

## A: SWPPP Template (Utah) – Instructions

To help you develop the narrative section of your construction site SWPPP, DWQ has provided this SWPPP template. The template is designed to give you a framework to ensure that your SWPPP addresses all the necessary elements stated in the construction general permit. It may be helpful to use this template with EPA’s guidance on *Developing Your Storm Water Pollution Prevention Plan*. Both are available on DWQ’s construction storm water website at <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>

This template covers most of the SWPPP elements that the Utah construction general permit requires, however, you are encouraged to customize this template. There are two major reasons to customize this template:

- **To better reflect the terms and conditions of the State construction general permit (CGP) in case we missed something; and**
- **To reflect the unique conditions at your site.**

### *Using the SWPPP Template*

This template is ordered in reference to Section 7, Storm Water Pollution Prevention Plan (SWPPP). This template has been modified by placing the water quality section closer to the front in the outline and we removed the post construction section (MS4s direct that issue). We did this because we thought as you go through the water quality section, you may learn things that may prompt you to do things differently.

Each section of this template includes “instructions” and space for project information. You should read the instructions for each section before you complete that section. For a cleaner document you may want to delete instructions. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description or not apply at all to your project, while others may require several pages of explanation.

### *Tips for completing the SWPPP template*

- If there is more than one key player affecting storm water for your project, consider coordinating development of your SWPPP with the other key players.
- Make sure you inform subcontractors about limitations or special requirements if their work intersects with SWPPP requirements. You might write a section of your SWPPP specifically for a subcontractor and deliver that section to the sub-contractor before his work commences.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Be sure to include important aspects of the SWPPP that go beyond the boundaries of the project.
- Consider adding permit citations in the SWPPP when you address a specific permit requirement.

## Storm Water Pollution Prevention Plan

### for:

Insert Project Name  
Insert Project Site Location/Address  
Insert City, State, Zip Code  
Insert Project Site Telephone Number (if applicable)

### Operator(s):

Insert Company or Organization Name  
Insert Name  
Insert Address  
Insert City, State, Zip Code  
Insert Telephone Number  
Insert Fax/Email

### SWPPP Contact(s):

Insert Company or Organization Name  
Insert Name  
Insert Address  
Insert City, State, Zip Code  
Insert Telephone Number  
Insert Fax/Email

### SWPPP Preparation Date:

\_\_\_/\_\_\_/\_\_\_\_\_

*Estimated Project Dates:*

**Project Start Date:** \_\_\_/\_\_\_/\_\_\_\_\_  
**Project Completion Date:** \_\_\_/\_\_\_/\_\_\_\_\_

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## SECTION 1: CONTACT INFORMATION/ RESPONSIBLE PARTIES

### 1.1 Owner(s) & Contractors

**Instructions:**

- List the operator(s), project managers, storm water contact(s), and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of storm water requirements applicable to their work.
- See *SWPPP Guide*, Chapter 2.B.

**Owner(s):**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Repeat as necessary

**Project Manager(s):**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one for the project):

Repeat as necessary

**Site Supervisor(s):**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one on site) :

Repeat as necessary

**SWPPP Contact(s):**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one operator at site) :

Repeat as necessary

**This SWPPP was Prepared by:**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

**Subcontractor(s):**

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Repeat as necessary

**Emergency 24-Hour Contact:**

Insert Company or Organization Name:

Insert Name:

Insert Telephone Number:

Repeat as necessary

## **1.2 Storm Water Team**

**Instructions (see CGP Part 7.2.1):**

- Identify the staff members (by name or position) that comprise the project's storm water team as well as their individual responsibilities. At a minimum the storm water team is comprised of individuals who are responsible for overseeing the development of the SWPPP, any later modifications to it, and for compliance with the requirements in this permit (i.e., installing and maintaining storm water controls, conducting site inspections, and taking corrective actions where required).
- Each member of the storm water team must have ready access to either an electronic or paper copy of applicable portions of the 2014 CGP and your SWPPP.

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

[Repeat as necessary.]

## SECTION 2: SITE EVALUATION, ASSESSMENT, & PLANNING

### 2.1 Project/Site Information

**Instructions:**

- In this section, you can gather some basic site information that will be helpful to you later when you file for permit coverage.
- For more information, see *Developing Your Storm Water Pollution Prevention Plan: A SWPPP Guide for Construction Sites* (also known as the SWPPP Guide), Chapter 2
- Detailed information on determining your site's latitude and longitude can be found at [www.epa.gov/npdes/stormwater/latlong](http://www.epa.gov/npdes/stormwater/latlong)

Project/Site Name: \_\_\_\_\_

Project Street/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

County or Similar Subdivision: \_\_\_\_\_

Latitude/Longitude (Use **one** of three possible formats, and specify method)

Latitude:

1. \_\_° \_\_' \_\_" N (degrees, minutes, seconds)

2. \_\_° \_\_. \_\_' N (degrees, minutes, decimal)

3. \_\_. \_\_\_\_° N (decimal)

Longitude:

1. \_\_° \_\_' \_\_" W (degrees, minutes, seconds)

2. \_\_° \_\_. \_\_' W (degrees, minutes, decimal)

3. \_\_. \_\_\_\_° W (decimal)

Method for determining latitude/longitude:

☐ USGS topographic map (specify scale: \_\_\_\_\_)

☐ EPA Web site ☐ GPS

☐ Other (please specify): \_\_\_\_\_

Is the project located in Indian country? ☐ Yes ☐ No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." \_\_\_\_\_

Is this project considered a federal facility? ☐ Yes ☐ No

UPDES project or permit tracking number\*: \_\_\_\_\_

\*(This is the unique identifying number assigned to your project by your permitting authority after you have applied for coverage under the appropriate National Pollutant Discharge Elimination System (UPDES) construction general permit.)



## 2.2 Nature of Construction Activity

**Instructions:**

- Briefly describe the nature of the construction activity and approximate time frames (one or more paragraphs, depending on the nature and complexity of the project).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Describe the general scope of the work for the project, major phases of construction, etc:

INSERT TEXT HERE

What is the function of the construction activity?

