Beazer Homes

Guidance Document
"Developing your Stormwater Pollution Prevention Plan: A Guide for Construction Sites."

Appendix B

Developing Your Stormwater Pollution Prevention Plan

A Guide for Construction Sites

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May 2007

Developing Your Stormwater Pollution Prevention Plan

A Guide for Construction Sites

Who?

Construction site operators (generally, the person who has operational control over construction plans and/or the person who has day-to-day supervision and control of activities occurring at the construction site)

Where?

Construction sites required to comply with stormwater discharge requirements

What?

A guide to help you develop a good Stormwater Pollution Prevention Plan (SWPPP)

Why?

Stormwater runoff from construction sites can cause significant harm to our rivers, lakes, and coastal waters

A SWPPP is required (by your construction general permit) and will help you prevent stormwater pollution

A SWPPP is more than just a sediment and erosion control plan.
It describes all the construction site operator's activities to prevent stormwater contamination, control sedimentation and erosion, and comply with the requirements of the Clean Water Act

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Purpose of this Guidance Document

This document provides guidance to construction site operators that need to prepare a SWPPP in order to receive NPDES permit coverage for their stormwater discharges. The Clean Water Act provisions, EPA regulations and EPA's Construction General Permit described in this document contain legally binding requirements. This document does not substitute for those provisions, regulations or permit, nor is it a regulation or permit itself. It also does not substitute for requirements under State law or construction general permits issued by States. It does not impose legally-binding requirements on EPA, States, or the regulated community, and may not apply to a particular situation based upon the circumstances. EPA and State decisionmakers retain the discretion to adopt approaches on a case-by-case basis that differ from this guidance where appropriate. Any decisions regarding a particular construction site will be made based on the applicable statutes, regulations and/or permit terms. Therefore, interested parties are free to raise questions and objections about the appropriateness of the application of this guidance to a particular situation, and EPA—or the applicable NPDES permitting authority—will consider whether or not the recommendations or interpretations in the guidance are appropriate in that situation based on the law and regulations.

This guidance document occasionally uses language describing mandatory requirements for construction site operators and those covered by a general permit for stormwater discharges from such sites. This language is generally intended to reflect requirements applicable where EPA is the NPDES permitting authority. Although requirements in jurisdictions where EPA is not the permitting authority may resemble these requirements, the reader should not assume that this guidance accurately describes those requirements. Rather, the reader should consult the applicable regulations and any applicable NPDES permit.

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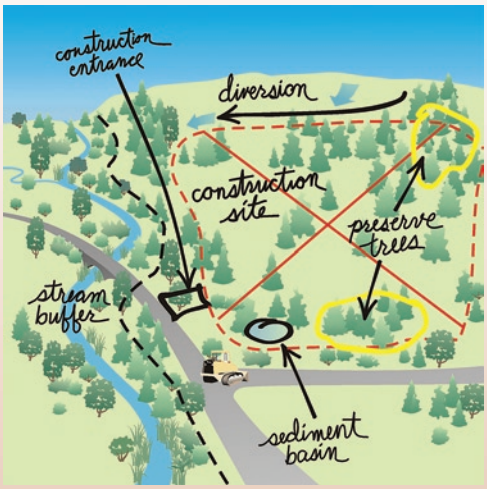
What is a Stormwater Pollution Prevention Plan (SWPPP)?

A SWPPP may be called many things. Your state may use terms like:

- **Construction Best Practices Plan**
- **Sediment and Stormwater Plan**
- **Erosion, Sediment, and Pollution Prevention Plan**
- **Construction Site Best Management Practices Plan**
- **Erosion Control Plan and Best Management Practices**
- **Best Management Practices Plan**
- **Erosion and Sediment Control Plan**

Regardless of the title used in your state, these documents—and the stormwater permits that require them—tend to have many common elements. This guide is intended to help you develop a better SWPPP for your construction site.



Example sketch identifying various points to address in the SWPPP.

How to Use This Guide

- This guide was developed as a helpful reference guide for construction site operators across the country. We have tried to accommodate the wide range of knowledge and experience about stormwater pollution prevention that currently exists among operators—from novice to expert.
  - If you are relatively new to managing stormwater at a construction site, you will probably want to read this entire guide.
  - If you are very experienced and familiar with the requirements in your state, this guide may help you brush up on certain requirements or provide you with ideas to improve your SWPPP. You might want to review the table of contents and skip around. Be sure to take a look at the SWPPP template (Appendix A) to see if you can make improvements in the way you develop and maintain your SWPPP.

- This guide is written in a general format and can be used at most construction sites in any state, territory, or in Indian country. The document assumes that you will obtain discharge authorization under an appropriate National Pollutant Discharge Elimination System (NPDES) construction general permit and use both the permit and this guidance to assist in developing your SWPPP. In this guide, we make some references to the U.S. Environmental Protection Agency's Construction General Permit for illustrative purposes. **You should always consult your applicable NPDES permit for the exact requirements that apply to you**.

- Remember that you are developing your SWPPP for both your use and for review by the regulatory agencies responsible for overseeing your stormwater controls. As such, one of your goals in developing your SWPPP should be to present the information in a way that clearly demonstrates that it meets all the requirements of your NPDES permit.

- You can obtain an electronic copy of this guide (PDF format), the SWPPP template, and inspection form (in Microsoft Word) at **www.epa.gov/npdes/swpppguide**

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Chapter 1: **Introduction**

▶ This chapter provides an orientation to this guide and its contents and describes why stormwater controls at construction sites are necessary.

A. Why Should You Use this Guide?

If you are responsible for erosion and sediment control and stormwater management at a permitted construction site, then this guide may be useful to you. This guide is designed to walk you through the steps for developing and implementing an effective stormwater pollution prevention plan (SWPPP). The basic outline of the guide is presented below:

