Appendix A: **SWPPP Template – Utah**

Instructions

To help you develop the narrative section of your construction site SWPPP, the DWQ has modified the U.S Environmental Protection Agency (EPA) electronic SWPPP template to fit the needs of NOI applicants in Utah. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. It may be helpful to 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

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

- **To reflect the terms and conditions of the State construction general permit; and**
- **To reflect the conditions at your site**

Using the SWPPP Template

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. 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, 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.

Stormwater 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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Appendix K – Delegation of Authority
Appendix L – Additional Information (i.e., Endangered Species and Historic Preservation Documentation)

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING CERTIFICATION, AND SIGNATURE

1.1 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 Stormwater 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

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:	Longitude:
1. _ _ º _ _ ' _ _" N (degrees, minutes, seconds)	1. _ _ º _ _ ' _ _" W (degrees, minutes, seconds)
2. _ _ º _ _ . _ _' N (degrees, minutes, decimal)	2. _ _ º _ _ . _ _' W (degrees, minutes, decimal)
3. _ _ . _ _ _ _ º N (decimal)	3. _ _ . _ _ _ _ º 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.)*

Latitude/Longitude:

1. *Open Google Earth. If you do not have Google Earth installed on your computer, follow these steps:*
    a. *Open a web browser.*
    b. *Type the following url: http://www.google.com/earth/download/ge/*
    c. *Click on the blue icon that says "Download Google Earth."*
    d. *Follow the steps to complete the installation.*
    e. *Once installed, open Google Earth.*
2. *Once Google Earth has opened, find the box titled "fly to" in the upper left corner of the screen.*
3. *Type in the project address including city and state and press enter.*
4. *If Google Earth is unable to find the project address, try typing only the city and state and press enter.*
5. *Using the mouse to zoom and pan, verify that the location shown is the project site.*
6. *Place the mouse directly over the project site and look at the numbers displayed at the bottom of the screen. The first number displayed is the Latitude. Write this number in the space provided on #1 under Latitude.*
7. The next number shown is the Longitude. Write this number in the space provided on #1 under Longitude.
8. Next mark the box labeled "Other" below. In the space provided write "Google Earth."

Is the project located in Indian Country?

(Mark Yes or No and provide Reservation name if applicable)

Indian country is defined in the 2010 Small MS4 Permit as "All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation; all dependent Indian communities within the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and all Indian allotments, the Indian titles to which have not been extinguished, including right-of-ways running through the same."

UPDES project or permit tracking number:

This number will be given to you after you have filed for a National Pollutant Discharge Elimination System (UPDES) construction general permit. If you do not have the number, leave this space blank and continue to the following page.

1.2 Contact Information/Responsible Parties

Instructions:

- List the operator(s), project managers, stormwater 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 stormwater requirements applicable to their work.
- See *SWPPP Guide*, Chapter 2.B.

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

Project Manager(s) or 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 operator at 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:

An example contact is shown below:

Project Manager(s) or Site Supervisor(s):
RBI Development, LLC
Mr. Jared Strong, Project Manager
13 South Avenue
Boise, ID 83701
Office Phone: (208) 555-5555
Site Phone: (208) 444-4444
Email: Jstrong@rbi.com
Mr. Strong is responsible for managing day-to-day site operations including overall site development of lots A1-C10 and construction of houses on lots A2–A16.

1.3 Nature and Sequence 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: __ __ / __ __ / __ __ __ __

An example of what this paragraph could include is listed below:

RBI Development is planning to build a 20-acre residential subdivision at 2202 Williams Avenue, Stormville, Twin Falls County, Idaho. The subdivision will consist of 34 residential lots with paved road access. RBI Development is responsible for overall site development of lots A1–C10 including grading and infrastructure of these lots but only constructing houses on lots A2–A16. RBI Development has entered into contract to sell lots B1–B9 to Falls Homes and lots C1–C10 to Coastal Creek Building. Construction of houses will be on lots A2–A16, C1–C5 and B1–B9. Seven storm drain inlets, an earth dike, and a vegetated swale will be installed to convey runoff to a sediment basin. Soil disturbing activities will include: clearing and grubbing; installing stabilized construction exits; installing erosion and sediment controls; grading; excavation for the sediment basin, storm drain inlets, utilities, building foundations; construction of roads; and preparation for final seeding, mulching, and landscaping.