- ☐ Residential    ☐ Commercial    ☐ Industrial    ☐ Road Construction    ☐ Linear Utility  
☐ Other (please specify):

Estimated Project Start Date:                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Project Completion Date:                      \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2.3 Construction Site Estimates

**Instructions:**

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction (see EPA's *Developing your SWPPP Guide*, Appendix C).
- For more information, see *SWPPP Guide* (<http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm> ), Chapter 3.A and Appendix C.

The following are estimates of the construction site.

Total project area:	acres
Construction site area to be disturbed:	acres
Percentage impervious area before construction:	%
Runoff coefficient before construction:	
Percentage impervious area after construction:	%
Runoff coefficient after construction	

## 2.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

**Instructions:**

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps (See *SWPPP Guide*, Chapter 3.C.).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Soil type(s):

Slopes (describe current slopes and note any changes due to grading or fill activities):

Drainage Patterns (describe current drainage patterns and note any changes due to grading or fill activities):

Vegetation:

Other:

## 2.5 Emergency Related Projects

**Instructions:**

- See Part 1.2.1. in the UCGP. To be an emergency related project is must be considered a public emergency and the cause must be documented along with the description of necessary construction to reestablish effected public services.

Emergency-Related Project? ☐ Yes ☐ No

Response to a public emergency (see CGP Part 1.2.1); natural disaster, extreme flooding conditions, etc.

PROVIDE INFORMATION SUTSTANTIATING ITS OCCURRENCE

INSERT DESCRPTION OF CONSTRUCTION THAT WAS NECESSARY TO  
REESTABLISH EFFECTED PUBLIC SERVICES

## 2.6 Phase/Sequence of Construction Activity

### Instructions:

- Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, describe opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (i.e., during the dry or less windy season). (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 2.) It might be useful to develop a separate, detailed site map for each phase of construction.
- See CGP Section 7.2.4 for detailed information.
- Also, see EPA's *Construction Sequencing BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

### Phase I

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

### Phase II

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

Repeat as needed

## 2.7 Site Features and Sensitive Areas to be Protected

### Instructions:

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- This permit does not diminish from or alter in any way a permittees responsibility under the *Endangered Species Act (EAS)*. This permit does not have any requirements pertaining to the ESA. CGP 1.1.5.
- This permit does not diminish from or alter in any way a permittees responsibility under the *National Historic Preservation Act (NHPA)*. This permit does not have any requirements pertaining to the NHPA. CGP 1.1.6.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.

## 2.8 Maps

### Instructions:

- Attach site maps. For most projects, a series of site maps is recommended. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or for more complicated sites show the major phases of development.

### These maps should include the following:

- Direction(s) of storm water flow and approximate slopes before and after major grading activities;
- Areas and timing of soil disturbance;
- Areas that will not be disturbed;
- Natural features to be preserved;
- Locations of major structural and non-structural BMPs identified in the SWPPP;
- Locations and timing of stabilization measures;
- Locations of off-site material, waste, borrow, or equipment storage areas;
- Locations of all waters of the United States, including wetlands;
- Locations where storm water discharges to a surface water;
- Locations of storm drain inlets; and
- Areas where final stabilization has been accomplished.
- For more information, see *SWPPP Guide*, Chapter 3.C.

The location map is filed in Appendix A

The SWPPP site map(s) are filed in Appendix B

## SECTION 3: WATER QUALITY

### Instructions:

- See Section 3 in CGP. Discharge must be controlled as necessary to meet applicable water quality standards.
- If at any time you, or DWQ/MS4 inspector determined that your discharge is not being controlled as necessary to meet applicable water quality standard, you must take corrective actions as required in Part 5.2. & 5.3. The corrective actions must be documented in this SWPPP as required in Part 5.4.

### 3.1 UIC Class 5 Injection Wells

### Instructions:

- If you are using any of the following storm water controls at your site, as they are described below, you must document any contact you have had with DWQ for implementing the requirements for underground injection wells in the Safe Drinking Water Act and DEQ's implementing regulation at UAC R317-7.
- There may be additional local requirements related to such structures
- Such controls (below) would generally be considered Class V UIC wells and all UIC Class V wells must be reported to DWQ for an inventory:
  - French Drains (if storm water is directed);
  - Commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate storm water flow.
  - Drywells, seepage pits, or improved sinkholes (if storm water is directed).
- For the State UIC Contact at DWQ call (801) 536-4300.

- ☐ French Drain
- ☐ Commercially Manufactured pre-cast or pre-built subsurface infiltration system
- ☐ Drywell(s), seepage pit(s), improved sinkhole(s)

Description of your Class V Injection Well:

INSERT DESCRIPTION AND/OR INCLUDE SPECIFICATIONS IN APPENDIX G

DWQ contact information:

Name:

Date:

Additional information:

Local Requirements:

### 3.2 Discharge Information

**Instructions:**

- For Table 1, list the name of the first surface water(s) that would receive discharges from your site. If your site has discharges to multiple surface waters, describe each as clearly as possible, such as Big Cottonwood Creek, *a tributary to the Jordan River*, and so on.
- For Table 2, if any of the surface waters you listed out in Table 1 are listed as, provide specified information about pollutants causing the impairment and whether or not a Total Maximum Daily Load (TMDL) has been completed for the surface water that is applicable to construction sites. For more information on TMDLs and impaired waters, including a list of TMDL contacts and links by state, visit <http://www.waterquality.utah.gov/TMDL/> or [www.epa.gov/npdes/stormwater/tmdl](http://www.epa.gov/npdes/stormwater/tmdl). Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- Your project will be considered to discharge to a Category 1 or 2 water if the first surface water to which you discharge is identified by the state as a Category 1 or 2 water (a Category 1 water is only found within Forest Service boundaries). For discharges that enter a storm sewer system prior to discharge, the first surface water to which you discharge is the water body that receives the storm water discharge from the storm sewer system. Refer to Appendix C.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.
- Indicate the location of all waters, including wetlands, on the site map.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that storm water from your site could discharge to and the waterbody(s) that it ultimately discharges to.

