



JAMES CITY COUNTY, VA SUPPORTING PROGRAM MATERIALS

SWPPP - POLLUTION PREVENTION (P2 or PPP) PLAN Template

Instructions

To help you develop the narrative section of your construction site SWPPP, James City County as local VESCP/VSMP authority will utilize this EPA created electronic SWPPP template. The template is designed to help guide you through the SWPPP development process for plan of development projects (commercial, residential, etc.) and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You should use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA's website at www.epa.gov/npdes/swpppguide and <http://water.epa.gov/pollution/npdes/stormwater/Stormwater-Pollution-Prevention-Plans-for-Construction-Activities.cfm#template>

Recall that for the Virginia Stormwater Management Program (VSMP), a Stormwater Pollution Prevention Plan (SWPPP) has three components: a site erosion and sediment control (E&SC) plan, a site stormwater management (SWM) plan, and a site pollution prevention plan (P2 plan or PPP). A pollution prevention plan is a component of an overall SWPPP and is the main focus of providing this narrative as part of a SWPPP.

This template covers the SWPPP elements that most state construction general permits require, however, you are strongly encouraged to customize this template specific to your project. There are several reasons to customize this template:

- **To reflect the terms and conditions of your construction general permit;**
- **To reflect the conditions at your site;**
- **To reflect specific control measures or pollution prevention practices intended for use.**

Some states might have their own SWPPP template. If so, use the state-suggested format. In such cases, this document and its template might provide useful background information.

Using the SWPPP Template

Each section of this template includes “instructions” and space for “project information.” You should read the instructions for each section as you complete the project information. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, for example one contractor who will be responsible for installation of road and utility infrastructure and another contractor responsible for building construction, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.
- Do not forget specific local program requirements to be included within the SWPPP such as urban nonpoint source program contacts (local VESCP/VSMP authority), checklists, County standard notes, or local VSMP ordinance requirements.
- Don't forget to address applicable state VESCP Minimum Standards.

Stormwater Pollution Prevention Plan (SWPPP)

For Construction Activities At:

Insert Project/Site Name
Insert Project Site Location/Address
Insert City, State, Zip Code
Insert Project/Site Telephone Number

SWPPP Prepared For:

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

SWPPP Prepared By:

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 Operator(s) / Subcontractor(s)

Instructions (see definition of “operator” at CGP Part 1.1.a):

- Identify the operator(s) who will be engaged in construction activities at the site. Indicate respective responsibilities, where appropriate. Also include the 24-hour emergency contact.
- List subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- Consider using Subcontractor Agreements such as the type included as a sample in Appendix G of the Template.

Operator(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.]

Subcontractor(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.]

Emergency 24-Hour Contact:

Insert Company or Organization Name:

Insert Name:

Insert Telephone Number:

1.2 Stormwater Team

Instructions (see CGP Part 7.2.1):

- Identify the staff members (by name or position) that comprise the project's stormwater team as well as their individual responsibilities. At a minimum the stormwater 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 stormwater controls, conducting site inspections, and taking corrective actions where required).
- Each member of the stormwater team must have ready access to either an electronic or paper copy of applicable portions of the 2012 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, AND PLANNING

2.1 Project/Site Information

Instructions (see "Project/Site Information" section of Appendix J - NOI form):

- In this section, you are asked to compile basic site information that will be helpful to you when you file your NOI.
- Detailed information on determining your site's latitude and longitude can be found at www.epa.gov/npdes/stormwater/latlong

Project Name and Address

Project/Site Name: INSERT TEXT HERE
Project Street/Location: INSERT TEXT HERE
City: INSERT TEXT HERE
State: INSERT TEXT HERE
ZIP Code: INSERT TEXT HERE
County or Similar Subdivision: INSERT TEXT HERE

Project 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): _____

Horizontal Reference Datum:

- NAD 27 NAD 83 or WGS 84 Unknown

If you used a U.S.G.S topographic map, what was the scale? _____

Additional Project Information

Is the project/site located on Indian country lands, or located on a property of religious or cultural significance to an Indian tribe? Yes No

If yes, provide the name of the Indian tribe associated with the area of Indian country (including the name of Indian reservation if applicable), or if not in Indian country, provide the name of the Indian tribe associated with the property: INSERT TEXT HERE

If you are conducting earth-disturbing activities in response to a public emergency, document the cause of the public emergency (e.g., natural disaster, extreme flooding conditions), information substantiating its occurrence (e.g., state disaster declaration), and a description of the construction

necessary to reestablish effective public services: INSERT TEXT HERE

Are you applying for permit coverage as a “federal operator” as defined in Appendix A of the 2012 CGP? Yes No

2.2 Discharge Information

Instructions (see “Discharge Information ” section of Appendix J - NOI form):

- In this section, include information relating to your site’s discharge. This information corresponds to the “Discharge Information” section of the NOI form. Because you may be using EPA’s mapping tool to answer some of these questions, and the tool is accessed in the eNOI system, you may find it necessary to leave some questions unanswered until you have completed that portion of the NOI.
- For Table 1, list the name of the first surface water that receives discharges from your site. If your site has discharges to multiple surface waters, indicate the names of all such waters.
- For Table 2, if any of the surface waters you listed out in Table 1 are listed as impaired by the applicable State or Tribe, 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. For more information on TMDLs and impaired waters, including a list of TMDL contacts and links by state, visit www.epa.gov/npdes/stormwater/tmdl.
- For Table 3, indicate whether any of the surface waters you listed out in Table 1 are designated as Tier 2, 2.5, or 3 waters by your State or Tribe. See Appendix F for more information.

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

Are there any surface waters that are located within 50 feet of your construction disturbances?
 Yes No

Table 1 - Names of Receiving Waters

Name(s) of the first surface water that receives stormwater 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.	

[Include additional rows as necessary.]

Table 2 - Impaired Waters / TMDLs (Answer the following for each surface water listed in Table 1 above)

	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?	Title of the TMDL document	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		

[Include additional rows as necessary.]

Describe the method(s) you used to determine whether or not your project/site discharges to an impaired water: [INSERT TEXT HERE](#)

Table 3 - Tier 2, 2.5, or 3 Waters (Answer the following for each surface water listed in Table 1 above)

	Is this surface water designated as a Tier 2, Tier 2.5, or Tier 3 water? (see Appendix F)	If you answered yes, specify which Tier (2, 2.5, or 3) the surface water is designated as?
1.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
2.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
3.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
4.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
5.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"

6.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
----	--	--

2.3 Nature of the Construction Activity

Instructions (see CGP Part s 1.3.c and 7.2.2):

- Provide a general description of the nature of the construction activities at your project.
- Describe the size of the property (in acres) and the total area expected to be disturbed by the construction activities (in acres), construction support activities covered by this permit (see Part 1.3.c of the permit), and the maximum area expected to be disturbed at any one time.