1.4 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 dues to grading or fill activities):

Vegetation:

Other:

Soil Types: *These may include sands, clays, silts, gravel, or a combination of these.*

Example of a Slope Description*: The north side of the site slopes down to Utah Creek and will remain as an area of natural vegetation and be protected during construction activities.*

Example of a Drainage Pattern Description: *Existing site runoff flows north toward Utah Creek and south toward an unnamed tributary of Utah Creek. (See Appendix B – Pre-Construction Site Map) After grading and installation of stormwater conveyances, ninety percent of the site runoff will be collected by storm drain inlets, an earth dike, and a vegetated swale, which will convey the runoff to the sediment basin in the northeast corner of the site. Water will be discharged from the sediment basin, through a riprap spillway and level spreader, and enter a natural vegetated area before discharging to Utah Creek. The remaining ten percent of site runoff will flow south and southwest to natural vegetated areas before discharging to an unnamed tributary of Utah Creek. (See Appendix B – Site Map)*

Example of Vegetation Description: *The site supports blocks of old growth trees (conifers) and undergrowth vegetation. Interspersed throughout the blocks of old-growth trees are open pasture lands. The open pasture lands are dominated by pasture grasses consisting of wheatgrass.*

1.5 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.
- For more information, see *SWPPP Guide*, 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	

The project engineer should be able to quickly provide the area and runoff estimates required in this section. If that is not possible, you may do the following:

1. *Open Google Earth and find the project location.*
2. *Click on the menu titled "Tools" at the top of the screen then click on "Ruler."*
3. *Measure the length of the project site and write this down. Measure the width of the project site and write this down. Multiply these two numbers and record the result. This is the project area in square feet. Now divide this number by 43,560 and this is the project area in acres. Write this number down on the form next to "Total Project Area."*
4. *Estimate the area that will be disturbed on the construction site. This includes any alteration to the existing landscape (clearing and grubbing, stripping lots for houses etc.) Example: If the total project area is estimated to be 25 Ac., and the percentage of disturbed area is estimated to be 70%, then the total disturbed area is 25 x 0.7=17.5 Ac.*
5. *Estimate the percentage of impervious area before construction (i.e. area such as roofs, roads or other hard surfaces that do not allow water to seep through).*

(Continued on next page)

6. *Estimate the runoff coefficient before construction. (Use the following table)*

Land Use	*Coefficient*	*Land Use*	*Coefficient*
Business:		***Lawns:***	
Downtown areas	*0.70 - 0.95*	*Sandy soil, flat, 2%*	*0.05 - 0.10*
Neighborhood areas	*0.50 - 0.70*	*Sandy soil, avg., 2-7%*	*0.10 - 0.15*
		Sandy soil, steep, 7%	*0.15 - 0.20*
		Heavy soil, flat, 2%	*0.13 - 0.17*
		Heavy soil, avg., 2-7%	*0.18 - 0.22*
		Heavy soil, steep, 7%	*0.25 - 0.35*
Residential:		***Agricultural land:***	
Single-family areas	*0.30 - 0.50*	*Bare packed soil*	
Multi units, detached	*0.40 - 0.60*	**Smooth*	*0.30 - 0.60*
Multi units, attached	*0.60 - 0.75*	**Rough*	*0.20 - 0.50*
Suburban	*0.25 - 0.40*	*Cultivated rows*	
		**Heavy soil, no crop*	*0.30 - 0.60*
		**Heavy soil, with crop*	*0.20 - 0.50*
		**Sandy soil, no crop*	*0.20 - 0.40*
		**Sandy soil, with crop*	*0.10 - 0.25*
		Pasture	*0.15 - 0.45*
		**Heavy soil*	*0.05 - 0.25*
		**Sandy soil*	*0.05 - 0.25*
		Woodlands	
Industrial:		*Streets:*	
Light areas	*0.50 - 0.80*	*Asphaltic*	*0.70 - 0.95*
Heavy areas	*0.60 - 0.90*	*Concrete*	*0.80 - 0.95*
		Brick	*0.70 - 0.85*
Parks, cemeteries	*0.10 - 0.25*	*Unimproved areas*	*0.10 - 0.30*
Playgrounds	*0.20 - 0.35*	*Drives and walks*	*0.75 - 0.85*
Railroad yard areas	*0.20 - 0.40*	*Roofs*	*0.75 - 0.95*

7. *Estimate the percentage of impervious area after construction (i.e. area such as roofs, roads or other hard surfaces that do not allow water to seep through).*
8. *Estimate the runoff coefficient after construction (use table above).*

These are estimates. If you would like to go through a more detailed calculation to determine the runoff coefficients please see the SWPPP Guide, Chapter 3.A. It is available at the following website: www.epa.gov/npdes/swpppguide

1.6 Receiving Waters

Instructions:

- List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible, such as Big Cottonwood Creek*, a tributary to the Jordan River*, and so on.
- 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 stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.
- If any of the waterbodies above are impaired and/or subject to Total Maximum Daily Loads (TMDLs), please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.
- Also, for more information and a list of TMDL contacts and links by state, visit www.epa.gov/npdes/stormwater/tmdl.

Description of receiving waters:

Description of storm sewer systems:

Description of impaired waters or waters subject to TMDLs:

Other:

If you are familiar with the area, you may be able to complete this section without a map. For example, if your project is in Providence you may say that the site drains into Spring Creek, which drains into the Logan River, which drains into the Bear River, which drains into Cutler Reservoir. Check the table below to see if any of the waterbodies are listed. If you see the name of the waterbody listed this means that they are classified as an "impaired or listed" waterbody. In the column on the right you will see the pollutant causing the restrictions to be placed on the waterbody. You must also include this information as directed in the instructions above.