Does your project/site discharge storm water into a Municipal Separate Storm Sewer System (MS4)? ☐ Yes ☐ No

List the MS4 that receives the discharge from the construction project: [INSERT TEXT HERE](#)

Are there any surface waters that are located within 50 feet of your construction disturbances?

☐ Yes ☐ No

List the water body: [INSERT TEXT HERE](#)

### 3.3 Receiving Waters

**Table 1 – Names of Receiving Waters** (see <http://wq.deq.utah.gov>)

Name(s) of the first surface water that receives storm water directly from your site and/or from the MS4. (note: multiple rows provided where your site has more than one point of discharge that flows to different surface waters)

1.

2.

3.

4.

5.

6.

### 3.4 Impaired Waters

**Table 2. - Impaired Waters** (Answer the following for each surface water listed in Table 1 above) (see <http://wq.deq.utah.gov> look in the bottom half of the left hand column)

	Is this surface water listed as "impaired"?	If you answered yes, then answer the following:		
		What pollutant(s) are causing the impairment?	Has a TMDL been completed?	Pollutant(s) for which there is a TMDL
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3.5 High Water Quality

**Table 3 – High Water Quality** (Answer the following for each surface water listed in Table 1 above) (see <http://wq.deq.utah.gov> look in the bottom half of the left hand column)

	Is this surface water designated as High Water Quality? (see Appendix C)	If you answered yes, specify which category the surface water is designated as?
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2

### 3.6 Dewatering Practices

**Instructions:**

- If you will be discharging storm water that is removed from excavations, trenches, foundations, vaults, or other similar points of accumulation, include design specifications and details of all dewatering practices that are installed and maintained to comply with the CGP Part 1.3.5.a and 2.1.3.d.
- Construction dewatering is covered under UPDES permit UTG070000. This applies to construction dewatering of uncontaminated storm water, groundwater, or surface water sources used in construction activities. The permit can be found at <http://www.deq.utah.gov/Permits/water/updes/index.htm> (bottom table). Call DWQ at 801-536-4300 for more information.

3.6: (Place name of BMP here – reference to detailed instructions, Appendix M – construction dewatering, intercepted groundwater, spring water, etc.)

**BMP Description:**

**Installation Schedule:**

<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

3.6: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

### 3.7 Control Storm Water Flowing onto and through the Project

**Instructions:**

- Describe structural practices (e.g., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 3.)

3.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

3.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed



### 3.8 Protect Storm Drain Inlets

**Instructions:**

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design specifications and details that will be implemented to protect all inlets receiving storm water from the project during the entire project. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 6.)
- Also, see EPA's *Storm Drain Inlet Protection BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

3.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

3.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## SECTION 4: POLLUTION PREVENTION STANDARDS

### Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in storm water (CGP Part 2.3).
- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your states or local jurisdiction's design manual or resources in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs  
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

### 4.1 Potential Sources of Pollution

### Instructions:

- Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of storm water discharges from the construction site.
- Identify and describe all potential sources of pollution or pollutant-generating activity (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal), other than sediment, which could be exposed to rainfall or snowmelt, and may reasonably be expected to discharges from the construction site.
- For more information, see *SWPPP Guide*, Chapter 3.A.

Pollutant-Generating Activity	Pollutants or Pollutant Constituents (that could be discharged if exposed to storm water)	Location on Site (or reference SWPPP site map where this is shown)

Pollutant-Generating Activity	Pollutants or Pollutant Constituents (that could be discharged if exposed to storm water)	Location on Site (or reference SWPPP site map where this is shown)

Include additional rows as necessary.

## 4.2 Non-Storm Water Discharges

### Instructions:

- Identify all allowable sources of non-storm water discharges that are not previously identified. CGP Part 7.2.7 (allowable non-storm water discharges are found in the CGP Part 1.3.4)
- The allowable non-storm water discharges identified might include the following (see your permit for an exact list):
  - ✓ Waters used to wash vehicles where detergents are not used
  - ✓ Water used to control dust
  - ✓ Potable water including uncontaminated water line flushings
  - ✓ Routine external building wash down that does not use detergents
  - ✓ Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used
  - ✓ Uncontaminated air conditioning or compressor condensate
  - ✓ Uncontaminated ground water or spring water
  - ✓ Foundation or footing drains where flows are not contaminated with process materials such as solvents
  - ✓ Uncontaminated excavation dewatering
  - ✓ Landscape irrigation
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.
- For more information, see *SWPPP Guide*, Chapter 3.A.

List allowable non-storm water discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

Authorized Non-Storm Water Discharges	Comments

Include additional rows as necessary.

4.2: (Place name of BMP here – reference to detailed instructions in Appendix M – water line, sanitation, flushing, etc.)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

4.2: (Place name of BMP here -- reference to detailed instructions in Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

### 4.3 Natural Buffers or Equivalent Sediment Controls

**Instructions (see CGP Parts 2.1.2.a and 7.2.8, and Appendix D):**

This section only applies to you if a surface water is located within 50 feet your construction activities. If this is the case, consult CGP Part 2.1.2.a and Appendix D for information on how to comply with the buffer requirements.

- Describe the compliance alternative (CGP Part 2.1.2.a.i, ii, iii, or iv) that was chosen to meet the buffer requirements, and include any required documentation supporting the alternative selected. The compliance alternative selected must be maintained throughout the duration of permit coverage. However, if you select a different compliance alternative during your period of permit coverage, you must modify your SWPPP to reflect this change.
- If you qualify for one of the exceptions in the CGP Part 2.1.2.a.v, include documentation related to your qualification for such exceptions.

**Buffer Compliance Alternatives**

Are there any surface waters within 50 feet of your project's earth disturbances? ☐ YES ☐ NO

(Note: If "no", no further documentation is required for the Section 4.3. Delete the rest of Section 4.3 below this point.)