General Description of Project

Provide a general description of the construction project:

INSERT TEXT HERE

Size of Construction Project

What is the size of the property (in acres), the total area expected to be disturbed by the construction activities (in acres), and the maximum area expected to be disturbed at any one time?

INSERT SIZE OF PROPERTY (in acres)

INSERT TOTAL AREA OF CONSTRUCTION DISTURBANCES (in acres)

INSERT MAXIMUM AREA TO BE DISTURBED AT ANY ONE TIME (in acres)

[Repeat as necessary for individual project phases.]

Construction Support Activities (only provide if applicable)

Describe any construction support activities for the project (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas)

INSERT DESCRIPTION OF CONSTRUCTION SUPPORT ACTIVITY

INSERT CONTACT INFORMATION FOR CONSTRUCTION SUPPORT ACTIVITY (Name, Telephone No., Email Address)

INSERT LOCATION INFORMATION FOR CONSTRUCTION SUPPORT ACTIVITY (Address and/or Latitude/Longitude)

[Repeat as necessary.]

2.4 Sequence and Estimated Dates of Construction Activities

Instructions (see CGP Part 7.2.5) :

- Describe the intended construction sequence and timing of major activities.
- For each phase of construction, include the following information:
 - ✓ Installation of stormwater controls, and when they will be made operational;
 - ✓ Commencement and duration of earth-disturbing activities, including clearing and grubbing, mass grading, site preparation (i.e., excavating, cutting and filling), final grading, and creation of soil and vegetation stockpiles requiring stabilization;
 - ✓ Cessation, temporarily or permanently, of construction activities on the site, or in designated portions of the site;
 - ✓ Final or temporary stabilization of areas of exposed soil. The dates for stabilization must reflect the applicable deadlines to which you are subject to in Part 2.2.1; and
 - ✓ Removal of temporary stormwater conveyances/channels and other stormwater control measures, removal of construction equipment and vehicles, and cessation of any pollutant-generating activities.
- The construction sequence must reflect the following requirements:
 - ✓ Part 2.1.1.1 (area of disturbance);
 - ✓ Part 2.1.1.3.a (installation of stormwater controls); and
 - ✓ Parts 2.2.1.1, 2.2.1.2, 2.2.1.3 (stabilization deadlines).
- Also, see EPA's Construction Sequencing BMP Fact Sheet at http://www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_seq

Phase I

INSERT GENERAL DESCRIPTION OF PHASE

- INSERT ESTIMATED START AND END DATES OF CONSTRUCTION DISTURBANCES ASSOCIATED WITH THIS PHASE
- FOR EACH STORMWATER CONTROL, INSERT ESTIMATED DATE(S) OF INSTALLATION OF EACH STORMWATER CONTROL
- FOR AREAS OF THE SITE REQUIRED TO BE STABILIZED, INSERT ESTIMATED DATE(S) OF APPLICATION OF STABILIZATION MEASURES
- INSERT ESTIMATED DATE(S) WHEN STORMWATER CONTROLS WILL BE REMOVED

Phase II

INSERT GENERAL DESCRIPTION OF PHASE

- INSERT ESTIMATED START AND END DATES OF CONSTRUCTION DISTURBANCES ASSOCIATED WITH THIS PHASE
- FOR EACH STORMWATER CONTROL, INSERT ESTIMATED DATE(S) OF INSTALLATION OF EACH STORMWATER CONTROL
- FOR AREAS OF THE SITE REQUIRED TO BE STABILIZED, INSERT ESTIMATED DATE(S) OF APPLICATION OF STABILIZATION MEASURES
- INSERT ESTIMATED DATE(S) WHEN STORMWATER CONTROLS WILL BE REMOVED

[Repeat as needed.]

2.5 Allowable Non-Stormwater Discharges

Instructions (see CGP Parts 1.3.d and 7.2.8):

- Identify all allowable sources of non-stormwater discharges. The allowable non-stormwater discharges identified in Part 1.3.d of the 2012 CGP include:
 - ✓ Discharges from emergency fire-fighting activities;
 - ✓ Fire hydrant flushings;
 - ✓ Landscape irrigation;
 - ✓ Waters used to wash vehicles and equipment, provided that there is no discharge of soaps, solvents, or detergents used for such purposes;
 - ✓ 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 provided spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and detergents are not used. You are prohibited from directing pavement wash waters directly into any surface water, storm drain inlet, or stormwater conveyance, unless the conveyance is connected to a sediment basin, sediment trap, or similarly effective control;
 - ✓ Uncontaminated air conditioning or compressor condensate;
 - ✓ Uncontaminated, non-turbid discharges of ground water or spring water;
 - ✓ Foundation or footing drains where flows are not contaminated with process materials such as solvents or contaminated ground water; and
 - ✓ Construction dewatering water that has been treated by an appropriate control.

List of Allowable Non-Stormwater Discharges Present at the Site

Type of Allowable Non-Stormwater Discharge	Likely to be Present at Your Site?
Discharges from emergency fire-fighting activities	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fire hydrant flushings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Landscape irrigation	<input type="checkbox"/> YES <input type="checkbox"/> NO
Waters used to wash vehicles and equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water used to control dust	<input type="checkbox"/> YES <input type="checkbox"/> NO
Potable water including uncontaminated water line flushings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Routine external building wash down	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pavement wash waters	<input type="checkbox"/> YES <input type="checkbox"/> NO
Uncontaminated air conditioning or compressor condensate	<input type="checkbox"/> YES <input type="checkbox"/> NO
Uncontaminated, non-turbid discharges of ground water or spring water	<input type="checkbox"/> YES <input type="checkbox"/> NO
Foundation or footing drains	<input type="checkbox"/> YES <input type="checkbox"/> NO
Construction dewatering water	<input type="checkbox"/> YES <input type="checkbox"/> NO

(Note: You are reminded of the requirement to identify the likely locations of these allowable non-stormwater discharges on your site map. See Section 2.6, below, of the SWPPP Template.)