(Continued on Next page)

Waterbodies	***Pollutant***
Spring Creek *Note: There are actually two streams called Spring Creek in Cache Valley. The stream starting in Providence Canyon does not have TMDL restrictions.*	*Fecal Coli forms, Salinity, TDS, Chlorides, Thermal Modification*
Cutler Reservoir	*Phosphorus, Dissolved Oxygen*
Little Bear above Cutler	*Total Phosphorus*
Little Bear above Hyrum	*Total Phosphorus*

If you are not familiar enough with the area to know which waterbodies are downstream of you, use the attached watershed map to locate your construction site and identify the affected waterbodies. For a complete list of the "impaired waters" visit www.epa.gov/npdes/stormwater/tmdl.

1.7 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.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.

Description of unique features that are to be preserved:

Describe measures to protect these features:

An example description of Site Features and Sensitive Areas is included below:

Existing vegetation consisting of old-growth trees (conifers) and undergrowth vegetation, surrounding the proposed project area will be preserved during site construction. A portion of the construction will disturb a small portion of the existing vegetation to install the riprap spillway and level spreader for the sediment basin.

The existing vegetation will be protected during construction activities as described in Section 2, Part 2.1.

1.8 Potential Sources of Pollution

Instructions:

- Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- For more information, see *SWPPP Guide*, Chapter 3.A.

Potential sources of sediment to stormwater runoff:

INSERT TEXT OR TABLE HERE

Potential pollutants and sources, other than sediment, to stormwater runoff:

INSERT TEXT OR USE TABLE BELOW

Trade Name Material	Stormwater Pollutants	Location

Some potential sources of sediment to stormwater runoff include but are not limited to:

- *Clearing and grubbing operations*
- *Grading and site excavation operations*
- *Vehicle tracking*
- *Topsoil stripping and stockpiling*
- *Landscaping operations*

Potential pollutants and sources, other than sediment, to stormwater runoff:

- *Combined Staging Area—small fueling activities, minor equipment maintenance, sanitary facilities, and hazardous waste storage.*
- *Materials Storage Area—general building materials, solvents, adhesives, paving materials, paints, aggregates, trash, etc.*
- *Construction Activity—paving, curb/gutter installation, concrete pouring/mortar/stucco, and building construction*
- *Concrete Washout Area*

A table of potential construction site pollutants is included on the following page:
Any of these pollutants that you expect to have on site must be listed in the SWPPP form.

Material/Chemical	Physical Description	Stormwater Pollutants	Location*
Pesticides (insecticides, fungicides, herbicides, rodenticides)	Various colored to colorless liquid, powder, pellets, or grains	Chlorinated hydrocarbons, organophosphates, carbamates, arsenic	Herbicides used for noxious weed control
Fertilizer	Liquid or solid grains	Nitrogen, phosphorous	Newly seeded areas
Plaster	White granules or powder	Calcium sulphate, calcium carbonate, sulfuric acid	Home construction
Cleaning solvents	Colorless, blue, or yellow-green liquid	Perchloroethylene, methylene chloride, trichloroethylene, petroleum distillates	No equipment cleaning allowed in project limits
Asphalt	Black solid	Oil, petroleum distillates	Streets and roofing
Concrete	White solid/grey liquid	Limestone, sand, pH, chromium	Curb and gutter, building construction
Glue, adhesives	White or yellow liquid	Polymers, epoxies	Home construction
Paints	Various colored liquid	Metal oxides, stoddard solvent, talc, calcium carbonate, arsenic	Home construction
Curing compounds	Creamy white liquid	Naphtha	Curb and gutter
Wood preservatives	Clear amber or dark brown liquid	Stoddard solvent, petroleum distillates, arsenic, copper, chromium	Timber pads and Home construction
Hydraulic oil/fluids	Brown oily petroleum hydrocarbon	Mineral oil	Leaks or broken hoses from equipment
Gasoline	Colorless, pale brown or pink petroleum hydrocarbon	Benzene, ethyl benzene, toluene, xylene, MTBE	Secondary containment/staging area
Diesel Fuel	Clear, blue-green to yellow liquid	Petroleum distillate, oil & grease, naphthalene, xylenes	Secondary containment/staging area
Kerosene	Pale yellow liquid petroleum hydrocarbon	Coal oil, petroleum distillates	Secondary containment/staging area
Antifreeze/coolant	Clear green/yellow liquid	Ethylene glycol, propylene glycol, heavy metals (copper, lead, zinc)	Leaks or broken hoses from equipment
Sanitary toilets	Various colored liquid	Bacteria, parasites, and viruses	Staging area

*(Area where material/chemical is used on-site)

1.9 Endangered Species Certification

Instructions:

- Before beginning construction, determine whether endangered or threatened species or their critical habitats are on or near your site. For help to determine this you may wish to call the Dept of Natural Resources, Div. of Wildlife Resources at 801-538-4700 or call US Fish & Wildlife at 801-975-3330.
- Adapt this section as needed for state or tribal endangered species requirements and, if applicable, document any measures deemed necessary to protect endangered or threatened species or their critical habitats.
- For more information on this topic, see *SWPPP Guide*, Chapter 3.B.
- Additional information on Endangered Species Act (ESA) provisions is at www.epa.gov/npdes/stormwater/esa

Are endangered or threatened species and critical habitats on or near the project area?