Check the compliance alternative that you have chosen:

☐ I will provide and maintain a 50-foot undisturbed natural buffer.

(Note (1): You must show the 50-foot boundary line of the natural buffer on your site map.)

*(Note (2): You must show on your site map how all discharges from your construction disturbances through the natural buffer area will first be treated by the site's erosion and sediment controls. Also, show on the site map any velocity dissipation devices used to prevent erosion within the natural buffer area.)*

- ☐ I will provide and maintain an undisturbed natural buffer that is less than 50 feet and is supplemented by additional erosion and sediment controls, which in combination achieves the sediment load reduction equivalent to a 50-foot undisturbed natural buffer.

*(Note (1): You must show the boundary line of the natural buffer on your site map.)*

*(Note (2): You must show on your site map how all discharges from your construction disturbances through the natural buffer area will first be treated by the site's erosion and sediment controls. Also, show on the site map any velocity dissipation devices used to prevent erosion within the natural buffer area.)*

- INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED
- INSERT EITHER ONE OF THE FOLLOWING:
  - (1) THE ESTIMATED SEDIMENT REMOVAL FROM A 50-FOOT BUFFER USING APPLICABLE INFORMATION IN APP. D, 2.2.2. INCLUDE INFORMATION ABOUT THE BUFFER VEGETATION AND SOIL TYPE THAT PREDOMINATE AT YOUR SITE
- OR
- (2) IF YOU CONDUCTED A SITE-SPECIFIC CALCULATION FOR THE ESTIMATED SEDIMENT REMOVAL OF A 50-FOOT BUFFER, PROVIDE THE SPECIFIC REMOVAL EFFICIENCY, AND INFORMATION YOU RELIED UPON TO MAKE YOUR SITE-SPECIFIC CALCULATION.
- INSERT DESCRIPTION OF ADDITIONAL EROSION AND SEDIMENT CONTROLS TO BE USED IN COMBINATION WITH NATURAL BUFFER AREA
- INSERT THE FOLLOWING INFORMATION:
  - (1) SPECIFY THE MODEL OR OTHER TOOL USED TO ESTIMATE SEDIMENT LOAD REDUCTIONS FROM THE COMBINATION OF THE BUFFER AREA AND ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE, AND
  - (2) INCLUDE THE RESULTS OF CALCULATIONS SHOWING THAT THE COMBINATION OF YOUR BUFFER AREA AND THE ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE WILL MEET OR EXCEED THE SEDIMENT REMOVAL EFFICIENCY OF A 50-FOOT BUFFER

- ☐ It is infeasible to provide and maintain an undisturbed natural buffer of any size, therefore I will implement erosion and sediment controls that achieve the sediment load reduction equivalent to a 50-foot undisturbed natural buffer.

- INSERT RATIONALE FOR CONCLUDING THAT IT IS INFEASIBLE TO PROVIDE AND MAINTAIN A NATURAL BUFFER OF ANY SIZE
- INSERT EITHER ONE OF THE FOLLOWING:
  - OR
  - (2) IF YOU CONDUCTED A SITE-SPECIFIC CALCULATION FOR THE ESTIMATED SEDIMENT REMOVAL OF A 50-FOOT BUFFER, PROVIDE THE SPECIFIC REMOVAL

EFFICIENCY, AND INFORMATION YOU RELIED UPON TO MAKE YOUR SITE-SPECIFIC CALCULATION.

- INSERT DESCRIPTION OF ADDITIONAL EROSION AND SEDIMENT CONTROLS TO BE USED IN COMBINATION WITH NATURAL BUFFER AREA
- INSERT THE FOLLOWING INFORMATION:
  - (1) SPECIFY THE MODEL OR OTHER TOOL USED TO ESTIMATE SEDIMENT LOAD REDUCTIONS FROM THE EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE, AND
  - (2) INCLUDE THE RESULTS OF CALCULATIONS SHOWING THAT THE ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE WILL MEET OR EXCEED THE SEDIMENT REMOVAL EFFICIENCY OF A 50-FOOT BUFFER

- ☐ I qualify for one of the exceptions in Part 2.1.2.a.v. (If you have checked this box, provide information on the applicable buffer exception that applies, below.)

### Buffer Exceptions

Which of the following exceptions to the buffer requirements applies to your site?

- ☐ There is no discharge of storm water to the surface water that is located 50 feet from my construction disturbances.

*(Note: If this exception applies, no further documentation is required for Section 4.1 of the Template.)*

- ☐ No natural buffer exists due to preexisting development disturbances that occurred prior to the initiation of planning for this project.

*(Note (1): If this exception applies, no further documentation is required for Section 2.2 of the Template.)*

*(Note (2): Where some natural buffer exists but portions of the area within 50 feet of the surface water are occupied by preexisting development disturbances, you must still comply with the one of the CGP Part 2.1.2.a compliance alternatives.)*

- ☐ For a “linear project” (defined in Appendix A), site constraints (e.g., limited right-of-way) make it infeasible for me to meet any of the CGP Part 2.1.2.a.v.3 compliance alternatives. Include documentation here of the following:

*(1) Why it is infeasible for you to meet one of the buffer compliance alternative, and (2) Buffer width retained and/or supplemental erosion and sediment controls to treat discharges to the surface water.*

- ☐ The project qualifies as “small residential lot” construction (defined in Part 2.1.2.a.v.3 and in Appendix D).