2.6 Site Maps

Instructions (see CGP Part 7.2.6):

- Attach site maps in Appendix A of the Template. For most projects, a series of site maps is necessary and 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 must include the following features:

- Boundaries of the property and of the locations where construction will occur, including:
 - ✓ Locations where earth-disturbing activities will occur, noting any phasing of construction activities;
 - ✓ Approximate slopes before and after major grading activities. Note areas of steep slopes, as defined in Appendix A;
 - ✓ Locations where sediment, soil, or other construction materials will be stockpiled;
 - ✓ Locations of any crossings of surface waters;
 - ✓ Designated points on the site where vehicles will exit onto paved roads;
 - ✓ Locations of structures and other impervious surfaces upon completion of construction; and
 - ✓ Locations of construction support activity areas covered by this permit.
- Locations of all surface waters, including wetlands, that exists on or near your site. Indicate which waterbodies are listed as impaired, and which are identified by your state, tribe, or EPA as Tier 2, Tier 2.5, or Tier 3 waters.
- The boundary lines of any natural buffer areas. See CGP Part 2.1.2.1.a.
- Areas of federally-listed critical habitat for endangered or threatened species.
- Topography of the site, existing vegetative cover (e.g., forest, pasture, pavement, structures), and drainage pattern(s) of stormwater and allowable non-stormwater flow onto, over, and from the site property before and after major grading activities.
- Stormwater and allowable non-stormwater discharge locations, including:
 - ✓ Locations of any storm drain inlets on the site and in the immediate vicinity of the site; and
 - ✓ Locations where stormwater or allowable non-stormwater will be discharged to surface waters (including wetlands).
- Locations of all potential pollutant-generating activities.
- Locations of stormwater control measures.
- Locations where polymers, flocculants, or other treatment chemicals will be used and stored.

SECTION 3: DOCUMENTATION OF COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

3.1 Endangered Species Protection

Instructions (see CGP Parts 1.1.e, 7.2.14.1, Appendix D , and the “Endangered Species Protection ” section of the Appendix J - NOI form):

Follow the process in Appendix D of the permit for determining which eligibility criterion (A-E) you have met with respect to the protection of endangered species. You will

- Include documentation supporting your determination of eligibility.
- Additional information on Endangered Species Act (ESA) provisions for EPA’s Construction General Permit is at www.epa.gov/npdes/stormwater/esa

Eligibility Criterion

Under which criterion listed in Appendix D are you eligible for coverage under this permit?

A B C D E

For reference purposes, the eligibility criteria listed in Appendix D are as follows:

- Criterion A.** No federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in your site’s “action area” as defined in Appendix A of this permit.
- Criterion B.** The construction site’s discharges and discharge-related activities were already addressed in another operator’s valid certification of eligibility for your action area under eligibility Criterion A, C, D, E, or F and there is no reason to believe that federally-listed species or federally-designated critical habitat not considered in the prior certification may be present or located in the “action area”. To certify your eligibility under this Criterion, there must be no lapse of NPDES permit coverage in the other operator’s certification. By certifying eligibility under this Criterion, you agree to comply with any effluent limitations or conditions upon which the other operator’s certification was based. You must include in your NOI the tracking number from the other operator’s notification of authorization under this permit. If your certification is based on another operator’s certification under Criterion C, you must provide EPA with the relevant supporting information required of existing dischargers in Criterion C in your NOI form.
- Criterion C.** Federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in or near your site’s “action area,” and your site’s discharges and discharge-related activities are not likely to adversely affect listed threatened or endangered species or critical habitat. This determination may include consideration of any stormwater controls and/or management practices you will adopt to ensure that your discharges and discharge-related activities are not likely to adversely affect listed species and critical habitat. To make this certification, you must include the following in your NOI: 1) any federally listed species and/or designated habitat located in your “action area”; and 2) the distance between your site and the listed species or designated critical habitat (in miles). You must also include a copy of your site map with your NOI.
- Criterion D.** Coordination between you and the Services has been concluded. The coordination must have addressed the effects of your site’s discharges and discharge-related activities on federally-listed threatened or endangered species and federally-designated critical habitat, and must have resulted in a written concurrence from the relevant Service(s) that your site’s discharges and discharge-related activities are not likely to adversely affect listed species or critical habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI.

- Criterion E.** Consultation between a Federal Agency and the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service under section 7 of the ESA has been concluded. The consultation must have addressed the effects of the construction site's discharges and discharge-related activities on federally-listed threatened or endangered species and federally-designated critical habitat. The result of this consultation must be either:
- i. a biological opinion that concludes that the action in question (taking into account the effects of your site's discharges and discharge-related activities) is not likely to jeopardize the continued existence of listed species, nor the destruction or adverse modification of critical habitat; or
 - ii. written concurrence from the applicable Service(s) with a finding that the site's discharges and discharge-related activities are not likely to adversely affect federally-listed species or federally-designated habitat.

You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI.

- Criterion F.** Your construction activities are authorized through the issuance of a permit under section 10 of the ESA, and this authorization addresses the effects of the site's discharges and discharge-related activities on federally-listed species and federally-designated critical habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI.

Supporting Documentation

Provide documentation for the applicable eligibility criterion you select in Appendix D, as follows:

For criterion A, indicate the basis for your determination that no federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in your site's action area (as defined in Appendix A of the permit). Check the applicable source of information you relied upon:

- Specific communication with staff of the U.S. Fish & Wildlife Service or National Marine Fisheries Service. [INSERT DATE OF COMMUNICATION AND WHO YOU SPOKE WITH](#)
- Publicly available species list. [INSERT SPECIFIC DOCUMENT AND/OR WEBSITE RELIED UPON](#)
- Other source: [INSERT SPECIFIC SOURCE](#)

For criterion B, provide the Tracking Number from the other operator's notification of permit authorization: [INSERT AUTHORIZATION TRACKING NUMBER FROM OTHER OPERATOR'S NOTIFICATION LETTER/EMAIL](#)

Provide a brief summary of the basis used by the other operator for selecting criterion A, B, C, D, E, or F: [INSERT TEXT HERE](#)

For criterion C, provide the following information:

- [INSERT LIST OF FEDERALLY-LISTED SPECIES OR FEDERALLY-DESIGNATED CRITICAL HABITAT LOCATED IN YOUR ACTION AREA](#)
- [INSERT DISTANCE BETWEEN YOUR SITE AND THE LISTED SPECIES OR CRITICAL HABITAT \(in miles\)](#)

Also, provide a brief summary of the basis used for determining that your site's discharges and discharge-related activities are not likely to adversely affect listed species or critical habitat: [INSERT TEXT HERE](#)

For criterion D, E, or F, attach copies of any letters or other communication between you and the U.S. Fish & Wildlife Service or National Marine Fisheries Service concluding consultation or coordination activities. [INSERT COPIES OF LETTERS OR OTHER COMMUNICATIONS HERE](#)

3.2 Historic Preservation

Instructions (see CGP Part 1.1.f , 7.2.14.2, Appendix E , and the “Historic Preservation ” section of the Appendix J - NOI form):

Follow the screening process in Appendix E of the permit for determining whether your installation of subsurface earth-disturbing stormwater controls will have an effect on historic properties.