☐ Yes ☐ No

Describe how this determination was made:

INSERT TEXT HERE

If yes, describe the species and/or critical habitat:

INSERT TEXT HERE

If yes, describe or refer to documentation that determines the likelihood of an impact on identified species and/or habitat and the steps taken to address that impact. (Note, if species are on or near your project site, EPA strongly recommends that the site operator work closely with the appropriate field office of the U.S. Fish and Wildlife Service or National Marine Fisheries Service. For concerns related to state or tribal listing of species, please contact a state or tribal official.)

INSERT TEXT HERE

To determine if any endangered or threatened species are located near your construction site, please review the list on the following page which lists the endangered and threatened species found in Cache Valley. With the exception of the extirpated species (no longer found in the area) listed above, the contractor must verify whether or not the listed species are found within the project boundaries. This may be done by contacting Scott Walker with the Division of Wildlife Resources. His phone number is 801-476-2776, or email at scottwalker@utah.gov.

The next question asks you to explain how this determination was made. Include the following website (http://dwrcdc.nr.utah.gov/ucdc/viewreports/te_cnty.pdf) as the location where you obtained the list of endangered species, and summarize your conversation with Scott Walker.

The following list of endangered, threatened, and candidate species was provided by the Division of Wildlife Resources, updated on June 24, 2010.

Cache County

Common Name	***Scientific Name***	***Status***
Maguire Primrose	*Primula maguirei*	*T*
Ute Ladies' Tresses	*Spiranthes diluvialis*	*LT*
Greater Sage-grouse	*Centrocercus urophasianus*	*C*
Yellow-billed Cuckoo	*Coccyzus americanus*	*C*
Brown (Grizzly) Bear	*Ursus arctos*	*T Extirpated*
Canada Lynx	*Lynx Canadensis*	*T*

DEFINITIONS

E

A taxon that is listed by the U.S. Fish and Wildlife Service as "endangered" with the probability of worldwide extinction.

E Experimental

An "endangered" taxon that is considered by the U.S. Fish and Wildlife Service to be "experimental and non-essential" in its designated use areas in Utah.

E, T, or C Extirpated

An "endangered," "threatened," or "candidate" taxon that is "extirpated" and considered by the U.S. Fish
and Wildlife Service to no longer occur in Utah.

E or T Proposed

A taxon "proposed" to be listed as "endangered" or "threatened" by the U.S. Fish and Wildlife Service.

T

A taxon that is listed by the U.S. Fish and Wildlife Service as "threatened" with becoming endangered.

C

A taxon (group of organisms) for which the U.S. Fish and Wildlife Service has on file sufficient information on biological vulnerability and threats to justify it being a "candidate" for listing as endangered or threatened.

1.10 Historic Preservation

Instructions:

- Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you might need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged. For help with Utah Historic Property and Antiquities you may wish to call 801-533-3535.
- For more information, see *SWPPP Guide*, Chapter 3.B or contact your state or tribal historic preservation

Are there any historic sites on or near the construction site?

☐ Yes ☐ No

Describe how this determination was made:

INSERT TEXT HERE

If yes, describe or refer to documentation that determines the likelihood of an impact on this historic site and the steps taken to address that impact.

INSERT TEXT HERE

The construction of storm water facilities may result in effects to historic properties. Historic properties may include houses, buildings, ditches, headwalls, or other constructed features that are 50 or more years old. Where historic features are potentially affected, a qualified historian must undertake the following:

- *Determine the extent and characteristics of the historic property*
- *Determine the effect on the historic property*
- *Coordinate findings with the State Historic Preservation Office*

If further information is needed, contact the State Historic Preservation Office at http://history.utah.gov/state_historic_preservation_office/index.html or contact Jim Dykman or Lori Hunsaker at 801-533-3555

1.11 Applicable Federal, Tribal, State or Local Programs

Instructions:

– Note other applicable federal, tribal, state or local soil and erosion control and stormwater management requirements that apply to your construction site.

INSERT TEXT HERE

You will need to check with the city for any local programs. An example of a local program is shown below:

The Twin Falls County Stormwater Ordinance specifies design requirements for the sediment basin and stabilized construction exits for residential lots.

- *The Twin Falls County's stormwater ordinance (Ch. 10.3) requires the design volume of the sediment basin be based on the following calculation:*
  Design Volume = 3,600 cubic feet × Area
  Design Volume = (3,600 cu ft/acre) × 20 acres = 72,000 cubic feet
- *The Twin Falls County's stormwater ordinance (Ch. 20.1) specifies that stabilized construction exits for residential lots will have a minimum length of 30 feet.*

1.12 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 stormwater 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 stormwater 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.