For Alternative 1 (see Appendix D, Part 2.3.a):

- INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED
- INSERT APPLICABLE REQUIREMENTS BASED ON TABLE D-1
- INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS

For Alternative 2 (see Appendix D, Part 2.3.b):

- INSERT (1) THE ASSIGNED RISK LEVEL BASED ON APPLICABLE TABLE IN APP. D, PART 2.3.2.b, AND (2) THE PREDOMINANT SOIL TYPE AND AVERAGE SLOPE AT YOUR SITE
- INSERT APPLICABLE REQUIREMENTS BASED ON APP. D, TABLE D-2
- INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS

- ☐ Buffer disturbances are authorized under a CWA Section 404 permit.  
INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA

*(Note (1): If this exception applies, no further documentation is required for Section 2.2 of the Template.)*

*(Note (2): This exception only applies to the limits of disturbance authorized under the Section 404 permit, and does not apply to any upland portion of the construction project.)*

- ☐ Buffer disturbances will occur for the construction of a water-dependent structure or water access area (e.g., pier, boat ramp, and trail). INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA

*(Note (1): If this exception applies, no further documentation is required for Section 2.2 of the Template.)*

---

4.3: (Place name of BMP here – reference to detailed instructions, Appendix M -- BMP equivalent to buffer)

---

***BMP Description:***

<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

---

4.3: (Place name of BMP here – reference to detailed instructions, Appendix M)

---

***BMP Description:***

<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

Repeat as needed

## SECTION 5: EROSION AND SEDIMENT CONTROLS

### Instructions:

- See Section 2 in the CGP. Describe the erosion and sediment controls (BMPs) that will be implemented to control pollutants in storm water discharges. For each major activity identified, do the following
  - ✓ Clearly describe appropriate control measures.
  - ✓ Describe the general sequence during the construction process in which the measures will be implemented.
  - ✓ Describe the maintenance and inspection procedures that will be used for that specific BMP.
  - ✓ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
  - ✓ Identify staff responsible for maintaining BMPs.
  - ✓ (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
  - 5.1 Minimize disturbed area and protect natural features and soil**
  - 5.2 Establish Perimeter Controls and Sediment Barriers**
  - 5.3 Retain Sediment on Site**
  - 5.4 Establish Stabilized Construction Exits**
  - 5.5 Protect Slopes**
  - 5.6 Stockpiled Soil or other Material**
  - 5.7 Minimize Dust**
  - 5.8 Topsoil**
  - 5.9 Soil Compaction**
  - 5.10 High Altitude/Heavy Snows**
  - 5.11 Linear Activities**
  - 5.12 Chemical Treatment**
  - 5.13 Stabilize Soils**
  - 5.14 Final Stabilization**
- Note the location of each BMP on your site map(s).
- For any structural BMPs, you should provide design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information, see *SWPPP Guide*, Chapter 4.
- Consult your MS4's or other local jurisdiction's design manual or one of those listed in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs  
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

### **5.1 Minimize Disturbed Area and Protect Natural Features and Soil**



**Instructions:**

- Describe the areas that will be disturbed with each phase of construction and the methods (e.g., signs, fences) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your site map(s) also. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 1.)
- Also, see EPA's *Preserving Natural Vegetation BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.1: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.1: ( Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.2 Establish Perimeter Controls and Sediment Barriers

**Instructions:**

- Describe structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 7.)
- Also see, EPA's *Silt Fence BMP Fact Sheet* at <https://www3.epa.gov/npdes/pubs/siltfences.pdf>, or *Fiber Rolls BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.2: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.2: (Place name of BMP here – reference to detailed instruction, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

### 5.3 Retain Sediment On-Site

**Instructions:**

- Describe sediment control practices (e.g., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 8.)
- Also, see EPA's *Sediment Basin BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.3: (Place name of BMP here – reference to detailed instruction, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.3: (Place name of BMP here – reference to detailed instruction, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

### 5.4 Establish Stabilized Construction Exits

**Instructions:**

- Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediments and discharges to storm water. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 9.)
- Also, see EPA's *Construction Entrances BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.4: (Place name of BMP here – reference to detailed instructions, Appendix M -- Tire and mud removal BMP)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.4: (Place name of BMP here – reference to detailed instructions, Appendix M -- Street clean up method)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.5 Protect Slopes

**Instructions:**

- Describe controls (e.g., erosion control blankets, tackifiers) including design specifications and details that will be implemented to protect all slopes. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 5.)
- Also, see EPA's *Geotextiles BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.5: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	

<b>Responsible Staff:</b>	
5.5: (Place name of BMP here – reference to detailed instructions, Appendix M)	
<b>BMP Description:</b>	
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.6 Stockpiled Soil or Other Erodible Material

<b>Instructions:</b>
<ul style="list-style-type: none"><li>Describe storm water controls and other measures you will take to minimize the discharge of sediment or soil particles from stockpiled soil or other erodible material. Include a description of structural practices (e.g., diversions, berms, ditches, storage basins), including installation, and maintenance specifications, used to divert flows from stockpiled sediment or soil, retain or detain flows, or otherwise limit exposure and the discharge of pollutants from stockpiled sediment or soil.</li><li>Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile.</li></ul>

5.6: (Place name of BMP here – reference to detailed instruction, Appendix M -- Backfill)	
<b>BMP Description:</b>	
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.6: (Place name of BMP here – reference to detailed instructions, Appendix M -- Landscaping)	
<b>BMP Description:</b>	
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.6: (Place name of BMP here – reference to detailed instructions, Appendix M – On site materials processing)	
<b>BMP Description:</b> [Include rational why this BMP will work best for this project]	
<b>Installation Schedule:</b>	
<b>Maintenance and</b>	

<b>Inspection:</b>	
<b>Responsible 0</b>	

Repeat as needed

## 5.7 Minimize Dust

**Instructions:**

- Describe controls and procedures you will use at your project/site to minimize the generation of dust.

5.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.8 Topsoil

**Instructions:**

- Describe how topsoil will be preserved and identify these areas and associated control measures on your site map(s).
- If it is infeasible for you to preserve topsoil on your site, provide an explanation for why this is the case.

5.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.9 Soil Compaction

**Instructions:**

- In areas where final vegetative stabilization will occur or where infiltration practices will be installed, describe the controls, including design, installation, and maintenance specifications that will be used to restrict vehicle or equipment access or condition the soil for seeding or planting.

