



# MEMO

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ENVIRONMENTAL AFFAIRS DEPARTMENT

TO: AIRPORT TENANTS

FROM: ASCIATU WHITESIDE, ENVIRONMENTAL OPERATIONS ANALYST

DATE: AUGUST 6, 2004

SUBJECT: WASH WATER MANAGEMENT PLAN

The Environmental Affairs Department (EAD), is constantly exploring new ideas and methods that can be utilized by the Board as a means of ensuring that airport tenants integrate pollution prevention initiatives and best management practices into daily operations. EAD is now requiring all airport tenants that conduct exterior aircraft, vehicle, and/or equipment washing activities to develop and submit a Wash Water Management Plan (WWMP). The purpose of the WWMP is to ensure that Airport Board personnel are familiar with the washing activities of each tenant and that tenants are developing and implementing best management practices specific to their individual operations.

The WWMP shall include the following information:

1. A Site Map, identifying the exact location on each tenant's leasehold depicting where washing activities will be conducted (a boundary line should be used to identify areas with washing activities). The site map shall also depict the exact location of all nearby storm water inlets, chemical staging areas (if applicable), and equipment staging areas.
2. The WWMP shall describe the types of equipment/vehicles that will be washed, the approximate quantity of aircraft, vehicles, and equipment that will be washed, and the approximate frequency. The frequency should describe the anticipated number of washing activities that will occur each day/week/month.
3. The WWMP shall describe in detail the type of chemicals (with MSDS) that will be used during washing activities.

4. The WWMP shall describe in detail how wash waters will be contained and collected. This section of the plan shall describe the type of best management practice that will be utilized to protect nearby drainage areas. If an outside contractor will be conducting all washing activity, include the name of the company that will be used.
5. Lastly, the WWMP shall describe how and where wash water will be disposed.

If a tenant already has a Storm Water Pollution Prevention Plan or similar plan that includes all the information described above, that section of the plan can be submitted for the WWMP. EAD request that a representative or contact from your facility be listed on the plan. The representative should be familiar with industrial operations and washing activities, and this contact should be stationed at DFW Airport (if possible). Tenants that operate wash facilities or automatic car washes that discharges to the sanitary sewer do not have to submit a WWMP at this time. The WWMP is only intended to be developed by those tenants that conduct exterior washing activities. Tenants currently conducting washing activities must submit a WWMP within the next 60 days from receipt of this correspondence. Tenants not yet conducting washing activities and planning to conduct this type of activity must submit a plan to EAD before washing activities commence. The plan shall be updated whenever there is a significant change in how washing activities will be conducted. An example of a significant change include, changes in collection mechanisms, changes in washing locations, or changes in site contacts. If a tenant plans to discontinue washing activities, then the tenant shall submit a letter to EAD indicating that washing activities are no longer conducted at the facility. A copy of the WWMP shall remain onsite at the tenant's facility and all employees involved in this type of activity should be trained on the contents and requirements. A copy of the WWMP will also be retained at the EAD, and incorporated into the tenants Storm Water Industrial file.

Please submit WWMP to EAD at the following address:

Dallas/Fort Worth International Airport  
Environmental Affairs Department  
Attn: Asciatu Whiteside  
P.O. Drawer 619428  
DFW Airport, Texas 75216

If you have any questions concerning this program or need further clarification, please contact Asciatu Whiteside at [awhiteside@dfwairport.com](mailto:awhiteside@dfwairport.com), or at (972) 574-0022.

Thank you

cc: Dan Bergman  
Rick Reeter  
Ed Simon  
Mike Pyles  
Kevin Smith  
File