Include the site maps with the SWPPP.

Attach the required site maps as described in the instructions. Google Earth may be a useful tool to show the existing undeveloped site. Make sure and review the SWPPP to verify that all the locations required to be identified are clearly labeled. Some of these requirements include:

- *Soils, Slopes, Vegetation, and Current Drainage Patterns*
- *Receiving Waters*
- *Site Features and Sensitive Areas to be Protected*

SECTION 2: EROSION AND SEDIMENT CONTROL BMPS

Instructions:

- Describe the BMPs that will be implemented to control pollutants in stormwater 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:
  - ***2.1 Minimize disturbed area and protect natural features and soil***
  - ***2.2 Phase Construction Activity***
  - ***2.3 Control Stormwater flowing onto and through the project***
  - ***2.4 Stabilize Soils***
  - ***2.5 Protect Slopes***
  - ***2.6 Protect Storm Drain Inlets***
  - ***2.7 Establish Perimeter Controls and Sediment Barriers***
  - ***2.8 Retain Sediment On-Site and Control Dewatering Practices***
  - ***2.9 Establish Stabilized Construction Exits***
  - ***2.10 Any Additional BMPs***
- 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 state'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 http://www.epa.gov/npdes/stormwater/menuofbmps

2.1 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/perserve_veg

INSERT TEXT or TABLE HERE, include inspection and maintenance schedules as appropriate and staff responsible for maintenance

1. *Some commonly used BMPs for protecting natural features and soil are: Erosion Control Plan, Silt Fence, Stabilized Construction Entrance, and Straw Bale Barrier.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.2 Phase 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.
- Also, see EPA's *Construction Sequencing BMP Fact Sheet* at http://www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_seq)

- 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

2.3 Control Stormwater 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.)

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

***BMP Description*:**	
***Installation Schedule*:**	
***Maintenance and Inspection*:**	
***Responsible Staff*:**	

Repeat as needed

1. *Some commonly used BMPs for control of stormwater flowing onto or through the project site are: Erosion Control Plan, Silt Fence, Temporary Drains and Swales, and Inlet Protection.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.4 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/seeding

BMP Description:	
☐ ***Permanent***	☐ ***Temporary***
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
☐ ***Permanent***	☐ ***Temporary***
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for stabilizing soils are: Erosion Control Plan, Dust Control, and Stabilized Construction Entrance.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.5 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/geotextiles

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for slope protection are: Erosion Control Plan, and Straw Bale Barrier.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.6 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 stormwater 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/storm_drain

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for storm drain inlet protection are: Erosion Control Plan, Temporary Drains and Swales, Straw Bale Barrier, and Inlet Protection.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.7 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 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

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for establishing perimeter controls and sediment barriers are: Erosion Control Plan, Silt Fence, Straw Bale Barrier, and Stabilized Construction Entrance.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.8 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 www.epa.gov/npdes/stormwater/menuofbmps/construction/sediment_basins

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for retaining sediment on-site are: Erosion Control Plan, Silt Fence, and Straw Bale Barrier.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.9 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 stormwater. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 9.)
- Also, see EPA's *Construction Entrances BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_entrance

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for minimizing sediments tracked off-site and possibly into the stormwater system are: Erosion Control Plan, and Stabilized Construction Entrance.*
2. *For more BMPs and supplemental information refer to the city's website.*

2.10 Additional BMPs

Instructions:

– Describe additional BMPs that do not fit into the above categories.

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *For more BMPs and supplemental information refer to the city's website.*

SECTION 3: GOOD HOUSEKEEPING BMPS

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in stormwater.
- Categorize each good housekeeping and pollution prevention (P2) BMP under one of the following seven categories:
  - ***3.1 Material Handling and Waste Management***
  - ***3.2 Establish Proper Building Material Staging Areas***
  - ***3.3 Designate Washout Areas***
  - ***3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices***
  - ***3.5 Allowable Non-Stormwater Discharges and Control Equipment/Vehicle Washing***
  - ***3.6 Spill Prevention and Control Plan***
  - ***3.7 Any Additional BMPs***
- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your state'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 http://www.epa.gov/npdes/stormwater/menuofbmps

3.1 Material Handling and Waste Management

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 www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_wasteman

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	
BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for material handling and waste management are: Housekeeping Practices, Material Use, and Employee Training.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.2 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 stormwater. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 2.)