5.9: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.9: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.10 High Altitude/Heavy Snows

**Instructions:**

- See Part 2.1.2.i of the CGP. In high altitude areas you must attempt to prepare for heavy snows by deploying storm water controls prior to the first heavy snow, and have appropriate storm water control measures designed to handle snow melt before heavy snows occur.
- Stabilization measures should be deployed at the same time (See 2.2.1.c of the CGP).

Date Snow is Expected	Date of High Altitude/Heavy Snow Conditions BMPs to be Installed	Date of First Heavy Snow
	Scheduled:	
	Actual:	

5.10: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.10: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.11 Chemical Treatment

**Instructions (see UCGP Parts 2.1.3.c and 7.2.9.b):**

- If you are using treatment chemicals at your site, provide details for each of the items below. This information is required as part of the SWPPP requirements in CGP Part 7.2.9.b.

### Soil Types

List all the soil types (including soil types expected to be found in fill material) that are expected to be exposed during construction and that will be discharged to locations where chemicals will be applied: [INSERT TEXT HERE](#)

### Treatment Chemicals

List all treatment chemicals that will be used at the site and explain why these chemicals are suited to the soil characteristics: [INSERT TEXT HERE](#)

Describe the dosage of all treatment chemicals you will use at the site or the methodology you will use to determine dosage: [INSERT TEXT HERE](#)

Provide information from any applicable Material Safety Data Sheets (MSDS): [INSERT TEXT HERE](#)

Describe how each of the chemicals will be stored: [INSERT TEXT HERE](#)

Include references to applicable state or local requirements affecting the use of treatment chemicals, and copies of applicable manufacturer's specifications regarding the use of your specific treatment chemicals and/or chemical treatment systems: [INSERT TEXT HERE](#)

***Special Controls for Cationic Treatment Chemicals (if applicable)***

If you have been authorized by your applicable Regional Office to use cationic treatment chemicals, include the official EPA authorization letter or other communication, and identify the specific controls and implementation procedures you are required to implement to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards: [INSERT \(1\) ANY LETTERS OR OTHER DOCUMENTS SENT FROM THE DWQ OFFICE CONCERNING YOUR USE OF CATIONIC TREATMENT CHEMICALS, AND \(2\) DESCRIPTION OF ANY SPECIFIC CONTROLS YOU ARE REQUIRED TO IMPLEMENT](#)

***Schematic Drawings of Storm Water Controls/Chemical Treatment Systems***

Provide schematic drawings of any chemically-enhanced storm water controls or chemical treatment systems to be used for application of treatment chemicals: [INSERT TEXT HERE](#)

***Training***

Describe the training that personnel who handle and apply chemicals have received prior to permit coverage, or will receive prior to the use of treatment chemicals: [INSERT TEXT HERE](#)

5.11: <a href="#">(Place name of BMP here – reference to detailed instructions, Appendix M)</a>	
<b><i>BMP Description:</i></b>	
<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

5.11: <a href="#">(Place name of BMP here – reference to detailed instructions, Appendix M)</a>	
<b><i>BMP Description:</i></b>	
<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

[Repeat as needed](#)



## 5.12 Stabilize Soils

### Instructions:

- Describe controls (e.g., interim seeding with native vegetation, hydroseeding) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Avoid using impervious surfaces for stabilization whenever possible. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 4.)
- Also, see EPA's *Seeding BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

5.12: (Place name of BMP here – reference to detailed instructions, Appendix M)

### BMP Description:

<input type="checkbox"/> <b>Permanent</b>	<input type="checkbox"/> <b>Temporary</b>
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.12: (Place name of BMP here – reference to detailed instructions, Appendix M)

### BMP Description:

<input type="checkbox"/> <b>Permanent</b>	<input type="checkbox"/> <b>Temporary</b>
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 5.13 Final Stabilization

### Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site (specific vegetative and/or non-vegetative practices). The CGP allows you to then discontinue inspection activities in these areas.
- You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.
- Note that dates for areas that have achieved final stabilization should be included in Section 5, Part 5.1 of this SWPPP.
- For more on this topic, see *SWPPP Guide*, Chapter 9.

5.13: (Place name of BMP here – reference to detailed instructions, Appendix M)

<b>BMP Description:</b>	
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

5.13: (Place name of BMP here – reference to detailed instructions, Appendix M)

<b>BMP Description:</b>	
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## SECTION 6: POLLUTION PREVENTION

### Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in storm water (CGP Part 2.3).
- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your state's or local jurisdiction's design manual or resources in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

### 6.1 Spill Prevention and Response

### Instructions:

- Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 6.)
- Some projects/site may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.
- Also, see EPA's *Spill Prevention and Control Plan BMP Fact sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>
- Spill controls must contain spills, and be mobilized at the moment of need. The plan must include the materials and method of containment and for flowing liquid, cleanup, disposal and follow the minimum spill controls below.

INSERT TEXT HERE or REFERENCE ATTACHMENT

Any discharges in 24 hours equal to or in excess of the reportable quantities listed in 40 CFR 117, 40 CFR 110, and 40 CFR 302 will be reported to the National Response Center and the Division of Water Quality (DWQ) as soon as practical after knowledge of the spill is known to the permittees. The permittee shall submit within 14 calendar days of knowledge of the release a written description of: the release (including the type and estimate of the amount of material released), the date that such release occurred, the circumstances leading to the release, and measures taken and/or planned to be taken to the Division of Water Quality (DWQ), 288 North 1460 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870. The Storm Water Pollution Prevention Plan must be modified within 14 calendar days of knowledge of the release to provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, the plan must be reviewed to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and the plan must be modified where appropriate.