- Include documentation supporting your determination of eligibility.
- To contact your applicable state or tribal historic preservation office, information is available at www.achp.gov/programs/html.

Appendix E, Step 1

Do you plan on installing any of the following stormwater controls at your site? Check all that apply below, and proceed to Appendix E, Step 2.

- Dike
- Berm
- Catch Basin
- Pond
- Stormwater Conveyance Channel (e.g., ditch, trench, perimeter drain, swale, etc.)
- Culvert
- Other type of ground-disturbing stormwater control: [INSERT SPECIFIC TYPE OF STORMWATER CONTROL](#)

(Note: If you will not be installing any ground-disturbing stormwater controls, no further documentation is required for Section 3.2 of the Template.)

Appendix E, Step 2

If you answered yes in Step 1, have prior surveys or evaluations conducted on the site already determined that historic properties do not exist, or that prior disturbances at the site have precluded the existence of historic properties? YES NO

- If yes, no further documentation is required for Section 3.2 of the Template.
- If no, proceed to Appendix E, Step 3.

Appendix E, Step 3

If you answered no in Step 2, have you determined that your installation of subsurface earth-disturbing stormwater controls will have no effect on historic properties? YES NO

If yes, provide documentation of the basis for your determination. [INSERT REFERENCES TO DOCUMENTS, STUDIES, OR OTHER SOURCES RELIED UPON](#)

If no, proceed to Appendix E, Step 4.

Appendix E, Step 4

If you answered no in Step 3, did the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Office (THPO), or other tribal representative (whichever applies) respond to you within 15 calendar days to indicate whether the subsurface earth disturbances caused by the installation of stormwater controls affect historic properties? YES NO

If no, no further documentation is required for Section 3.2 of the Template.

If yes, describe the nature of their response:

- Written indication that adverse effects to historic properties from the installation of stormwater controls can be mitigated by agreed upon actions. INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE
- No agreement has been reached regarding measures to mitigate effects to historic properties from the installation of stormwater controls. INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE
- Other: INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE

3.3 Safe Drinking Water Act Underground Injection Control Requirements

Instructions (see CGP Part 7.2.14.3):

- If you will use any of the identified controls in this section, include documentation of contact between you and the applicable state agency or EPA Regional Office responsible for implementing the requirements for underground injection wells in the Safe Drinking Water Act and EPA's implementing regulations at 40 CFR Parts 144-147.
- For state UIC program contacts, refer to the following EPA website:
<http://water.epa.gov/type/groundwater/uic/whereyoulive.cfm>.

Do you plan to install any of the following controls? Check all that apply below.

- Infiltration trenches (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)
- Commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate stormwater flow
- Drywells, seepage pits, or improved sinkholes (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)

If yes, INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE STATE AGENCY OR EPA REGIONAL OFFICE

SECTION 4: EROSION AND SEDIMENT CONTROLS

General Instructions (See CGP Parts 2.1 and 7.2.10):

- Describe the erosion and sediment controls that will be installed and maintained at your site.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs
<http://www.epa.gov/npdes/stormwater/menuofbmps>

4.1 Natural Buffers or Equivalent Sediment Controls

Instructions (see CGP Part s 2.1.2.1 and 7.2.9, and Appendix G):

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 2.1.2.1 and Appendix G for information on how to comply with the buffer requirements.

- Describe the compliance alternative (CGP Part 2.1.2.1.a.i, ii, or iii) 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 CGP Part 2.1.2.1.e, 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 Part 4.1 in the SWPPP Template. Continue on to Part 4.2.)

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 TABLES IN APP. G, ATTACHMENT 1. 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:
(1) THE ESTIMATED SEDIMENT REMOVAL FROM A 50-FOOT BUFFER USING APPLICABLE TABLES IN APP. G, ATTACHMENT 1. 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 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 2.1.2.1.e. (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 stormwater 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 4.1 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 2.1.2.1.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 2.1.2.1.a compliance alternatives. **INCLUDE DOCUMENTATION HERE OF THE FOLLOWING: (1) WHY IT IS INFEASIBLE FOR YOU TO MEET ONE OF THE BUFFER COMPLIANCE ALTERNATIVES, 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 2.1.2.1.e.iv and in Appendix A).
For Alternative 1 (see Appendix G, Part G.2.3.2.a):
- **INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED**
 - **INSERT APPLICABLE REQUIREMENTS BASED ON TABLE G-1**
 - **INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS**
- For Alternative 2 (see Appendix G, Part G.2.3.2.b):
- **INSERT (1) THE ASSIGNED RISK LEVEL BASED ON APPLICABLE TABLE IN APP. G, PART G.2.3.2.b, AND (2) THE PREDOMINANT SOIL TYPE AND AVERAGE SLOPE AT YOUR SITE**
 - **INSERT APPLICABLE REQUIREMENTS BASED ON APP. G, TABLE G-7**
 - **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 4.1 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 4.1 of the Template.)

4.2 Perimeter Controls

Instructions (see CGP Parts 2.1.2.2 and 7.2.10) :

- Describe sediment controls that will be used (e.g., silt fences, filter berms, temporary diversion dikes, or fiber rolls) to meet the Part 2.1.2.2 requirement to “install sediment controls along those perimeter areas of your site that will receive stormwater from earth-disturbing activities.”
- For linear projects, where you have determined that the use of perimeter controls in portions of the site is impracticable, document why you believe this is to be the case.
- Also see, EPA’s Silt Fence BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/silt_fences or Fiber Rolls BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/fiber_rolls

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.2.a

Specific Perimeter Controls

Perimeter Control # 1

Perimeter Control Description

- INSERT DESCRIPTION OF PERIMETER CONTROL TO BE INSTALLED. INDICATE SPECIFIC CONTROLS THAT WILL BE INSTALLED AND MADE OPERATIONAL PRIOR TO EARTH DISTURBANCE
- INCLUDE COPIES OF DESIGN SPECIFICATIONS

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE PERIMETER CONTROL. AT A MINIMUM, CGP PART 2.1.2.2.b REQUIRES REMOVAL OF SEDIMENT “before it has accumulated to one-half of the above-ground height of any perimeter control.”