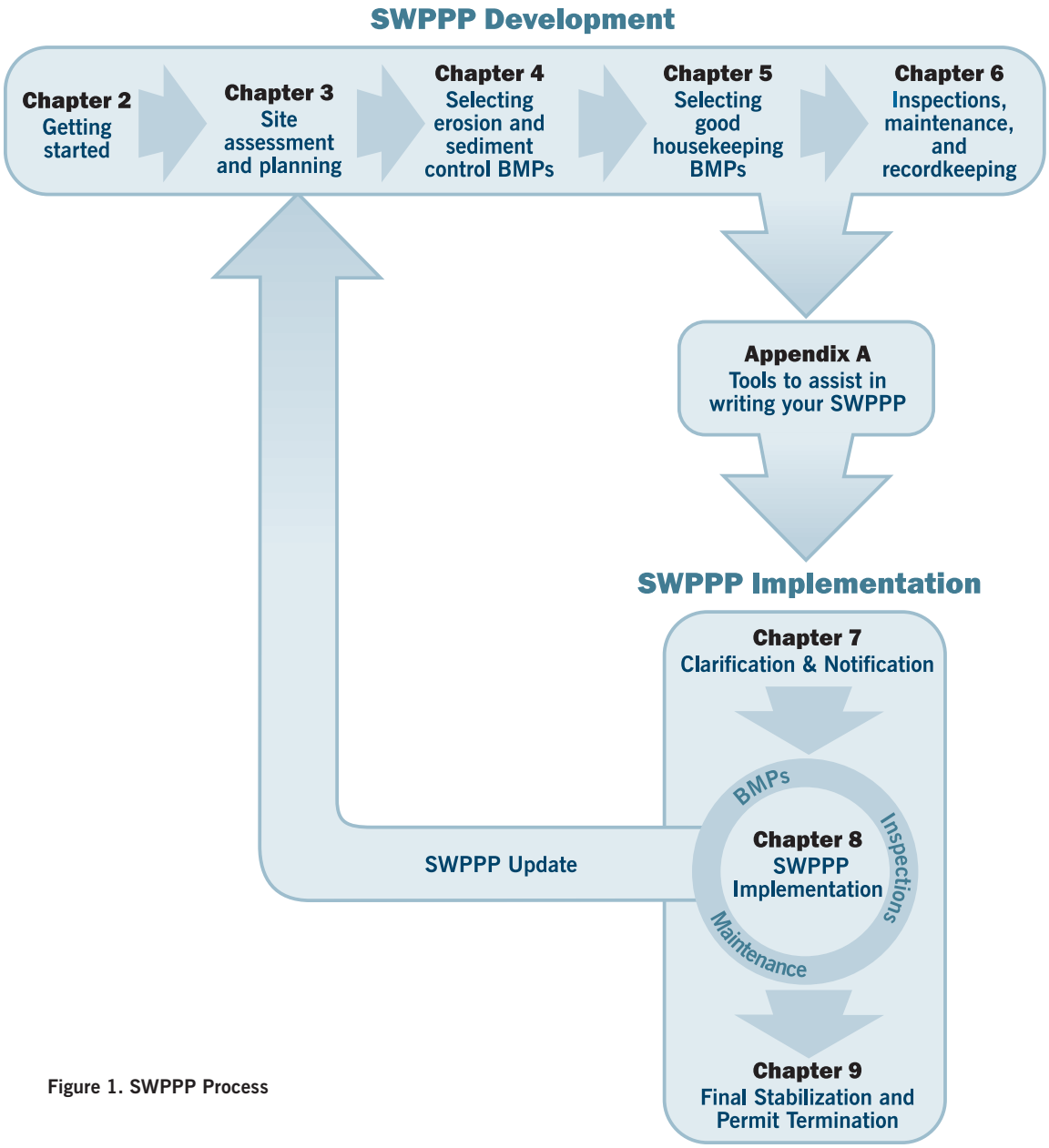

Figure 1. SWPPP Process

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Take a Closer Look…

What is a SWPPP?

A SWPPP is a site-specific, written document that:

- Identifies potential sources of stormwater pollution at the construction site
- Describes practices to reduce pollutants in stormwater discharges from the construction site. Reduction of pollutants is often achieved by controlling the volume of stormwater runoff (e.g., taking steps to allow stormwater to infiltrate into the soil).
- Identifies procedures the operator will implement to comply with the terms and conditions of a construction general permit

What does this mean to me?

Failure to implement your SWPPP could result in significant fines from EPA or a state environmental agency. Therefore, it is important that you develop your SWPPP to address the specific conditions at your site, fully implement it, and keep it up-to-date to reflect changes at your site.

B. What Is Stormwater Runoff and What Are Its Impacts?

Stormwater runoff is rain or snowmelt that flows over land and does not percolate into the soil. Stormwater runoff occurs naturally, in small amounts, from almost any type of land surface, especially during larger storm events. Impervious surfaces, such as buildings, homes, roads, sidewalks, and parking lots, can significantly alter the natural hydrology of the land by increasing the volume, velocity, and temperature of runoff and by decreasing its infiltration capacity. Increasing the volume and velocity of stormwater runoff can cause severe stream bank erosion, flooding, and degrade the biological habitat of these streams. Reducing infiltration can lower ground water levels and affect drinking water supplies.

SWPPP Tip!

A SWPPP can have different names

A SWPPP may also be called a *"construction best practices plan," "sediment and stormwater plan," "erosion, sedimentation, and pollution prevention plan,"* or similar term. The SWPPP (or similarly named plan) is generally required to comply with EPA's or the state's stormwater construction general permit.

In addition, as stormwater runoff moves across surfaces, it picks up trash, debris, and pollutants such as sediment, oil and grease, pesticides and other toxics. Changes in ambient water temperature, sediment, and pollutants from stormwater runoff can be detrimental to aquatic life, wildlife, habitat, and human health. Soil exposed by construction activities is especially vulnerable to erosion. Runoff from an unstabilized construction site can result in the loss of approximately 35–45 tons of sediment per acre each year (ASCE and WFF, 1992). Even during a short period of time, construction sites can contribute more sediment to streams than would be deposited naturally over several decades. Excess sediment can cloud the water reducing the amount of sunlight reaching aquatic plants, clog fish gills, smother aquatic habitat and spawning areas, and impede navigation in our waterways.

The primary stormwater pollutant at a construction site is sediment. To control erosion at a construction site, it is important to understand the different types of erosion that can occur. Erosion begins when raindrops break down the soil structure and dislodge soil particles. Runoff carrying the soil particles becomes sheet erosion which eventually forms smaller rills and larger gullies. The best way to stop erosion is to keep the soil in place through vegetation, erosion control blankets, or other methods that prevent the soil from becoming dislodged during rain events.

The erosion process is typically influenced by climate, topography, soils, and vegetative cover. Understanding how these factors influence erosion will help you select and design appropriate controls to minimize erosion from your construction site.

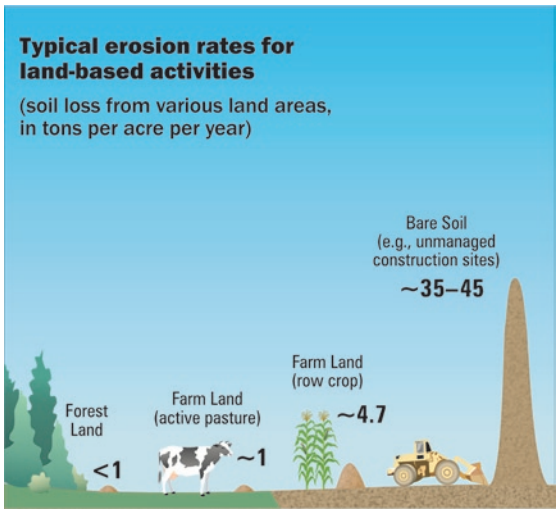

Figure 2. Typical erosion rates from land-based activities. (Dunne, T. and L. Leopold, 1978; NRCS, 2000; NRCS, 2006; ASCE and WEF, 1992)

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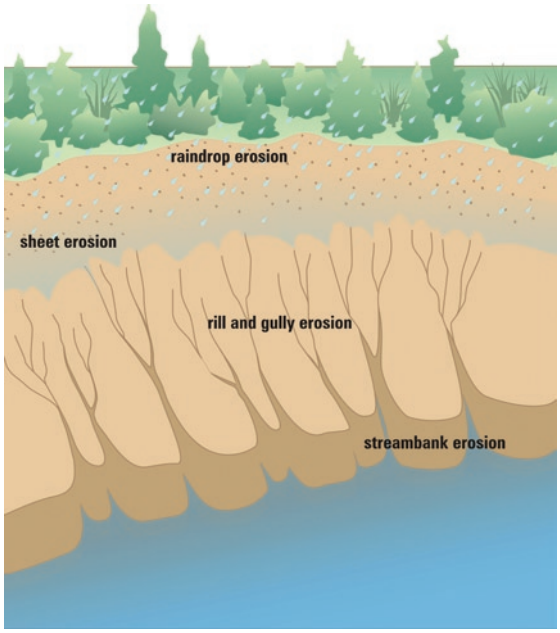

Figure 3. Types of erosion.