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for establish proper building material staging areas are: Housekeeping Practices, Material Use, and Long Term Operation and Maintenance.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.3 Designate Washout Areas

Instructions:

- Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, paint, stucco, and so on. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 3.)
- Also, see EPA's *Concrete Washout BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/concrete_wash

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for designate washout areas are: Housekeeping Practices, Material Use, Building and Grounds Maintenance, and Area Control Procedures.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

Instructions:

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, and spill kits) (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 4.)
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for proper fueling and maintenance practices are: Vehicle and Equipment Maintenance & Repair, Housekeeping Practices, Material Use, Building and Grounds Maintenance, and Area Control Procedures.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.5 Control Equipment/Vehicle Washing

Instructions:

- Describe equipment/vehicle washing practices that will be implemented to control pollutants to stormwater. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 5.)
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs for proper control of equipment and vehicle washing are: Vehicle and Equipment Maintenance & Repair, Housekeeping Practices, Building and Grounds Maintenance, and Area Control Procedures.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.6 Spill Prevention and Control Plan

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.)
- Also, see EPA's *Spill Prevention and Control Plan BMP Fact sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/spill_control

INSERT TEXT HERE or REFERENCE ATTACHMENT

1. *Some commonly used BMPs for proper spill prevention and control plan are: Housekeeping Practices, Building and Grounds Maintenance, Material Use, and Area Control Procedures.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.7 Any Additional BMPs

Instructions:

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

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some additional BMPs that might be used for Good House Keeping are: Catch Basin Cleaning, Septic System Controls, Street Cleaning, and BMP Inspection and Maintenance.*
2. *For more BMPs and supplemental information refer to the city's website.*

3.8 Allowable Non-Stormwater Discharge Management

Instructions:

- Identify all allowable sources of non-stormwater discharges that are not identified. The allowable non-stormwater 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-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Refer to the city's website for more BMPs and supplemental information.*

SECTION 4: SELECTING POST-CONSTRUCTION BMPs

Instructions:

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs include the following:
  - ✓ Biofilters
  - ✓ Detention/retention devices
  - ✓ Earth dikes, drainage swales, and lined ditches
  - ✓ Infiltration basins
  - ✓ Porous pavement
  - ✓ Other proprietary permanent structural BMPs
  - ✓ Outlet protection/velocity dissipation devices
  - ✓ Slope protection
  - ✓ Vegetated strips and/or swales
- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low-impact designs or smart growth considerations have been incorporated into the design.
- For any structural BMPs, you should have 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 on this topic, see your state's stormwater manual.
- You might also want to consult one of the references listed in Appendix D of the *SWPPP Guide*.
- Visit the post-construction section of EPA's Menu of BMPs at: www.epa.gov/npes/menuofbmps

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs that might be applied for post construction runoff controls are: Riprap, Rock Check Dams, Seeding and Planting, and Ordinance Development.*
2. *For more BMPs and supplemental information refer to the city's website.*

SECTION 5: INSPECTIONS

5.1 Inspections

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. 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.
- 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:

2. ***Inspection Schedule and Procedures:***

   Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after rain events, spot inspections):

   Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections:

   Attach a copy of the inspection report you will use for your site.
   REFERENCE ATTACHMENT

1. *Inspection personnel – Individuals performing inspections should be familiar with the project design and intent. At a minimum inspectors should be familiar with the SWPPP for the site and it is recommended that the inspector be a Registered Stormwater Inspector (RSI). RSIs are familiar with regulatory requirements of construction related stormwater activities and can simplify the inspection process and save time.*

   A list of RSIs is found at http://utahltap.org/htm/stormwater-inspection .

2. *Inspection Schedule and Procedures – onsite inspections must be performed at one of two frequency intervals; every 7 days, or every two weeks and after a storm event with over ½" of precipitation. Inspections should be documented and filed with the SWPPP in Appendix E. An example of an inspection report is found in the appendices.*

   Problem corrections should be made as soon as possible. Especially if they are discharging into a waterbody.

5.2 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.
- Attach the delegation of authority form that will be used.
- For more on this topic, see *SWPPP Guide*, Chapter 7.

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:

Attach a copy of the signed delegation of authority form in Appendix K.

1. *Inspections may be performed by a third party inspector. These individuals are recommended to be RSI (5.1.1). An example of a delegation of authority agreement is found in the SWPPP Template – Appendix K*

5.3 Corrective Action Log

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.

Corrective Action Log:
INSERT LOG HERE or REFERENCE ATTACHMENT

1. *Items that are found to be deficient during inspections should be corrected as soon as possible. Corrective actions should be documented on a log. An example of this log if found in the SWPPP Template Appendix F.*

SECTION 6: RECORDKEEPING AND TRAINING

6.1 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)
- Records relating to endangered species and historic preservation (attach)
- Check your permit for additional details
- For more on this subject, see *SWPPP Guide*, Chapter 6.C.

Records will be retained for a minimum period of at least 3 years after the permit is terminated.

Date(s) when major grading activities occur:
INSERT LOG HERE or REFERENCE ATTACHMENT
Date(s) when construction activities temporarily or permanently cease on a portion of the site:
INSERT LOG HERE or REFERENCE ATTACHMENT
Date(s) when an area is either temporarily or permanently stabilized:
INSERT LOG HERE or REFERENCE ATTACHMENT

1. *Appendix I of the SWPPP Template has a Sample Grading and Stabilization Activities Log to record activities at the site.*

6.2 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.