[Repeat as needed for individual perimeter controls.]

4.3 Sediment Track-Out

Instructions (see CGP Parts 2.1.2.3 and 7.2.10):

- Describe stormwater controls that will be used to “minimize the track-out of sediment onto off-site streets, other paved areas, and sidewalks from vehicles exiting your construction site.”
- Describe location(s) of vehicle 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 sediment. Also include the design, installation, and maintenance specifications for each control.
- Also, see EPA’s Construction Entrances BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_entrance

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.3

Specific Track-Out Controls

Track-Out Control # 1

Track-Out Control Description

- INSERT DESCRIPTION OF TRACK-OUT CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE TRACK-OUT CONTROL.

(Note: At a minimum, you must provide for maintenance that meets the following requirement in CGP Part 2.1.2.3.d: “Where sediment has been tracked-out from your site onto the surface of off-site streets, other paved areas, and sidewalks, you must remove the deposited sediment by the end of the same work day in which the track-out occurs or by the end of the next work day if track-out occurs on a non-work day. You must remove the track-out by sweeping, shoveling, or vacuuming these surfaces, or by using other similarly effective means of sediment removal. You are prohibited from hosing or sweeping tracked-out sediment into any stormwater conveyance (unless it is connected to a sediment basin, sediment trap, or similarly effective control), storm drain inlet, or surface water.”)

[Repeat as needed for individual track-out controls.]

4.4 Stockpiled Sediment or Soil

Instructions (see CGP Parts 2.1.2.4 and 7.2.10):

- Describe stormwater controls and other measures you will take to minimize the discharge of sediment or soil particles from stockpiled sediment or soil. Include a description of structural practices (e.g., diversions, berms, ditches, storage basins), including design, 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.
- Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.4

Specific Stockpile Controls

Stockpile Control # 1

Stockpiled Sediment/Soil Control Description

- INSERT DESCRIPTION OF STOCKPILE CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE STOCKPILE CONTROL.

(Note: At a minimum, you must comply with following requirement in CGP Part 2.1.2.4.d: Do not hose down or sweep soil or sediment accumulated on pavement or other impervious surfaces into any stormwater conveyance (unless connected to a sediment basin, sediment trap, or similarly effective control), storm drain inlet, or surface water.)

[Repeat as needed for individual stockpile controls.]

4.5 Minimize Dust

Instructions (see CGP Parts 2.1.2.5 and 7.2.10):

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

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.5

Specific Dust Controls

Dust Control # 1

Dust Control Description

- INSERT DESCRIPTION OF DUST CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE DUST CONTROL

[Repeat as needed for individual dust controls.]

4.6 Minimize the Disturbance of Steep Slopes

Instructions (see CGP Parts 2.1.2.6 and 7.2.10):

- Describe how you will minimize the disturbance to steep slopes (as defined by CGP Appendix A).
- Describe controls (e.g., erosion control blankets, tackifiers), including design, installation and maintenance specifications, that will be implemented to minimize sediment discharges from slope disturbances.
- Also, see EPA's Geotextiles BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/geotextiles

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.6

Specific Steep Slope Controls

Steep Slope Control # 1

Steep Slope Control Description

- INSERT DESCRIPTION OF STEEP SLOPE CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE STEEP SLOPE CONTROL

[Repeat as needed for individual steep slope controls.]

4.7 Topsoil

Instructions (see CGP Parts 2.1.2.7 and 7.2.10):

- 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.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.7. IF IT IS INFEASIBLE FOR YOU TO COMPLY WITH THE REQUIREMENT, INCLUDE AN EXPLANATION OF WHY THIS IS THE CASE.

Specific Topsoil Controls

Topsoil Control # 1

Topsoil Control Description

- INSERT DESCRIPTION OF TOPSOIL CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE TOPSOIL CONTROL

[Repeat as needed for individual topsoil controls.]

4.8 Soil Compaction

Instructions (see CGP Parts 2.1.2.8 and 7.2.10):

- 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.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.8

Specific Soil Compaction Controls

Soil Compaction Control # 1

Soil Compaction Control Description

- INSERT DESCRIPTION OF SOIL COMPACTION CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE SOIL COMPACTION CONTROL

[Repeat as needed for individual soil compaction controls.]

4.9 Storm Drain Inlets

Instructions (see CGP Parts 2.1.2.9 and 7.2.10):

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design, installation, and maintenance specifications that will be implemented to protect all inlets that will receive stormwater from your construction activities, and that you have authority to access.
- Also, see EPA’s Storm Drain Inlet Protection BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/storm_drain

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.9

Specific Storm Drain Inlet Controls

Storm Drain Inlet Control # 1

Storm Drain Inlet Control Description

- INSERT DESCRIPTION OF STORM DRAIN INLET CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE STORM DRAIN INLET CONTROL
(Note: At a minimum, you must comply with following requirement in CGP Part 2.1.2.9.b: “Clean, or remove and replace, the protection measures as sediment accumulates, the filter becomes clogged, and/or performance is compromised. Where there is evidence of sediment accumulation adjacent to the inlet protection measure, you must remove the deposited sediment by the end of the same work day in which it is found or by the end of the following work day if removal by the same work day is not feasible.”)

[Repeat as needed for individual storm drain inlet controls.]

4.10 Constructed Stormwater Conveyance Channels

Instructions (see CGP Parts 2.1.3.1 and 7.2.10):

If you will be installing a stormwater conveyance channel, describe control practices (e.g., velocity dissipation devices), including design specifications and details (volume, dimensions, outlet structure), that will be implemented at the construction site.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.3.1

Specific Conveyance Channel Controls

Stormwater Conveyance Channel Control # 1

Stormwater Conveyance Channel Control Description

- INSERT DESCRIPTION OF STORMWATER CONVEYANCE CHANNEL CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE STORMWATER CONVEYANCE CHANNEL CONTROL

[Repeat as needed for individual stormwater conveyance channel controls.]

4.11 Sediment Basins

Instructions (see CGP Parts 2.1.3.2 and 7.2.10):

If you will install a sediment basin, include design specifications and other details (volume, dimensions, outlet structure) that will be implemented at in conformance with CGP Part 2.1.3.2.