Raindrop erosion
Dislodging of soil particles by raindrops

Sheet erosion
The uniform removal of soil without the development of visible water channels

Rill erosion
Soil removal through the formation of concentrated runoff that creates many small channels

Gully erosion
The result of highly concentrated runoff that cuts down into the soil along the line of flow

Streambank erosion
Flowing water that erodes unstable streambanks

Climate. The frequency, intensity, and duration of rainfall are the principal factors influencing erosion from a construction site. Know the weather patterns in your area and, if possible, plan your soil disturbance activities for periods of historically lower rainfall.

Topography. The longer and steeper a slope, the greater the potential there is for erosion from that slope. Use practices such as diversions or fiber rolls to break up long slopes. Consider minimizing soil disturbance activities on steeper slopes.

Soils. Soil type can also impact erosion. Soil texture, structure, organic matter content, compaction, and permeability can all influence erosion rates.

Vegetative cover. Vegetative cover provides a number of critical benefits in preventing erosion—it absorbs the energy of raindrops, slows velocity of runoff, increases infiltration, and helps bind the soil. Soil erosion can be greatly reduced by maximizing vegetative cover at a construction site.

C. How Can Construction Site Operators Prevent Stormwater Pollution?

An effective SWPPP is the key! If sediment and erosion controls and good housekeeping practices are not followed, construction activity can result in the discharge of significant amounts of sediment and other pollutants. The term *Best Management Practices* or BMPs is often used to describe the controls and activities used to prevent stormwater pollution.

SWPPP Tip!

Erosion versus Sedimentation

Erosion is the process by which the land surface is worn away by the action of water or wind. Sedimentation is the movement and settling out of suspension of soil particles. It is usually easier and less expensive to prevent erosion than it is to control sediment from leaving a construction site.

BMPs can be divided into two categories—structural and non-structural BMPs. Structural BMPs include silt fences, sedimentation ponds, erosion control blankets, and temporary or permanent seeding, while non-structural BMPs include picking up trash and debris, sweeping up nearby sidewalks and streets, maintaining equipment, and training site staff on erosion and sediment control practices. In this document, the term "BMPs" is used broadly and includes both structural and non-structural controls and practices.

A SWPPP is more than just a sediment and erosion control plan. Most SWPPPs are written documents that describe the pollution prevention practices and activities that will be implemented on the site. It includes descriptions of the site and of each major phase of the planned activity, the roles and responsibilities of contractors and subcontractors, and the inspection schedules and logs. It is also a place to document changes and modifications to the construction plans and associated stormwater pollution prevention activities.

Chapter 2: **Getting Started**

▶ This chapter describes some of the basic things you'll want to determine (Do you need permit coverage? What permit applies to you?), as well as some of the materials and information you may need to develop your SWPPP. Collecting this information before you start will help you develop your SWPPP more efficiently. Keep in mind that you may also need to gather this information and develop your SWPPP before you complete your Notice of Intent (NOI) and file for permit coverage (note that filing an NOI is not discussed until Chapter 7).

A. What Are the Federal Requirements for Stormwater Runoff from Construction Sites?

The Clean Water Act and associated federal regulations (Title 40 of the *Code of Federal Regulations* [CFR] 123.25(a)(9), 122.26(a), 122.26(b)(14)(x) and 122.26(b)(15)) require nearly all construction site operators engaged in clearing, grading, and excavating activities that **disturb one acre or more, including smaller sites in a larger common plan of development or sale**, to obtain coverage under a National Pollutant Discharge Elimination System (NPDES) permit for their stormwater discharges. Under the NPDES program, the U.S. Environmental Protection Agency (EPA) can authorize states to implement the federal requirements and issue stormwater permits. Today, most states are authorized to implement the NPDES program and issue their own permits for stormwater discharges associated with construction activities.

SWPPP Tip!

Don't forget about "common plans of development or sale"

A *common plan of development or sale* includes larger-scale plans for land development to be carried out by one or more entities. Examples include housing developments and subdivisions, industrial parks, and commercial developments.

EPA has described this term in the fact sheet accompanying its Construction General Permit as including: any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.), or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot. Each permitting authority may review documentation to determine if common plan requirements apply.

Each state (or EPA, in the case of states that are not authorized) issues one or more NPDES construction general permits. These permits, generally, can be thought of as umbrella permits that cover all stormwater discharges associated with construction activity in a given state for a designated time period, usually 5 years. Operators of individual constructions sites then apply for coverage under this permit. *Before applying for permit coverage, you should read and understand all the provisions of the appropriate construction general permit and develop a SWPPP.* **Because authorized states develop their own NPDES requirements, you should carefully read your state's construction general permit and follow the specific instructions it contains.**

Take a Closer Look…

EPA Permits vs. State-Issued Permits

At the time of publication, EPA was the NPDES permitting authority in Massachusetts, New Hampshire, New Mexico, Idaho, Alaska, the District of Columbia, Puerto Rico, the U.S. territories (except the Virgin Islands), most Indian country lands, and for federal facilities in four states. For an up-to-date list of NPDES permitting authorities, visit **www.epa.gov/npdes/stormwater/construction** or **www.cicacenter.org/swrl.html**

What does this mean to me?

Because EPA and state-issued permits can be different, you should make sure you read and apply for the correct permit. Use the links on either of the web sites listed to the left to determine which agency issues NPDES permits where your construction activity will occur.

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Most construction general permits contain similar elements:

- Applicability—describes the geographic area covered and who is eligible to apply
- Authorization—describes the types of stormwater (and non-stormwater) discharges that are covered
- SWPPP requirements—outlines the elements that should to be addressed to prevent the contamination of stormwater runoff leaving the construction site
- Application—includes instructions for obtaining permit coverage, usually by filing an application or Notice of Intent (NOI) form
- Implementation—BMP installation, inspection, and maintenance requirements
- Other requirements—may include additional requirements such as spill prevention
- Standard conditions—list of conditions that are applicable to most NPDES permits
- Termination—lists conditions for terminating permit coverage after construction is complete

What Construction Activities Require NPDES Permit Coverage?

In this document, "*construction*" refers to actions that result in a disturbance of the land, including clearing, grading, excavating, and other similar activities. It also includes "*construction-related activities,*" areas that support the construction project such as stockpiles, borrow areas, concrete truck washouts, fueling areas, material storage areas and equipment storage areas.

Construction activities that do not disturb land, such as interior remodeling, generally do not require NPDES permit coverage.

Are There Situations Where a Permit Is Not Needed?

Generally, permit coverage is not required for activities that are considered routine maintenance, such as landscaping, road maintenance, and maintaining stormwater BMPs. Some states and EPA offer the option of a waiver for small sites (disturbing less than 5 acres) in areas and times of the year with low predicted rainfall. To be eligible for the waiver, you would have to meet the requirements specified in the regulations.