Log of changes and updates to the SWPPP
INSERT LOG HERE or REFERENCE ATTACHMENT

1. *Appendix G of the SWPPP Template has a SWPPP Amendment Log to record changes to the SWPPP as necessary.*

Instructions:

- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for your staff, for those with specific stormwater responsibilities (e.g. installing, inspecting, and maintaining BMPs), and for subcontractors.
- Include dates, number of attendees, subjects covered, and length of training.
- For more on this subject, see *SWPPP Guide*, Chapter 8.

Individual(s) Responsible for Training:
INSERT TEXT or TABLE HERE
Describe Training Conducted:

- General stormwater and BMP awareness training for staff and subcontractors:
- Detailed training for staff and subcontractors with specific stormwater responsibilities:

1. *Appendix J of the SWPPP Template has a SWPPP Training Log to record training events for your project. Examples of training materials may include:*
    - *Erosion Control BMPs for the project*
    - *Sediment Control BMPs for the project*
    - *Non-Stormwater BMPs for the project*
    - *Emergency Procedures for fuel spills, hazardous materials,*
    - *Good Housekeeping BMPs*
2. *See Sections 2, 3, 4 and 7 for information on BMPs that can be used for training.*
   File the training logs in Appendix J.

SECTION 7: 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. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements). 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 6, Part 6.1 of this SWPPP.
- For more on this topic, see *SWPPP Guide*, Chapter 9.

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

1. *Some commonly used BMPs that might be applied for final stabilization are: Seeding and Planting, Riprap, and Rock Check Dams.*
2. *For more BMPs and supplemental information refer to the city's website.*

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). 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 (www.waterquality.utah.gov/UPDES/stormwatercon.htm)

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 – General Location Map

Appendix B – Site Maps

Appendix C – Construction General Permit

Appendix D – NOI and Acknowledgement Letter from EPA/State

Appendix E – Inspection Reports

Appendix F – Corrective Action Log (or in Part 5.3)

Appendix G – SWPPP Amendment Log (or in Part 6.2)

Appendix H – Subcontractor Certifications/Agreements

Appendix I – Grading and Stabilization Activities Log (or in Part 6.1)

Appendix J – Training Log

Appendix K – Delegation of Authority

Appendix L – Additional Information (i.e., Endangered Species and Historic Preservation Documentation)

Appendix E – *SWPPP INSPECTION FORM*

UPDES STORM WATER INSPECTION EVALUATION FORM FOR SWPPP COMPLIANCE

Insert City Logo Here

BACKGROUND INFORMATION

Site Name:	UPDES Permit #:
Site Address:	
Local Jurisdiction or County:	
Permit Effective Date:	Permit Expiration Date:
Total Project Area:	Total Disturbed Area:

Project Type: (circle) *Subdivision* *Commercial* *Industrial* *Linear (Road/Pipe/Power)* *Land Disturbance*

OPERATOR CONTACT INFORMATION

	NAMES	PHONE NUMBERS	E-MAIL
Operator:			
Onsite Facility Contact:			
Important Contacts:			
Important Contacts:			

SWPPP PRE-SITE REVIEW INFORMATION

	YES	NO
1. Has a pre-construction review of the SWPPP been conducted by the appropriate municipal agency?		
2. Are contact names and telephone numbers listed in the SWPPP?		
9. Does the SWPPP include a site map showing storm drains, slopes/surface drainage patterns, SW discharge points, construction boundaries, limits of disturbance, surface waters (name of receiving water), structural controls, and does it define/explain non-structural controls?		
3. Does the SWPPP have an estimate of the area to be disturbed, a sequence of construction activities, the SW runoff coefficient for after completion, a description of the soil types, controls for discharges from (asphalt/concrete) batch plants if any, show wetland areas, and a desription of the nature of the construction activity?		
4. Does the SWPPP and site map show erosion and sediment controls placement & details (e.g. erosion blankets, mulch, slope drains, check dams, sediment basins, grass-lined channels, fiber rolls, sediment traps, silt fence, inlet protection, curb cut-back, dust control, etc?		
5. Does the SWPPP and site map show and describe good housekepping controls (e.g. track out pad, street sweeping, material storage, construction waste containment and removal, sanitary waste, concrete washout pits, etc)		
6. Are post-construction elements included in the SWPPP? (i.e. grass swales, detention basins, vegetated filter strips, infiltration, depression storage, landscaping/xeriscaping, discontinuous concrete or hard surface SW conveyance, etc.)		
7. Does the SWPPP address endangered species and historic preservation?		
8. Is the SWPPP signed by a responsible corporate officer with the certification statement (see permit part 5.16.c.)?		
10. Are the NOI and a copy of the State permit in the SWPPP?		

NOTICE OF TERMINATION (NOT) INSPECTION

Site Name:	Date of Evaluation:
Site Address:	
Inspected By:	Title\Organization:

	YES	NO	COMMENTS:
1. Has the site been properly stabilized according to permit requirements?			
2. Have all temporary BMPs been removed?			
3. Have post-construction (permanent storm water system) elements been constructed and inspected in accordance with approved project drawings?			
4. Is the site acceptably clean?			