- At a minimum, sediment ponds must provide storage for either (1) the calculated volume of runoff from the 2-year, 24-hour storm (see CGP App. H), or (2) 3,600 cubic feet per acre drained
- Sediment ponds must also utilize outlet structures that withdraw water from the surface, , unless infeasible
- Also, see EPA's Sediment Basin BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/sediment_basins

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.3.2. IF YOU HAVE DETERMINED THAT IT IS INFEASIBLE FOR YOU TO UTILIZE AN OUTLET STRUCTURE THAT DISCHARGES FROM THE SURFACE, PROVIDE AN EXPLANATION FOR WHY THIS IS THE CASE.

Specific Sediment Basin Controls

Sediment Basin Control # 1

Sediment Basin Control Description

- INSERT DESCRIPTION OF SEDIMENT BASIN CONTROL TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- **INSERT MAINTENANCE REQUIREMENTS FOR THE SEDIMENT BASIN CONTROL**
(Note: At a minimum, you must comply with following requirement in CGP Part 2.1.3.2.b: “Keep in **effective operating condition and remove accumulated sediment to maintain at least ½ of the design capacity of the sediment basin at all times.**”)

[Repeat as needed for individual sediment basin controls.]

4.12 Chemical Treatment

Instructions (see CGP Parts 2.1.3.3 and 7.2.10 .2):

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 7.2.10.2.

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 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 EPA REGIONAL OFFICE CONCERNING YOUR USE OF CATIONIC TREATMENT CHEMICALS, AND \(2\) DESCRIPTION OF ANY SPECIFIC CONTROLS YOU ARE REQUIRED TO IMPLEMENT](#)

Schematic Drawings of Stormwater Controls/Chemical Treatment Systems

Provide schematic drawings of any chemically-enhanced stormwater 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](#)

4.13 Dewatering Practices

Instructions (see CGP Parts 2.1.3.4 and 7.2.10):

If you will be discharging stormwater 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 CGP Part 2.1.3.4.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.3.4

Specific Dewatering Practices

Dewatering Practice # 1

Dewatering Practice Description

- INSERT DESCRIPTION OF DEWATERING PRACTICE TO BE INSTALLED
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE DEWATERING PRACTICE
(Note: At a minimum, you must comply with following requirement in CGP Part 2.1.3.4: "With backwash water, either haul it away for disposal or return it to the beginning of the treatment process; and replace and clean the filter media used in dewatering devices when the pressure differential equals or exceeds the manufacturer's specifications.")

[Repeat as needed for individual dewatering practices.]

4.14 Other Stormwater Controls

Instructions:

- Describe any other stormwater controls that do not fit into the above categories.

General

- INSERT GENERAL DESCRIPTION OF THE PROBLEM THIS CONTROL IS DESIGNED TO ADDRESS

Specific Stormwater Control Practices

Stormwater Control Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE STORMWATER CONTROL PRACTICE

[Repeat as needed.]

4.15 Site Stabilization

Instructions (see CGP Parts 2.2 and 7.2.10):

The CGP requires you to immediately initiate stabilization when work in an area of your site has permanently or temporarily stopped, and to complete certain stabilization activities within prescribed deadlines. See CGP Part 2.2.1. The CGP also requires that stabilization measures meet certain minimum criteria. See CGP Part 2.2.2. For your SWPPP, you must include the following:

- Describe the specific vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased. Avoid using impervious surfaces for stabilization whenever possible.
- Also, see EPA's Seeding BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/seeding
- Once you begin construction, consider using the Grading/Stabilization Activities log in Appendix H of the Template to document your compliance with the stabilization requirements in CGP Part 2.2

Site Stabilization Practice (only use this if you are not located in an arid, semi-arid, or drought-stricken area)

- Vegetative Non-Vegetative
 Temporary Permanent

Description of Practice

- INSERT DESCRIPTION OF STABILIZATION PRACTICE TO BE INSTALLED
- NOTE HOW DESIGN WILL MEET REQUIREMENTS OF PART 2.2.2.1 OR 2.2.2.2, WHICHEVER APPLIES
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION
- INSERT APPROXIMATE COMPLETION DATE CONSISTENT WITH CGP PART 2.2.1.2

Maintenance Requirements

INSERT MAINTENANCE REQUIREMENTS FOR THE STABILIZATION PRACTICE

[Repeat as needed for additional stabilization practices.]

Site Stabilization Practice (only use this if you are located in an arid, semi-arid, or drought-stricken area)

- Vegetative Non-Vegetative
 Temporary Permanent

Description of Practice

- INSERT DESCRIPTION OF STABILIZATION PRACTICE TO BE INSTALLED
- NOTE HOW DESIGN WILL MEET REQUIREMENTS OF PART 2.2.2.1 OR 2.2.2.2, WHICHEVER APPLIES
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- FOR VEGETATIVE STABILIZATION IN ARID OR SEMI-ARID AREAS, INDICATE THE BEGINNING AND ENDING DATES OF THE SEASONALLY DRY PERIOD AND DESCRIBE YOUR SITE CONDITIONS
- INSERT APPROXIMATE DATE OF INSTALLATION
- INSERT APPROXIMATE COMPLETION DATE CONSISTENT WITH CGP PART 2.2.1.3

Maintenance Requirements

INSERT MAINTENANCE REQUIREMENTS FOR THE STABILIZATION PRACTICE

[Repeat as needed for additional stabilization practices.]

Site Stabilization Practice (only use this if uncontrollable circumstances have delayed the initiation or completion of stabilization)

(Note: You will not be able to include this information in your initial SWPPP. If you are affected by circumstances such as those described in CGP Part 2.2.1.3.b, you will need to modify your SWPPP to include this information.)

- Vegetative Non-Vegetative
 Temporary Permanent

Justification

- INSERT DESCRIPTION OF CIRCUMSTANCES THAT PREVENT YOU FROM MEETING THE DEADLINES REQUIRED IN CGP PARTS 2.2.1.1 AND/OR 2.2.1.2 AND THE SCHEDULE YOU WILL FOLLOW FOR INITIATING AND COMPLETING STABILIZATION

Description of Practice

- INSERT DESCRIPTION OF STABILIZATION PRACTICE TO BE INSTALLED
- NOTE HOW DESIGN WILL MEET REQUIREMENTS OF PART 2.2.2.1 OR 2.2.2.2, WHICHEVER APPLIES
- INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT DATES OF INITIATION AND COMPLETION OF NON-VEGETATIVE STABILIZATION CONTROLS (must be completed within 14 days of the cessation of construction)

Maintenance Requirements

INSERT MAINTENANCE REQUIREMENTS FOR THE STABILIZATION PRACTICE

[Repeat as needed for additional stabilization practices.]