Local Requirements

Operators of construction sites should keep in mind that local governments (cities, towns, counties) often have their own requirements for construction sites (e.g., local permits for grading, sediment and erosion, utilities). **Compliance with local requirements does not mean compliance with federal NPDES requirements or vice versa, unless the authorized state agency or EPA has specifically designated the local program a *qualifying local program*.**

Qualifying Local Programs

In some states, the NPDES permitting agency has identified certain local construction stormwater control programs that have requirements that are equivalent or more protective than the state's requirements. If one of these local stormwater programs has been designated by the permitting agency as a *qualifying local program*, the construction site operator may simply read and follow the local requirements. The permitting agency (state or EPA) might choose to waive the requirement to file a Notice of Intent (NOI) or similar application form for small construction sites operating within the jurisdiction of a qualifying local program. If waived, these sites would be covered under the appropriate construction general permit automatically. Check your construction general permit carefully.

The NPDES permitting authority must identify any qualifying local programs in the construction general permit. Violations of the local requirements are also considered violations of the NPDES requirements and may be enforced accordingly.

SWPPP Tip!

Read Your General Permit!

You should thoroughly read and understand the requirements in your general permit. This includes requirements on eligibility (whether your site qualifies for the general permit), application (how to notify EPA or the state that you'd like to be covered by the general permit), SWPPPs, and termination (stabilizing your site and notifying EPA or the state that your project is complete). By applying for coverage under the general permit, you are telling EPA or your state that you will comply with the permit's requirements, so read your permit carefully!

B. Who Is Required to Get NPDES Permit Coverage?

Construction site *operators* are responsible for obtaining NPDES permit coverage for their stormwater discharges. Each state has its own definition of the term *operator*. Operators may include owners (e.g., developers), general contractors, independent subcontractors, government officials, companies, or corporations. This section reflects EPA's understanding of most NPDES permit requirements for stormwater discharges throughout the country. You should, of course, consult your construction general permit for the requirements that apply to you. In some cases, states have defined the operator as a single entity, usually the land owner or easement holder. In other states, several entities may meet the definition of operator. For instance, the owner may control the project's plans and specifications, and the general contractor may control the site's day-to-day operations. In such cases, both may be defined as operators. If a site has multiple operators, they may cooperate on the development and implementation of a single SWPPP. Operators generally obtain coverage under an NPDES permit, often by filing a form called a Notice of Intent (NOI).

Figure 4. Use signage to help educate construction staff.

EPA's Construction General Permit (which applies only where EPA is the permitting authority—see Chapter 2 Section A) defines operator as any party that:

- Has control over the construction plans and specifications

  and/or

- Has day-to-day operational control of the site, including activities necessary to implement the SWPPP

Regardless of whether or not the operator is a corporation or governmental entity, someone must direct the SWPPP's preparation and implementation and apply for NPDES permit coverage for the stormwater discharges. In most cases, this will be a high-level official, such as a corporate officer, manager or elected official, or a principal executive officer. For specific instructions, refer to the appropriate NPDES stormwater permit.

Multiple Operators

In many instances, there may be more than one party at a site performing tasks related to *operational control* and more than one operator may need to submit an NOI. Depending on the site and the relationship between the parties (e.g., owner, developer, general contractor), there can either be a single party acting as site operator and consequently responsible for obtaining permit coverage, or there can be two or more operators all needing permit coverage. Exactly who is considered an operator is largely controlled by how the *owner* of the project chooses to structure the contracts with the *contractors* hired to design and/or build the project. The following are three general operator scenarios (variations on any of these three are possible, especially as the number of owners and contractors increases):

- *Owner as sole permittee*. The property owner designs the structures for the site, develops and implements the SWPPP, and serves as general contractor (or has an on-site representative with full authority to direct day-to-day operations). The owner may be the only party that needs permit coverage under these circumstances. Everyone else on the site may be considered subcontractors and might not need permit coverage.

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- *Contractor as sole permittee*. The property owner hires one company (i.e., a contractor) to design the project and oversee all aspects of the construction project, including preparation and implementation of the SWPPP and compliance with the permit (e.g., a *turnkey* project). Here, the contractor would likely be the only party needing a permit. It is under this scenario that an individual having a personal residence built for his own use (e.g., not those to be sold for profit or used as rental property) would not be considered an operator. However, individual property owners would meet the definition of *operator* and may require permit coverage if they perform general contracting duties for construction of their personal residences.
- *Owner and contractor as co-permittees*. The owner retains control over any changes to site plans, SWPPPs, or stormwater conveyance or control designs; but the contractor is responsible for overseeing actual earth disturbing activities and daily implementation of SWPPP and other permit conditions. In this case, which is the most common scenario, both parties may need to apply for permit coverage.

However, you are probably not an operator and subsequently would not need permit coverage if one of the following is true:

- You are a subcontractor hired by, and under the supervision of, the owner or a general contractor (i.e., if the contractor directs your activities on-site, you probably are not an operator)
- The operator of the site has indicated in the SWPPP that someone other than you (or your subcontractor) is reponsible for your activities as they relate to stormwater quality (i.e., another operator has assumed responsibility for the impacts of your construction activities). This is typically the case for many, if not most, utility service line installations.

In addition, *owner* typically refers to the party that owns the structure being built. Ownership of the land where construction is occurring does not necessarily imply the property owner is an operator (e.g., a landowner whose property is being disturbed by construction of a gas pipeline). Likewise, if the erection of a structure has been contracted for, but possession of the title or lease to the land or structure does not to occur until after construction, the would-be owner may not be considered an operator (e.g., having a house built by a residential homebuilder).

Transferring Ownership

In many residential developments, an overall developer applies for the stormwater permit coverage, conducts grading activities, and installs the basic infrastructure (e.g., utilities, roads). Individual lots are then sold to builders who then construct the houses. Unless the developer is still responsible for stormwater on these individual lots (which is typically not the case), it is likely that the builder will need to apply for NPDES permit coverage for stormwater discharges during home construction.

Subcontractors

It is typically a good idea to include specific contract language requiring subcontractors to implement appropriate stormwater controls. Subcontractors should be trained on appropriate BMPs and requirements in the SWPPP and should not disturb or remove BMPs. Some contractors will include specific penalties in subcontractor agreements to ensure subcontractors do not damage or remove BMPs.

Take a Closer Look…

Erosion Control vs. Sediment Control

When developing a SWPPP, it is important to understand the difference between erosion control and sediment control. Erosion control measures (e.g., mulch, blankets, mats, vegetative cover) protect the soil surface and prevent soil particles from being dislodged and carried away by wind or water. Sediment control measures remove soil particles after they have been dislodged (typically through settling or filtration). It is usually easier and less expensive to prevent erosion than it is to control sedimentation.

What does this mean to me?

You should try to use erosion control BMPs as the primary means of preventing stormwater contamination, and sediment control techniques to capture any soil that does get eroded. Because no one technique is 100 percent effective, a good SWPPP will use both kinds of BMPs in combination for the best results.

C. What Elements Are Required in a SWPPP?

The SWPPP lays out the steps and techniques you will use to reduce pollutants in stormwater runoff leaving your construction site. Therefore, proper development and implementation of your SWPPP is crucial. First and foremost, your SWPPP must be developed and implemented consistent with the requirements of the applicable NPDES stormwater construction permit. The following discussion describes requirements that are contained in most of these permits.