Inspector: I certify that this document and all attachments were prepared under my direction. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Inspector:

(Print Name) (Title) (Signature) (Date)

Operator:

(Print Name) (Title) (Signature) (Date)

(Attach additional sheets of narrative, pictures and checklists, as necessary)

ADDITIONAL COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Insert City Logo Here

Site Name:	Date of Evaluation:	Page of
Site Address:		

SWPPP COMPLIANCE INSPECTION FORM

Project Name:	Address:	Date:
Owner:	Contractor (Gen/Sub):	Start time:
Site Contact:	Phone:	Stop time:
UPDES Permit #: Expiration:	Weather: Sunny Cloudy Raining Snowing Other:	
Date of last rain event:	Duration:	Approx. Rainfall (in):
Inspected By (Print):	Local Jurisdiction or County:	
Reason for Inspection: Scheduled Complaint/Tip Random	Receiving Waters:	
Inspection Code (circle): SW sampling / SW non-sampling	Inspector Code (circle): (S) State / (L) Local	Type Code (circle): 1 - Municipal 2 - Industrial 3 - State

SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMP's INFORMATION	YES	NO	N/A
1. Is the SWPPP on site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?			
2. Are erosion control, sediment control, and good housekeeping BMP's installed on the site as shown in the SWPPP?			
3. Has the SWPPP been updated to reflect the current site conditions (modifications dated & initialed on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMP details & spec's in SWPPP, SWPPP amendment Log, etc.)?			
4. Are on-site inspections being performed and recorded by a qualified person on a weekly or biweekly basis, reporting items required by permit? (Inspector name &qualifications, weather, problems/repairs, corrective action, new BMPs, removed BMPs, discharges, etc.)			
5. Have all corrective action items from previous inspections been addressed and documented within the time frame allotted by the inspector?			
6. Are SW flows entering and leaving the construction site controlled, managed, or diverted around the site? (e.g. perimeter controls, berms, silt fence, upgradient boundary diversion, down gradient boundary sediment control, etc.)			
7. Is there evidence of sediment discharge such as mud flows or soil deposits from the construction site in downstream locations?			
8. Is there evidence of vehicles tracking soil off the construction site?			
9. Is there soil, construction material, landscaping items, or other debris piled on impervious surfaces (roads, drives) that could be washed with SW to a storm drain or water body?			
10. Is there a need to repair, maintain, or improve erosion control BMPs (temporary stabilization, erosion blankets, mulch, vegetated strips, rip rap, surface roughening, pipe slope drain, dust control, etc)?			
11. Is there a need to repair, maintain, or improve sediment control BMPs (silt fence, check dams, fiber rolls, sediment trap/basin, inlet protection, waddles, straw bails, curb cut-back, etc?			
12. Is there a need to repair, maintain, or improve good housekeeping controls (clean track out pad, sweeping, construction materials management, litter/trash control, port-o-potties staked down, fueling areas, concrete wash out area, proper curb ramps, spill prevention, etc)?			
13. Are there disturbed areas that have not had construction activities for 14 to 21 days without stabilization? (except snow or frozen ground)?			
14. Are there places where BMPs are needed and should be installed or not needed and should be removed?			

COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Identify the problem and its location. If appropriate, describe (in general terms) what needs to be completed. However, only if qualified (e.g., you are a designer) should you be mandating specific BMPs to install. Include the date when corrections are

Inspector, please list all applicable SEV codes:

Inspector: I certify that this document and all attachments were prepared under my direction. The information submitted is, to the best of my knowledge and belief, true, accurate,

Inspector:

(Print Name) (Title) (Signature) (Date)

Operator:

(Print Name) (Title) (Signature) (Date)

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
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 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: _____

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

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)*

- ❑ **Erosion Control BMPs**
- ❑ **Emergency Procedures**
- ❑ **Sediment Control BMPs**
- ❑ **Good Housekeeping BMPs**
- ❑ **Non-Stormwater 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 – *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 _____ (Reference State Permit), and that the designee above meets the definition of a "duly authorized representative" as set forth in _____ (Reference State Permit).

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: _____

(Attach additional sheets of narrative, pictures and checklists, as necessary)

ADDITIONAL COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Insert City Logo Here

Site Name:	Date of Evaluation: Page of
Site Address:	

EPA Form 3560-3 SEV Codes and Descriptions

DOR11		Discharge without a permit	BR19B		Failure to properly operate and maintain BMP's
DOR18		Failure to apply for a Notice of Termination	BR19A		Failure to properly install/implement BMP's
BOR12		Failure to conduct inspections	EOR16		Failure to submit required report (non-DMR)
BOC17		Failure to develop any or adequate SWPPP/SWMP	AOR22		Narrative effluent violation
BOC18		Failure to implement SWPPP/SWMP	DOR12		Failure to submit required permit information
BOR41		Failure to maintain records	AOR12		Numeric effluent violation
COR11		Failure to monitor	BOR42		Violation of a milestone in an order