SECTION 5: POLLUTION PREVENTION STANDARDS

5.1 Potential Sources of Pollution

Instructions (see CGP Part 7.2.7):

- Identify and describe all pollutant-generating activities at your site (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal).
- For each pollutant-generating activity, include an inventory of pollutants or pollutant constituents associated with that activity (e.g., sediment, fertilizers, and/or pesticides, paints, solvents, fuels), which could be exposed to rainfall or snowmelt, and could be discharged from your construction site. You must take into account where potential spills and leaks could occur that contribute pollutants to stormwater discharges.

Construction Site Pollutants

INSERT TEXT OR USE TABLE BELOW

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

[Include additional rows as necessary.]

5.2 Spill Prevention and Response

Instructions (see CGP Parts 2.3 and 7.2.11):

- Describe procedures you will use to prevent and respond to leaks, spills, and other releases. You must implement the following at a minimum:
 - ✓ Procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases. Identify the name or title of the employee(s) responsible for detection and response of spills or leaks; and
 - ✓ Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with Part 2.3.3.4c and established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period. Contact information must be in locations that are readily accessible and available.
- 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.

INSERT SPILL PREVENTION AND RESPONSE PROCEDURES HERE

5.3 Fueling and Maintenance of Equipment or Vehicles

Instructions (see CGP Parts 2.3.3.1 and 7.2.11):

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to eliminate the discharge of spilled or leaked chemicals (e.g., providing secondary containment (examples: spill berms, decks, spill containment pallets) and cover where appropriate, and/or having spill kits readily available.
- Also, see EPA's Vehicle Maintenance and Washing Areas BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH THE CGP PART 2.3.3.1 REQUIREMENT TO "provide an effective means of eliminating the discharge of spilled or leaked chemicals, including fuel, from the area where these activities will take place"

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.4 Washing of Equipment and Vehicles

Instructions (see CGP Parts 2.3.3.2 and 7.2.11):

- 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 stormwater 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).
- 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.2

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5 Storage, Handling, and Disposal of Construction Products, Materials, and Wastes

Instructions (see CGP Parts 2.3.3.3 and 7.2.11):

- For any of the types of construction products, materials, and wastes below in Sections 5.5.1-5.5.6 below that are expected to be used or stored at your site, provide the information on how you will comply with the corresponding CGP provision and the specific practices that will be employed.
- Also, see EPA's General Construction Site Waste Management BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_wasteman

5.5.1 Building Products

(Note: Examples include asphalt sealants, copper flashing, roofing materials, adhesives, concrete admixtures.)

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.a

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5.2 Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.b

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5.3 Diesel Fuel, Oil, Hydraulic Fluids, Other Petroleum Products, and Other Chemicals

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.c

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5.4 Hazardous or Toxic Waste

(Note: Examples include paints, solvents, petroleum-based products, wood preservatives, additives, curing compounds, acids.)

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.d

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5.5 Construction and Domestic Waste

(Note: Examples include packaging materials, scrap construction materials, masonry products, timber, pipe and electrical cuttings, plastics, styrofoam, concrete, and other trash or building materials.)

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.e

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.5.6 Sanitary Waste

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.3.f

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.6 Washing of Applicators and Containers used for Paint, Concrete or Other Materials

Instructions (see CGP Parts 2.3.3.4 and 7.2.11):

- Describe how you will comply with the CGP Part 2.3.3.4 requirement to “provide an effective means of eliminating the discharge of water from the washout and cleanout of stucco, paint, concrete, form release oils, curing compounds, and other construction materials.”
- Also, see EPA’s Concrete Washout BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/concrete_wash

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.3.4

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

5.7 Fertilizer s

Instructions (CGP Parts 2.3.5 and 7.2.11) :

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

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.3.5

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed for individual fertilizer practices.]

5.8 Other Pollution Prevention Practices

Instructions:

Describe any additional pollution prevention practices that do not fit into the above categories.

General

- INSERT GENERAL DESCRIPTION OF THE PROBLEM THIS CONTROL IS DESIGNED TO ADDRESS

Specific Pollution Prevention Practices

Pollution Prevention Practice # 1

Description

- INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED
- IF APPLICABLE INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

Installation

- INSERT APPROXIMATE DATE OF INSTALLATION

Maintenance Requirements

- INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE

[Repeat as needed.]

SECTION 6: INSPECTION AND CORRECTIVE ACTION

6.1 Inspection Personnel and Procedures

Instructions (see CGP Part s 2.1.1.4, 2.3.2, 3.3.2, 4, 5, and 7.2.12):

Describe the procedures you will follow for conducting inspections in accordance with CGP Parts 2.1.1.4, 2.3.2, 3.3.2, 4, 5, and 7.2.12.

Personnel Responsible for Inspections

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL WHO WILL BE CONDUCTING SITE INSPECTIONS HERE

Note: All personnel conducting inspections must be considered a “qualified person.” CGP Part 4.1.1 clarifies that a “qualified person” is a person knowledgeable in the principles and practices of erosion and sediment controls and pollution prevention, who possesses the skills to assess conditions at the construction site that could impact stormwater quality, and the skills to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit.

Inspection Schedule

Specific Inspection Frequency

INSERT INSPECTION SCHEDULE BASED ON CGP PARTS 4.1.2, 4.1.3, OR 4.1.4, WHICHEVER APPLIES

Rain Gauge Location (if applicable)

SPECIFY LOCATION(S) OF RAIN GAUGE TO BE USED FOR DETERMINING WHETHER A RAIN EVENT OF 0.25 INCHES OR GREATER HAS OCCURRED (only applies to inspections conducted for Part 4.1.2.2, 4.1.3, or 4.1.4.2)

Reductions in Inspection Frequency (if applicable)

- For the reduction in inspections resulting from stabilization: SPECIFY (1) LOCATIONS WHERE STABILIZATION STEPS HAVE BEEN COMPLETED AND (2) DATE THAT THEY WERE COMPLETED
(Note: It is likely that you will not be able to include this in your initial SWPPP. If you qualify for this reduction (see CGP Part 4.1.4.1), you will need to modify your SWPPP to include this information.)
- For the reduction in inspections in arid, semi-arid, or drought-stricken areas: INSERT BEGINNING AND ENDING DATES OF THE SEASONALLY-DEFINED ARID PERIOD FOR YOUR AREA OR THE VALID PERIOD OF DROUGHT
- For reduction in inspections due to frozen conditions: INSERT BEGINNING AND ENDING DATES OF FROZEN CONDITIONS ON YOUR SITE

Inspection Report Forms

INSERT COPY OF ANY INSPECTION REPORT FORMS YOU WILL USE HERE OR IN APPENDIX D

6.2 Corrective Action

Instructions (CGP Parts 5 and 7.2.12):

- Describe the procedures for taking corrective action in compliance with CGP Part 5.