Your SWPPP is used to identify all potential pollution sources that could come into contact with stormwater leaving your site. It describes the BMPs you will use to reduce pollutants in your construction site's stormwater discharges, and it includes written records of your site inspections and the follow-up maintenance that is performed.

Your SWPPP should contain the following elements:

- Cover/title page
- Project and SWPPP contact information
- Site and activity description, including a site map
- Identification of potential pollutant sources
- Description of controls to reduce pollutants
- Maintenance/inspection procedures
- Records of inspections and follow-up maintenance of BMPs
- SWPPP amendments
- SWPPP certification

Chapters 3–6 of this guide describe how to develop a SWPPP—from site evaluation and data collection to selecting appropriate BMPs and assigning maintenance and inspection responsibilities.

D. SWPPP Roles and Responsibilities

The operator has the lead for developing and implementing the SWPPP and commiting resources to implement the BMPs. Stormwater pollution control is typically the job of more than a single person; the SWPPP development process provides a good opportunity to define roles and responsibilities of everyone involved. Roles and responsibilities are to be documented clearly in the SWPPP and subcontractor agreements as necessary. Your SWPPP should describe:

- Who is on the stormwater pollution prevention team?
- Who will install structural stormwater controls?
- Who will supervise and implement good housekeeping programs, such as site cleanup and disposal of trash and debris, hazardous material management and disposal, vehicle and equipment maintenance, and so on?
- Who will conduct routine inspections of the site to ensure all BMPs are being implemented and maintained?
- Who will maintain the BMPs?
- Who is responsible for documenting changes to the SWPPP?
- Who is responsible for communicating changes in the SWPPP to people working on the site?

When you apply for your stormwater permit, the application may ask for a SWPPP contact. This could be the construction site operator, but in many cases it's a staff person (e.g., project superintendent, field manager, construction manager, stormwater compliance officer) at the construction site who is responsible for conducting inspections, ensuring BMPs are installed and maintained, and updating the SWPPP when necessary.

SWPPP Tip!

Erosion Control Certification

Several programs promote the training and certification of individuals in erosion and sediment control. Some states have developed certification programs and require construction sites to have a certified individual on-site at all times. The Soil and Water Conservation Society and the International Erosion Control Association sponsor a national certification program, the Certified Professional in Erosion and Sediment Control (**www.cpesc.org**)

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E. Common SWPPP Objectives

The SWPPP outlines the steps you will take to comply with the terms and conditions of your construction general permit. Keeping the following objectives in mind as you develop your SWPPP will help guide you in addressing your permit requirements and in protecting water quality.

- *Stabilize the site as soon as possible.* Get your site to final grade and either permanently or temporarily stabilize all bare soil areas as soon as possible. Take into consideration germination times for the grasses or other vegetation selected, and provide additional stabilization (mulches, matrices, blankets, soil binders) on erosion-prone areas such as slopes and drainage ways. Also consider seasonal limitations to plant establishment and growth, such as drought or cold temperatures, and make an effort to ensure that areas that are not showing adequate vegetation establishment are reseeded or mulched immediately. Areas needed for future roads, construction, or other purposes should be temporarily stabilized (see your permit for requirements related to areas of the site not currently under active construction). Establishing a vegetated cover on as much of the site as possible will help to minimize erosion and sediment problems. Perimeter controls should remain in place until final stabilization has been achieved.
- *Protect slopes and channels.* Convey concentrated stormwater runoff around the top of slopes and stabilize slopes as soon as possible. This can be accomplished using pipe slope drains or earthen berms that will convey runoff around the exposed slope. Avoid disturbing natural channels and the vegetation along natural channels, if possible.
- *Reduce impervious surfaces and promote infiltration.* Reducing impervious surfaces will ultimately reduce the amount of runoff leaving your site. Also, divert runoff from rooftops and other impervious surfaces to vegetated areas when possible to promote infiltration.
- *Control the perimeter of your site.* Divert stormwater coming on to your site by conveying it safely around, through, or under your site. Avoid allowing run-on to contact disturbed areas of the construction site. For the runoff from the disturbed areas of the site, install BMPs such as silt fences to capture sediment before it leaves your site. Remember—"Divert the clean water, trap the dirty water."
- *Protect receiving waters adjacent to your site.* Erosion and sediment controls are used around the entire site, but operators should consider additional controls on areas that are adjacent to receiving waters or other environmentally sensitive areas. **Remember, the primary purpose of erosion and sediment controls is to protect surface waters.**
- *Follow pollution prevention measures.* Provide proper containers for waste and garbage at your site. Store hazardous materials and chemicals so that they are not exposed to stormwater.
- *Minimize the area and duration of exposed soils.* Clearing only land that will be under construction in the near future, a practice known as construction phasing, can reduce off-site sediment loads by 36 percent for a typical subdivision (Claytor 2000). Additionally, minimizing the duration of soil exposure by stabilizing soils quickly can reduce erosion dramatically.

Take a Closer Look…

Incentives to preserve open space

It should be the goal of every construction project to, where possible, preserve open space and minimize impervious surfaces through practices such as clustering houses. Open space preservation can provide significant water quality and economic benefits to property owners.

What does this mean to me?

From a marketing perspective, studies have shown that lots abutting forested or other open space are initially valued higher than lots with no adjacent open space, and over time their value appreciates more than lots in conventional subdivisions (Arendt 1996). For example, lots in an open space subdivision in Amherst, Massachusetts, experienced a 13 percent greater appreciation in value over a comparable conventional development after 20 years even though the lots in the conventional development were twice as large (Arendt 1996).

Chapter 3: **SWPPP Development—Site Assessment and Planning**

▶ **The first step in developing a SWPPP is assessing the site and identifying measures to protect natural features.**

This chapter describes a number of steps that will help provide a good foundation for your SWPPP, including:

- Assessing current conditions at the site
- Establishing pollution prevention and water quality protection goals for your project
- Developing a framework to help you meet those goals

A. Assess Your Site and Proposed Project

The first step in developing your SWPPP is to evaluate your proposed construction site. Your SWPPP should describe the undeveloped site and identify features of the land that can be incorporated into the final plan and natural resources that should be protected. Understanding the hydrologic and other natural features of your site will help you develop a better SWPPP and, ultimately, to more effectively prevent stormwater pollution.

SWPPP Tip!

A SWPPP is a detailed plan that:

- Identifies potential sources of stormwater pollution
- Describes the practices that will be used to prevent stormwater pollution. These should include: erosion and sediment control practices, good housekeeping practices, conservation techniques, and infiltration practices (where appropriate), and
- Identifies procedures the operator will implement to comply with all requirements in the construction general permit

Visit the Site

The people responsible for site design and drafting the SWPPP should conduct a thorough walk-through of the entire construction site to assess site-specific conditions such as soil types, drainage patterns, existing vegetation, and topography. Avoid copying SWPPPs from other projects to save time or money. Each construction project and SWPPP is unique, and visiting the site is the only way to create a SWPPP that addresses the unique conditions at that site.

