clean water is released from the bulk fuel tank secondary containment, visually inspect for any fuel film or sheen on water. Inspect for the odor of fuel. If any fuel film or odor is present, apply absorbent material to water until odor or film is no longer present. Dispose absorbent material properly. Record the release of stormwater as indicated in the SPCC plan.*

Click or tap here to enter text.

**7.0 INSPECTIONS**

This SWPPP requires a schedule for monthly site inspections and a brief written report, which includes the name of the inspector, the signature of the inspector and the date. The inspections must include observation and analysis of BMP effectiveness, deficiencies and corrective action that will be taken. The inspection should also include observation of the outfall and receiving stream, as well as the integrity of any containment structure(s), including but not limited to above-ground tanks, secondary containment, external piping, etc. Deficiencies must be corrected within the timeframe established in the permit and must be documented in the inspection report. A template inspection log is located in Appendix C.

*(Describe any specific or detailed procedures for conducting inspections, who is responsible for inspections and procedures for documenting and correcting deficiencies.)*

Click or tap here to enter text.

**8.0 CERTIFICATION**

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 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. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Authorized Facility Representative**

Name Click or tap here to enter text.

TitleClick or tap here to enter text.

DateClick or tap to enter a date.

*See Section 2.5 - Insert an aerial image or map detailing location of facility. Image will need to be final before inserting. Editing is not possible after inserting.*

**

*See Section 2.6 - Insert an aerial image of the facility site detailing site boundaries, stormwater flow, outfall locations, receiving stream, exposed materials..etc. Image will need to be final before inserting. Editing is not possible after inserting.*

**

DateClick or tap to enter a date. Inspectors Name Click or tap here to enter text. Inspectors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Locations of Potential Storm water contamination** | **Observations including, stains, flow, sludge, color, order, etc. or other indicators of non-storm water discharge** | **Notes and/or Corrective Actions** | **Date BMPs are to be corrected** | **Date BMPs were corrected** |
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| **Date**  | **Topics Reviewed** | **Employee Name** | **Employee Signature** | **Management Signature** |
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**ATTACHMENT**

**Missouri State Operating Permit &**

**Application**