

Hello and Welcome to the Port of Tacoma!

We are pleased to have you as our tenant. Take a moment to look through this packet, which provides first points of contacts for questions you may have, as well as general information about the Port of Tacoma. At your preference we can schedule an in person meeting to review the information and answer any questions you may have.

Make note that rental payments are due on the first day of each month. Payments should be made electronically, contact Berny Rodriguez, Real Estate Specialist, at 253-219-1181 or at brodriguez@portoftacoma.com if you need assistance or have any questions.

The Port of Tacoma Real Estate Team is located at 1 Sitcum Plaza, Tacoma, WA 98421, open Monday – Friday from 8:00 a.m. to 5:00 p.m.

We look forward to working with you.

Debbie Shepack
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Tyra Dieffenbach
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Kristina Bailey
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Berny Rodriguez
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253-218-1181

EMERGENCY PROCEDURES

In the event of an actual emergency, dial 911.

- Follow up by notifying Port of Tacoma Security at 253-383-9472. Port Security is open 24/7.
- The cities of Fife and/or Tacoma police departments will also notify Port Security.

In the event of an earthquake or volcanic eruption, evacuate the tide flats immediately or move to higher ground. Lahar warning tests are conducted at the Port on the 1st Wednesday of every month at 12 Noon.

KEY CONTACTS

City of Fife & Tacoma Emergency	911
Port of Tacoma Security	253-383-9472
Real Estate	Kristina Bailey Facilities Management Specialist Cell: 253-279-8173 kbailey@portoftacoma.com

Website:

For Port of Tacoma information and Tenant Resources, please visit us at www.portoftacoma.com. You can also follow us on Facebook, LinkedIn, and Twitter for current information.

Tenant Resources:

Register at <http://portoftacoma.com/real-estate/tenant-resources> for resources, tips, and other useful information



www.portoftacoma.com



Port of Tacoma Municipal Separate Storm Sewer Discharge Permit requirement: The Stormwater Pollution Prevention Plan

All Port owned properties are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP). The Port is formally requesting a copy of your current SWPPP in order to comply with the MS4 stormwater permit.

Background

The Port of Tacoma (Port) is responsible for implementing the Phase I Municipal Stormwater Permit (MS4) issued by the Washington Department of Ecology. Special Condition S6.E.7. requires the development and implementation of a facility Stormwater Pollution Prevention Plan (SWPPP) for all Port-owned lands. A SWPPP is a documented plan to identify and implement measures to prevent and control sources of contamination from entering stormwater which discharges to surface or ground water.

Compliance

The Port's lease agreement requires tenants to provide a copy of their SWPPP to the Port Environmental and Planning Department. For leases signed after October 2009, the stormwater requirements are detailed in Exhibit B, Environmental Requirements. For leases signed prior to October 2009, the SWPPP requirements fall under the section to "*comply with all federal, state and local laws*". If your facility has a SWPPP dated prior to August 2013, please provide updated SWPPP.

The Port is formally requesting a copy of your current SWPPP in order to comply with the MS4 stormwater permit. If you have not developed a SWPPP for your current operations/activities, the Port has developed a SWPPP Template for your use. It can be found at <https://www.portoftacoma.com/community/environment/water-quality>.

The template has instructions on how to complete your SWPPP. The template includes the most common Source Control Best Management Practices (BMPs) listed in Volume IV and V of the Stormwater Management Manual for Western Washington (Manual), December 2014, <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>. However, this is not an exhaustive list. Please be aware that BMP selection is required by the operator and if a BMP listed in the Manual is "applicable" based on operations at the facility, it is mandatory at your site and must be listed in your SWPPP. Port Environmental Staff is available to assist you with the SWPPP and associated drainage map(s).

Please provide a copy of your SWPPP within 30 days from the date of this letter; electronic or hard copies are accepted. Electronic copies in PDF format should be sent to afichthorn@nwseaportalliance.com. Hard copies should be mailed to the following address:

Port of Tacoma
Environmental Programs
Anita Fichthorn
P.O. Box 1837
Tacoma WA 98401

Port Environmental Department staff will conduct a stormwater-specific assistance visit after receipt of your current SWPPP. If you have questions or need assistance, please contact Anita Fichthorn, Water Quality Project Manager at 253.830.5379. For more information on the Port's Stormwater Management Program, please go to <http://portoftacoma.com/community/environment/water-quality>.

Thanks for your cooperation and assistance.

Holiday Schedule	Port of Tacoma	ILWU
New Year's Day (Jan. 1)	X	X
Martin Luther King Jr. Day (3 rd Monday in Jan.)	X	
President's Day (3 rd Monday in Feb.)	X	
Memorial Day (Last Monday in May)	X	
Juneteenth (June 19)	X	
Independence Day (July 4)	X	X
ILWU "Bloody Thursday" (July 5)		X
Labor Day (1 st Monday in Sep)	X	
Veteran's Day (Nov. 11)	X	
Thanksgiving Day (4 th Thursday in Nov.)	X	X
Day after Thanksgiving (4 th Friday in Nov.)	X	
Christmas Eve Day (Dec. 24)	X	
Christmas Day (Dec. 25)	X	X

Please refer to the Emergency Procedures in the event of an emergency.





Helpful Links

[Tenant Service Request](#)

[Stormwater Management Compliance](#)

[City of Tacoma Permits](#)

[City of Tacoma Job Credits](#)