Assess Existing Construction Site Conditions

Assess the existing conditions at the construction site, including topography, drainage, and soil type. This assessment, sometimes called *fingerprinting* (see text box on page 11) is the foundation for building your SWPPP and for developing your final site plan. In this assessment, use or create a topographic drawing that:

- Indicates how stormwater currently drains from the site, and identify the location of discharge points or areas
- Identifies slopes and slope lengths. The topographic features of the site are a major factor affecting erosion from the site
- Identifies soil type(s) and any highly erodible soils and the soil's infiltration capacity
- Identifies any past soil contamination at the site
- Identifies natural features, including trees, streams, wetlands, slopes and other features to be protected

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Take a Closer Look…

Fingerprinting Your Site

When you evaluate your construction site, you should clearly identify vegetation, trees, and sensitive areas, such as stream buffers, wetlands, highly erodible soils, and steep slopes at your site. You should protect these areas from disturbance. Inventorying a site's natural features is a technique called fingerprinting. Fingerprinting identifies natural features that you can protect from clearing and heavy equipment by signage or physical barriers.

What does this mean to me?

Fingerprinting your site will help ensure that you don't damage natural features such as waterways or wetlands. Conducting construction activity in a waterway or wetland without the proper permits can result in significant penalties.

In most cases, the site designer can compile all this information on a digitized drawing that can then be adapted to show the planned construction activity, the phases of construction, and the final site plan.

Topographic maps are readily available on the Internet (e.g., **www.terraserver.com** or **www.mapquest.com**) or by contacting the U.S. Geological Survey store (**http://store.usgs.gov**). If you need help determining your soil type, contact your local Natural Resource Conservation Service (NRCS) office or extension service office. To find the NRCS office nearest to your site, visit the U.S. Department of Agriculture's Service Center Locator website (**http://offices.sc.egov.usda.gov/locator/app**). Soil information is also available online from NRCS (**http://soils.usda.gov**).

Identify Receiving Waters, Storm Drains, and Other Stormwater Conveyance Systems

Your SWPPP should clearly identify the receiving waters and stormwater systems through which stormwater from your site could flow. Many states require planning for a specific storm event or storm events. These storm events are referred to by their recurrence interval and duration such as 1-year, 6-hour storm or a 100-year, 24-hour storm. These events then translate into a specific rainfall amount depending on average conditions in your area.

If your site's stormwater flows into a municipal storm drain system, you should determine the ultimate destination of that system's discharge. This may be obvious and easy to document. However, in some systems, you may have to consult with the local agency responsible for the storm drain system to determine the waterbody to which you are discharging.

If your site's stormwater runs off to areas not connected to the storm drain system, you should consider your land's topography and then identify the waterbodies that it could reach. Many sites will discharge some stormwater to a storm drain system and some to other areas not connected to the system. If your site's stormwater could potentially reach two or more waterbodies, note that in your SWPPP. Remember, stormwater can travel long distances over roads, parking lots, down slopes, across fields, and through storm sewers and drainage ditches.

Describe Your Construction Project

Your SWPPP should contain a brief description of the construction activity, including:

- Project type or function (for example, low-density residential, shopping mall, highway)
- Project location, including latitude and longitude
- Estimated project start and end dates
- Sequence and timing of activities that will disturb soils at the site
- Size of the project
- Estimated total area expected to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas
- Percentage of impervious area before and after construction

Construction Site Pollutants									
	Primary Pollutant	Other Pollutants							
Areas of Consideration	Sediment	Nutrients	Heavy metals	pH (acids & bases)	Pesticides & herbicides	Oil & grease	Bacteria & viruses	Trash, debris, solids	Other toxic chemicals
Clearing, grading, excavating, and unstabilized areas	✓							✓	
Paving operations	✓							✓	
Concrete washout and waste			✓	✓				✓	
Structure construction/ painting/cleaning		✓		✓				✓	✓
Demolition and debris disposal	✓							✓	
Dewatering operations	✓	✓							
Drilling and blasting operations	✓			✓				✓	
Material delivery and storage	✓	✓	✓	✓	✓	✓		✓	✓
Material use during building process		✓	✓	✓	✓	✓		✓	✓
Solid waste (trash and debris)								✓	✓
Hazardous waste			✓	✓	✓	✓			✓
Contaminated spills		✓	✓	✓	✓	✓			✓
Sanitary/septic waste		✓		✓			✓		✓
Vehicle/equipment fueling and maintenance						✓			✓
Vehicle/equipment use and storage						✓			✓
Landscaping operations	✓	✓						✓	

- Runoff coefficient[1] before and after construction
- Soil types
- Construction site location and any nearby waters or wetlands
- Describe and identify the location of other potential sources of stormwater contamination, such as asphalt and concrete plants, stucco operations, paint and concrete washout, and such

Identify Pollutants and Pollution Sources

Identify the pollutants and sources that are likely to be found on the site. The principle pollutant of concern, of course, is sediment. There are, however, other pollutants that may be found, usually in substantially smaller amounts, in stormwater runoff from construction sites. These can include nutrients, heavy metals, organic compounds, pesticides, oil and grease, bacteria and viruses, trash and debris, and other chemicals. After identifying the pollutants and sources, be as specific as possible in your SWPPP about the BMPs you will use to address them. The table at the left lists the sources of pollutants at construction sites, including sediment, the primary pollutant and other pollutants that may be present at construction sites.

Figure 5. Make sure storm drain inlets are protected.

[1] The runoff coefficient is the partial amount of the total rainfall which will become runoff. Runoff coefficients generally range from 0.95 (highly impervious) to 0.05 (vegetated surface that generates little runoff). For more information on calculating the runoff coefficient for your site, see Appendix C.

Non-Stormwater Discharges

Most permits will require you to identify any non-stormwater discharges in your SWPPP. Certain non-stormwater discharges may be allowed under the terms and conditions of your permit, however, you should make every effort to eliminate these discharges where possible. You should identify these sources in your SWPPP and identify pollution prevention measures to ensure that pollutants are not introduced to these discharges and carried to nearby waterbodies.

EPA's CGP identifies these allowable non-stormwater discharges: discharges from fire-fighting activities, fire hydrant flushings, waters used to wash vehicles, buildings, and pavements where detergents are not used, water used to control dust, potable water (including uncontaminated water line flushings), uncontaminated air conditioning condensate, uncontaminated ground water or spring water, among others. The permit goes on to say that non-stormwater discharges should be eliminated or reduced to the extent feasible and that the SWPPP should identify and ensure the implementation of appropriate pollution prevention measures for these discharges. More discussion of pollution prevention measures for some of these non-stormwater sources can be found in Chapter 5.

Permanent Stormwater Controls (Post-Construction)

The topic of designing, installing, and maintaining permanent or post-construction stormwater controls, although a requirement, is beyond the scope of this SWPPP guide. A SWPPP compiled in support of coverage under EPA's Construction General Permit, however, needs to include a description of all permanent stormwater controls that will be constructed along with the buildings, roads, parking lots, and other structures. You should incorporate sediment and erosion controls into your SWPPP for areas where permanent stormwater controls, such as wet ponds, swales, and bioretention cells are to be constructed.

Effectively managing stormwater over the long-term—long after the actual construction process is over—is a significant challenge. Many communities (and a few states) have or are developing comprehensive requirements to better manage permanent (or post-construction) stormwater runoff. To be most effective, you should consider integrating your design process for your permanent stormwater controls into your overall design for your site. Planning for your permanent stormwater controls could affect your decisions about site design, location of buildings and other structures, grading, and preserving natural features. By preserving natural drainage patterns, trees, native vegetation, riparian buffers, and wetlands, you might need to construct fewer or smaller structural storm-water controls to cope with runoff from your site. Permanent stormwater controls should be designed with two important goals in mind: (1) reduction of the volume and velocity of runoff, and (2) reduction of the pollutants in the stormwater that does leave your site.