Personnel Responsible for Corrective Actions

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL RESPONSIBLE FOR CORRECTIVE ACTIONS

Corrective Action Forms

INSERT A COPY OF ANY CORRECTIVE ACTION FORMS YOU WILL USE HERE OR IN APPENDIX E

6.3 Delegation of Authority

Instructions:

- Identify the individual(s) or positions within the company who have been delegated authority to sign inspection reports.
- Attach a copy of the signed delegation of authority (see example in Appendix J of the Template).
- For more on this topic, see Appendix I, Subsection 11 of EPA's CGP.

Duly Authorized Representative(s) or Position(s):

Insert Company or Organization Name:

Insert Name:

Insert Position:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

SECTION 7: TRAINING

Instructions (see CGP Part 6 and 7.2.13):

- Complete the table below to provide documentation that the personnel required to be trained in CGP Part 6 completed the appropriate training
- If personnel will be taking course training (which is not required as part of the CGP), consider using Appendix I to track completion of this training
- The following personnel, at a minimum, must be 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 stormwater 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.
- CGP Part 6 requires that the required personnel must be trained to understand the following if related to the scope of their job duties:
 - ✓ The location of all stormwater controls on the site required by this permit, and how they are to be maintained;
 - ✓ The proper procedures to follow with respect to the permit’s pollution prevention requirements; and
 - ✓ When and how to conduct inspections, record applicable findings, and take corrective actions.

Table 7-1: Documentation for Completion of Training

Name	Date Training Completed
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
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INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE

	HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE
INSERT NAME OF PERSONNEL HERE	INSERT COMPLETION DATE HERE

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions (CGP Appendix I, Part I.11.b) :

- The following certification statement must be signed and dated by a person who meets the requirements of Appendix I, Part I.11.b.
- This certification must be re-signed in the event of a SWPPP Modification.

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: _____

[Repeat as needed for multiple construction operators at the site.]

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A - Site Maps

Appendix B - Copy of 2012 CGP

Appendix C - NOI and EPA Authorization Email

Appendix D - Inspection Form

(Note: EPA is in the process of developing a sample inspection form for use by CGP permittees. The form will be made available at <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm>.)

Appendix E - Corrective Action Form

(Note: EPA is in the process of developing a sample corrective action form for use by CGP permittees. The form will be made available at <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm>.)

Appendix F - SWPPP Amendment Log

Appendix G - Subcontractor Certifications/Agreements

Appendix H - Grading and Stabilization Activities Log

Appendix I - Training Log

Appendix J - Delegation of Authority

Appendix K - Endangered Species Documentation

Appendix L - Historic Preservation Documentation

Appendix A - Site Maps

INSERT SITE MAPS CONSISTENT WITH TEMPLATE SECTION 2.6

Appendix B - Copy of 2012 CGP

INSERT COPY OF 2012 CGP

Appendix C - Copy of NOI and EPA Authorization email

INSERT COPY OF NOI AND EPA'S AUTHORIZATION EMAIL PROVIDING COVERAGE UNDER THE
CGP

Appendix D - Copy of Inspection Form

INSERT COPY OF ANY INSPECTION FORMS YOU WILL USE TO PREPARE INSPECTION REPORTS

Appendix E - Copy of Corrective Action Form

INSERT COPY OF CORRECTIVE ACTION FORMS YOU WILL USE

Appendix F - Sample SWPPP Amendment Log

Instructions (see CGP Part 7.4):

- Create a log here of changes and updates to the SWPPP. You may use the table below to track these modifications.
- SWPPP modifications are required pursuant to CGP Part 7.4.1 in the following circumstances:
 - ✓ Whenever new operators become active in construction activities on your site, or you make changes to your construction plans, stormwater control measures, pollution prevention measures, or other activities at your site that are no longer accurately reflected in your SWPPP;
 - ✓ To reflect areas on your site map where operational control has been transferred (and the date of transfer) since initiating permit coverage;
 - ✓ If inspections or investigations determine that SWPPP modifications are necessary for compliance with this permit;
 - ✓ Where EPA determines it is necessary to impose additional requirements on your discharge; and
 - ✓ To reflect any revisions to applicable federal, state, tribal, or local requirements that affect the stormwater control measures implemented at the site.
- If applicable, if a change in chemical treatment systems or chemically-enhanced stormwater control is made, including use of a different treatment chemical, different dosage rate, or different area of application.

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

Appendix G - Sample Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION
STORMWATER POLLUTION PREVENTION PLAN

Project Number: _____

Project Title: _____

Operator(s): _____

As a subcontractor, you are required to comply with the Stormwater 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 stormwater 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 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: _____

Appendix H - Sample Grading and Stabilization Activities Log

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

Appendix I - Sample SWPPP Training Log

Stormwater Pollution Prevention Training Log

Project Name: _____

Project Location: _____

Instructor's Name(s): _____

Instructor's Title(s): _____

Course Location: _____ Date: _____

Course Length (hours): _____

Stormwater Training Topic: (check as appropriate)

- Sediment and Erosion Controls
- Emergency Procedures
- Stabilization Controls
- Inspections/Corrective Actions
- Pollution Prevention Measures

Specific Training Objective: _____

Attendee Roster: (attach additional pages as necessary)

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

Appendix J - Sample Delegation of Authority Form

Delegation of Authority

I, _____ (name), 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 Construction General Permit, at the _____ construction site. The designee is authorized to sign any reports, stormwater pollution prevention plans and all other documents required by the permit.

_____ (name of person or position)
_____ (company)
_____ (address)
_____ (city, state, zip)
_____ (phone)

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Appendix I of EPA's Construction General Permit (CGP), and that the designee above meets the definition of a "duly authorized representative" as set forth in Appendix I.

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: _____

Company: _____

Title: _____

Signature: _____

Date: _____

Appendix K - Endangered Species Documentation

INSERT DOCUMENTATION CONSISTENT WITH SWPPP TEMPLATE SECTION 3.1

Appendix L - Historic Properties Documentation

INSERT DOCUMENTATION CONSISTENT WITH SWPPP TEMPLATE SECTION 3.2