Agency	Phone Number
--------	--------------

National Response Center	(800) 424-8802
Division of Water Quality ( DWQ) 24-Hr Reporting	(801)-231-1769 (801) 536-4123
Utah Department of Health Emergency Response	(801) 580-6681

Material	Media Released To	Reportable Quantity
Engine oil, fuel, hydraulic & brake fluid	Land	25 gallons
Paints, solvents, thinners	Land	100 lbs (13 gallons)
Engine oil, fuel, hydraulic & brake fluid	Water	Visible Sheen
Antifreeze, battery acid, gasoline, engine degreasers	Air, Land, Water	100 lbs (13 gallons)
Refrigerant	Air	1 lb

## 6.2 Construction and Domestic Waste

### Instructions:

- Describe measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 1.)
- Also, see EPA's *General Construction Site Waste Management BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

6.2: (Place name of BMP here – reference to detailed instructions, Appendix M)(Trash Control)

### BMP Description:

**Installation Schedule:**

**Maintenance and Inspection:**

**Responsible Staff:**

6.2: (Place name of BMP here – reference to detailed instructions, Appendix M)(Spoil Control)

### BMP Description:

**Installation Schedule:**

**Maintenance and Inspection:**

**Responsible Staff:**

6.2: (Place name of BMP here – reference to detailed instructions, Appendix M)(Sanitary Waste Control)

**BMP Description:**

**Installation Schedule:**

**Maintenance and  
Inspection:**

**Responsible Staff:**

6.2: (Place name of BMP here – reference to detailed instructions, Appendix M)(Concrete Cutting Control)

**BMP Description:**

**Installation Schedule:**

**Maintenance and  
Inspection:**

**Responsible Staff:**

6.2: (Place name of BMP here – reference to detailed instructions, Appendix M)(Concrete Washout Control)

**BMP Description:**

**Installation Schedule:**

**Maintenance and  
Inspection:**

**Responsible Staff:**

Repeat as needed

### **6.3 Washing of Applicators and Containers used for Concrete, Paint or Other Materials**

**Instructions:**

- Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, concrete washout, paint, stucco, mortar, drywall mud, and so on. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 3.)
- Also, see EPA's *Concrete Washout BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

6.3: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

6.3: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 6.4 Establish Proper Building Material Staging Areas

**Instructions:**

- Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to storm water. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 2.)

6.4: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

6.4: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## **6.5 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices**

### **Instructions:**

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to storm water (e.g., secondary containment, drip pans, and spill kits). CGP Part 2.3.3.a
- For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 4.
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

6.5: (Place name of BMP here – reference to detailed instructions, Appendix M)

### **BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

6.5: (Place name of BMP here – reference to detailed instructions, Appendix M)

### **BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 6.6 Control Equipment/Vehicle Washing

**Instructions:**

- Describe equipment/vehicle washing practices that will be used to minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other types of washing (e.g., locating activities away from surface waters and storm water inlets or conveyances and directing wash waters to a sediment basin or sediment trap, using filtration devices, such as filter bags or sand filters, or using other similarly effective controls). (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 5.)
- Describe how you will prevent the discharge of soaps, detergents, or solvents by providing either (1) cover (examples: *plastic sheeting or temporary roofs*) to prevent these detergents from coming into contact with rainwater, or (2) a similarly effective means designed to prevent the discharge of pollutants from these areas.
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

6.6: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

6.6: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

## 6.7 Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials

**Instructions:**

- Describe how you will comply with the CGP Part 2.3.5 requirement to “minimize discharges of fertilizers containing nitrogen or phosphorus”.

6.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

**BMP Description:**

<b>Installation Schedule:</b>	
-------------------------------	--



<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

6.7: (Place name of BMP here – reference to detailed instructions, Appendix M)

***BMP Description:***

<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

Repeat as needed

## 6.8 Other Pollution Prevention Practices

**Instructions:**

- Describe any additional BMPs that do not fit into the above categories. Indicate the problem they are intended to address.

6.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

***BMP Description:***

<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

6.8: (Place name of BMP here – reference to detailed instructions, Appendix M)

***BMP Description:***

<b><i>Installation Schedule:</i></b>	
<b><i>Maintenance and Inspection:</i></b>	
<b><i>Responsible Staff:</i></b>	

Repeat as needed

## SECTION 7: INSPECTIONS & CORRECTIVE ACTIONS

### 7.1 *Inspections*

#### **Instructions:**

- Identify the individual(s) responsible for conducting inspections and ensure they are a “qualified person” per the CGP Part 4.
- The “qualified person” must meet the requirements of the UCGP, such as but not limited to the following:
  - ✓ Utah Registered Storm Water Inspector (RSI)
  - ✓ Certified Professional in Erosion and Sediment Control (CPESC)
  - ✓ Certified Professional in Storm Water Quality (CPSWQ)
  - ✓ Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)
  - ✓ Certified Inspector of Sediment and Erosion Control (CISEC)
  - ✓ National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (NICET)
  - ✓ Utah Department of Transportation Erosion Control Supervisor (ECS)
- Reference or attach the inspection form that will be used.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Increase in inspection frequency for sites discharging to Sensitive Waters (CGP 4.1.3).
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log described in Part 5.3 below.
- For more on this topic, see *SWPPP Guide*, Chapters 6 and 8.
- Also, see suggested inspection form in Appendix B of the *SWPPP Guide*.

**1. *Inspection Personnel:*** Identify the person(s) who will be responsible for conducting inspections and describe their qualifications:

[File inspection certifications in Appendix J](#)

**2. *Inspection Schedule:***

Minimum Inspection Requirements:

- ☐ At least once every 7 calendar days; or
- ☐ At least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater.

Inspection Reports are filed in Appendix E

## **7.2 Corrective Actions**

**Instructions:**

- Create here, or as an attachment, a corrective action log. This log should describe repair, replacement, and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

Correction Action Log is filed in Appendix F

## **7.3 Delegation of Authority**

**Instructions:**

- Identify the individual(s) or specifically describe the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.
- Each inspection report must be signed in accordance with Appendix G, Part G.16 of the permit.
- If a delegation letter is necessary, see Appendix K of this template and submit it to the Department and include in the SWPPP in Appendix K.
- For more on this topic, see *SWPPP Guide*, Chapter 7.

See the signed delegation of authority forms in Appendix K.