Techniques, such as *Low Impact Development*, Better Site Design, or *Conservation Development*, which emphasize addressing stormwater where it falls, infiltrating it, preserving natural drainage patterns, and

Take a Closer Look…

Specimen Trees and Natural Vegetation

Before a site plan is prepared, identify and clearly mark existing trees and vegetation you want to preserve. Some communities have tree preservation ordinances, and local extension service offices and foresters will often provide free advice on tree and plant preservation. Remember to notify all employees and subcontractors about trees and areas you intend to preserve and mark them clearly.

What does this mean to me?

Large trees and other native vegetation can represent significant value in the long term to property owners and the community at large. Many studies document that the presence of trees on residential and commercial sites provide many benefits including improved aesthetics, habitat for birds and other wildlife, and energy savings (shade) that ultimately enhance the economic value of the site. Trees also provide shade and act as windbreaks, which can reduce energy costs over the long term. By protecting existing trees, you can reduce landscaping costs and improve the appearance of a newly developed property. According to the National Arbor Day Foundation, trees around a home can increase its value by 15 percent or more.

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preserving natural vegetation offer the best opportunity to protect nearby rivers, lakes, wetlands, and coastal waters. **Incorporating these ideas and concepts into the design for your project before it is built also offers the opportunity to reduce capital infrastructure and long-term maintenance costs**.

At the neighborhood or even at the watershed scale, *Smart Growth* techniques can help us design neighborhoods that minimize impacts on water quality, reduce air pollution, and improve the general quality of life for residents. **In the *Resources* list in Appendix D, you will find a list of suggestions on this topic, including how to incorporate Smart Growth and Low Impact Development techniques into the design of your site.**

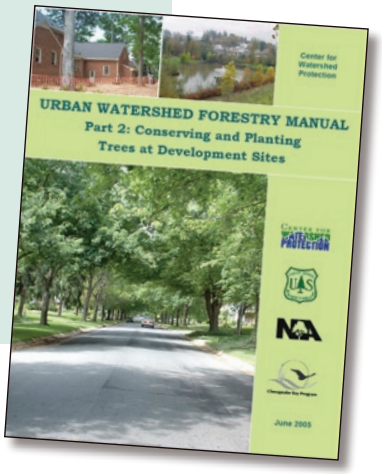
B. Identify Approaches to Protect Natural Resources

Preservation of natural areas, waterbodies, and open space has numerous economic, aesthetic, community, and environmental benefits. Preservation efforts also often increase the value of lots and homes and help to reduce overall expenditures on infrastructure. Specifically, these kinds of conservation efforts can help to significantly reduce the volume and velocity of stormwater runoff and the pollutants that may be carried with it.

SWPPP Tip!

Tree Preservation Resources

For more on tree preservation, contact your local extension service office or forester. Also, American Forests has useful information and tools at their website, **www.americanforests.org/resources/urbanforests**. The Center for Watershed Protection in cooperation with the U.S. Forest Service has developed a series of manuals on urban forestry. Part two, titled Conserving and Planting Trees at Development Sites will be of particular interest. You can find these manuals at **www.cwp.org**



Protect Nearby Waters

Your SWPPP should describe how you will protect and preserve any streams, wetlands, ponds or other waterbodies that are on your property or immediately adjoining it. Riparian areas around headwater streams are especially important to the overall health of the entire river system. Many states and communities have buffer or shoreline protection requirements to preserve sensitive areas around waterbodies.

Many states apply special designations to high-value or high-quality waters. Check with your state water pollution control agency to determine if your project could discharge to *outstanding* or special protection waters (such as wetlands, or salmon and trout streams). You might be subject to additional requirements to protect these waterbodies.

Wetland areas, including bogs, marshes, swamps, and prairie potholes may be found in areas adjacent to rivers, lakes, and coastal waters but may also be found in isolated places far from other surface waters. Many types of wetlands are protected under the Clean Water Act and construction activities in and around these areas may require an additional permit from the Army Corps of Engineers. Construction site operators should make every effort to preserve wetlands and must follow applicable local, state, and federal requirements before disturbing them or the areas around them.

To ensure the protection of natural areas during the construction period, you should use a combination of techniques, including temporary fencing, signage, and educating staff and subcontractors.

Assess Whether Your Project Impacts an Impaired Waterbody

Under the Clean Water Act, states are required to determine if rivers, lakes, and other waters are meeting water quality standards. When a waterbody does not meet water quality standards because of one or more sources of pollution, the state lists the water as impaired. When a water is determined to be impaired, the state or EPA develops a plan for correcting the situation. This plan is called a Total Maximum Daily Load (TMDL). If stormwater from your project could reach an impaired water with or without an approved TMDL (either directly or indirectly through a municipal storm drain system), your permit

may include additional requirements to ensure that your stormwater discharges do not contribute to that impairment and your stormwater controls are consistent with plans to restore that waterbody. Your SWPPP should describe the specific actions you will take to comply with these permit requirements for impaired waters.

You should determine, before you file for permit coverage, if the receiving waters for your project are impaired and if so, whether a TMDL has been developed for this waterbody. Visit EPA's Enviromapper website (**www.epa.gov/waters/enviromapper**) or contact your state environmental agency for more information.

Assess Whether You Have Endangered Plant or Animal Species in Your Area

The federal Endangered Species Act protects endangered and threatened species and their critical habitat areas. (States and tribes may have their own endangered species laws.) In developing the assessment of your site, you should determine whether listed endangered species are on or near your property. Critical habitat areas are often designated to support the continued existence of listed species. You should also determine whether critical habitat areas have been designated in the vicinity of your project. Contact your local offices of the U.S. Fish and Wildlife Service (FWS), National Marine Fisheries Service (NMFS), or your state or tribal heritage centers. These organizations often maintain lists of federal and state listed endangered and threatened species on their Internet sites. For more information and to locate lists for your state, visit **www.epa.gov/npdes/endangeredspecies**

Additionally, your state's NPDES stormwater permit may specifically require that you address whether the activities and the stormwater discharged by your construction site have the potential to adversely affect threatened or endangered species or the critical habitat areas. You might need to conduct a biological investigation or assessment and document the results of the assessment in your SWPPP. The state may reference federal, state, or tribal endangered species protection laws or regulations.

EPA's Construction General Permit contains detailed procedures to assist construction site operators in determining the likely impact of their projects on any endangered species or critical habitat. Construction site operators in areas covered by EPA's Construction General Permit are required to assess the impact of their activities and associated stormwater discharges on species and habitat in the "project area" which may extend beyond the site's immediate footprint.

Assess Whether You Have Historic Sites that Require Protection

The National Historic Preservation Act, and any state, local and tribal historic preservation laws, apply to construction activities. As with endangered species, some permits may specifically require you to assess the potential impact of your stormwater discharges on historic properties. However, whether or not this is stated as a condition for permit coverage, the National Historic Preservation Act and any applicable state or tribal laws apply to you. Contact your State Historic Preservation Officer (**www.ncshpo.org/stateinfolist/fulllist.htm**) or your Tribal Historic Preservation Officer (**grants.cr.nps.gov/thpo/tribaloffices.cfm**).