## SECTION 8: TRAINING AND RECORDKEEPING

### 8.1 Training

**Instructions:**

- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent storm water problems at your site, document that the personnel required to be trained in CGP Part 6 completed the appropriate training.
- The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:
  - ✓ Personnel who are responsible for the design, installation, maintenance, and/or repair of storm water controls (including pollution prevention measures);
  - ✓ Personnel responsible for the application and storage of treatment chemicals (if applicable);
  - ✓ Personnel who are responsible for conducting inspections as required in Part 4.1.1; and
  - ✓ Personnel who are responsible for taking corrective actions as required in Part 5.
- Include dates, number of attendees, subjects covered, and length of training.
- For more on this subject, see *SWPPP Guide*, Chapter 8.

Training documentation and log are filed in Appendix J.

### 8.2 Recordkeeping

**Instructions:**

- The following is a list of records you should keep at your project site available for inspectors to review:
- Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3)
- A copy of the construction general permit (attach)
- The signed and certified NOI form or permit application form (attach)
- A copy of the letter from EPA or/the state notifying you of their receipt of your complete NOI/application (attach)
- Inspection reports (attach)
- Check your permit for additional details
- For more on this subject, see *SWPPP Guide*, Chapter 6.C.

Maintain all records in Appendices A-M

### 8.3 Log of Changes to the SWPPP

**Instructions:**

- Create a log here, or as an attachment, of changes and updates to the SWPPP. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, updates to site maps, and so on.

Amendments to the SWPPP are filed in Appendix G

## SECTION 9: CERTIFICATION

**Instructions:**

- The SWPPP should be signed and certified by the owner and the general contractor. Attach a copy of the NOI and a copy of the General Storm Water Permit for Construction Activity. You can get a copy of the General Storm Water Permit for Construction Activity on the same web page that this template was obtained (<https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge-elimination-system/storm-water-general-construction.htm>)

### Owner

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 assure that qualified personnel properly gathered and evaluated 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.

Name:

Title:

Signature:

Date:

### General Contractor

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 assure that qualified personnel properly gathered and evaluated 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.

Name:

Title:

Signature:

Date:

## **SWPPP APPENDICES**

Attach the following documentation to the SWPPP:

***Appendix A – General Location Map***

***Appendix B – Site Maps***

***Appendix C – Construction General Permit***

***Appendix D – NOI, Local, County and other State Permits. and  
Acknowledgement Letter from EPA/State/MS4***

***Appendix E – Inspection Reports***

***Appendix F – Corrective Action Log (see CGP 5.4)***

***Appendix G – SWPPP Amendment Log (see CGP 7.4.3)***

***Appendix H – Subcontractor  
Certifications/Agreements/Delegation of  
Authority (see CGP Appendix G16.1.2)***

***Appendix I – Grading and Stabilization Activities Log (see CGP  
7.2.4.b)***

***Appendix J – Training Log (see CGP 6)***

***Appendix K – Construction Plans*** (if desired – may be referenced)

***Appendix L – Additional Information (i.e., Other permits such as  
dewatering, stream alteration, wetland; and out of  
date swppp documents)***

***Appendix M – BMP Instruction and Detail Specifications***

## Appendix F – *Sample* Corrective Action Log

Project Name:  
SWPPP Contact:

Inspection Date	Inspector Name(s)	Description of BMP Deficiency	Corrective Action Needed (including planned date/responsible person)	Date Action Taken/Responsible person



## Appendix G – *Sample* SWPPP Amendment Log

Project Name:  
SWPPP Contact:

Amendment No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]

## Appendix H – *Sample* Subcontractor Certifications/Agreements

### SUBCONTRACTOR CERTIFICATION STORM WATER POLLUTION PREVENTION PLAN

Project Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Operator(s): \_\_\_\_\_

As a subcontractor, you are required to comply with the Storm water Pollution Prevention Plan (SWPPP) for any work that you perform on-site. Any person or group who violates any condition of the SWPPP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP. A copy of the SWPPP is available for your review at the office trailer.

Each subcontractor engaged in activities at the construction site that could impact storm water must be identified and sign the following certification statement:

**I certify under the penalty of law that I have read and understand the terms and conditions of the SWPPP for the above designated project and agree to follow the BMPs and practices described in the SWPPP.**

This certification is hereby signed in reference to the above named project:

Company: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Type of construction service to be provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Delegation of Authority

I, \_\_\_\_\_, hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the UPDES "General Permit for Storm Water Discharges Associated with Construction Activity" (CGP), at the construction site:

\_\_\_\_\_, Permit No. UTR \_\_\_\_\_

The designee is authorized to sign all reports required by the Permit and other information requested by the Director of the Utah Division of Water Quality, or by an authorized representative of the Executive Secretary.

Name of Person or Position: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Part G.16.1.2. of the CGP, and that the designee above meets the definition of a "duly authorized representative" as set forth in Part G.16.1.2 of the CGP.

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 assure 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.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix I – *Sample* Grading and Stabilization Activities Log

Project Name:  
SWPPP Contact:

Date Grading Activity Initiated	Description of Grading Activity	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date When Stabilization Measures are Initiated	Description of Stabilization Measure and Location

## Appendix J – *Sample* SWPPP Training Log

### Storm Water Pollution Prevention Training Log

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Instructor's Name(s): \_\_\_\_\_

Instructor's Title(s): \_\_\_\_\_

Course Location: \_\_\_\_\_ Date: \_\_\_\_\_

Course Length (hours): \_\_\_\_\_

Storm Water Training Topic: *(check as appropriate)*

- ☐ Erosion Control BMPs      ☐ Emergency Procedures  
☐ Sediment Control BMPs      ☐ Good Housekeeping BMPs  
☐ Non-Storm Water BMPs

Specific Training Objective: \_\_\_\_\_

Attendee Roster: *(attach additional pages as necessary)*

No.	Name of Attendee	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Appendix K – Construction plans

The permittee may elect to use this section to place a small copy of construction plans as a reference for the convenience of those using the SWPPP. It is not a permit requirement to place a copy of the construction plans here in the SWPPP.