C. Develop Site Maps

The final step in the site evaluation process is to document the results of your site assessment and your planned phases of construction activity on a detailed site map or maps. This includes developing site maps showing planned construction activities and stormwater practices for the various major stages of construction, protected areas, natural features, slopes, erodible soils, nearby waterbodies, permanent stormwater controls, and so on. You must keep your SWPPP and your site maps up-to-date to reflect changes at your site during the construction process.

Location Maps

A general location map is helpful to identify nearby, but not adjacent, waterbodies in proximity to other properties. You can use any easily available maps or mapping software to create a location map.

Site Maps

The detailed construction site maps should show the entire site and identify a number of features at the site related to construction activities and stormwater management practices.

Figure 6. Example site map.

Map of undeveloped or existing site. For many sites, a map of the undeveloped or existing site, noting the features that you identified in Section A of this Chapter, will help you develop your SWPPP and identify current site features that you want to preserve. On this map note current drainage patterns, storm drains, slopes, soil types, waters and other natural features. Also note any existing structures, roads, utilities, and other features.

Map or series of maps for construction plans. Site maps should show the construction activities and stormwater management practices for each major phase of construction (e.g., initial grading, infrastructure, construction, and stabilization). The site maps should legibly identify the following features:

- Stormwater flow and discharges. Indicate flow direction(s) and approximate slopes after grading activities, as well as locations of discharges to surface waters or municipal storm drain systems.
- Areas and features to be protected. Include wetlands, nearby streams, rivers, lakes, and coastal waters, mature trees and natural vegetation, steep slopes, highly erodible soils, etc.
- Disturbed areas. Indicate locations and timing of soil disturbing activities (e.g. grading). Mark clearing limits.
- BMPs. Identify locations of structural and non-structural BMPs identified in the SWPPP, as well as post-construction stormwater BMPs.
- Areas of stabilization. Identify locations where stabilization practices are expected to occur. Mark areas where final stabilization has been accomplished.
- Other areas and roads. Indicate locations of material, waste, borrow, or equipment storage.

You should complete your site maps after reviewing Chapters 4 and 5 and any applicable BMP design manual to select appropriate BMPs for your site.

Use Site Maps to Track Progress

Develop and keep up-to-date site maps showing non-structural BMPs that change frequently in location as the work on a construction site progresses. Your permit requires that you keep your SWPPP up-to-date, so mark up the site map with the location of these BMPs. Indicate the current location of the following:

- Portable toilets
- Material storage areas
- Vehicle and equipment fueling and maintenance areas
- Concrete washouts
- Paint and stucco washouts
- Dumpsters or other trash and debris containers
- Spill kits
- Stockpiles
- Any other non-structural non-stormwater management BMPs
- Any temporarily removed structural BMPs
- Any changes to the structural BMPs

If a marked-up site map is too full to be easily read, you should date and fold it, put it in the SWPPP for documentation, and start a new one. That way, there is a good hard copy record of what has occurred on-site.

Construction sites are dynamic. As conditions change at the construction site, such as the locations of BMPs, your SWPPP must reflect those changes.

Chapter 4: **SWPPP Development—Selecting Erosion and Sediment Control BMPs**

▶ **This chapter presents a brief discussion of erosion and sediment control principles and a discussion of some commonly used BMPs.**

This document is not intended as an engineering or design manual on BMPs. The engineer or other qualified person that develops the details of your sediment and erosion control plan should be using the appropriate state or local specifications. The descriptions below provide a kind of checklist of the things to look for and some helpful installation and maintenance hints.

Erosion and sediment controls are the structural and non-structural practices used during the construction process to keep sediment in place (erosion control) and to capture any sediment that is moved by stormwater before it leaves the site (sediment control). Erosion controls—keeping soil where it is—are the heart of any effective SWPPP. Your SWPPP should rely on erosion controls as the primary means of preventing stormwater pollution. Sediment controls provide a necessary second line of defense to properly designed and installed erosion controls.

The suite of BMPs that you include in your SWPPP should reflect the specific conditions at the site. The information that you collected in the previous steps should help you select the appropriate BMPs for your site. An effective SWPPP includes a combination or suite of BMPs that are designed to work together.

Ten Keys to Effective Erosion and Sediment Control (ESC)

The ultimate goal of any SWPPP is to protect rivers, lakes, wetlands, and coastal waters that could be affected by your construction project. The following principles and tips should help you build an effective SWPPP. **Keep in mind that there are many BMP options available to you. We have selected a few common BMPs to help illustrate the principles discussed in this chapter.**

Erosion Control (keeping the dirt in place) and Minimizing the Impact of Construction

1. **Minimize disturbed area and protect natural features and soil**
2. **Phase construction activity**
3. **Control stormwater flowing onto and through the project**
4. **Stabilize soils promptly**
5. **Protect slopes**

Sediment Controls (the second line of defense)

6. **Protect storm drain inlets**
7. **Establish perimeter controls**
8. **Retain sediment on-site and control dewatering practices**
9. **Establish stabilized construction exits**
10. **Inspect and maintain controls**

Take a Closer Look…

BMPs in Combination

BMPs work much better when they are used in combination. For instance, a silt fence should not be used alone to address a bare slope. An erosion control BMP should be used to stabilize the slope, and the silt fence should serve as the backup BMP.

What does this mean to me?

Wherever possible, rely on erosion controls to keep sediment in place. Back up those erosion controls with sediment controls to ensure that sediment doesn't leave your site. Continually evaluate your BMPs. Are they performing well? Could the addition of a supplemental BMP improve performance? Should you replace a BMP with another one that might work better? Using BMPs in series also gives you some protection in case one BMP should fail.

Erosion Control and Minimizing the Impact of Construction

ESC Principle 1: Minimize disturbed area and protect natural features and soil. As you put together your SWPPP, carefully consider the natural features of the site that you assessed in Chapter 3. By carefully delineating and controlling the area that will be disturbed by grading or construction activities, you can greatly reduce the potential for soil erosion and stormwater pollution problems. Limit disturbed areas to only those necessary for the construction of your project. Natural vegetation is your best and cheapest erosion control BMP.

Figure 7. Protect vegetated buffers by using silt fence or other sediment controls.

Protecting and preserving topsoil is also a good BMP. Removing topsoil exposes underlying layers that are often more prone to erosion and have less infiltration capacity. Keeping topsoil in place preserves the natural structure of the soils and aids the infiltration of stormwater.

ESC Principle 2: Phase construction activity. Another technique for minimizing the duration of exposed soil is phasing. By scheduling or sequencing your construction work and concentrating it in certain areas, you can minimize the amount of soil that is exposed to the elements at any given time. Limiting the area of disturbance to places where construction activities are underway and stabilizing them as quickly as possible can be one of your most effective BMPs.

ESC Principle 3: Control stormwater flowing onto and through your project. Plan for any potential stormwater flows coming onto the project area from upstream locations, and divert (and slow) flows to prevent erosion. Likewise, the volume and velocity of on-site stormwater runoff should be controlled to minimize soil erosion.

Example BMP: Diversion Ditches or Berms

Description: Diversion ditches or berms direct runoff away from unprotected slopes and may also direct sediment-laden runoff to a sediment-trapping structure. A diversion ditch can be located at the upslope side of a construction site to prevent surface runoff from entering the disturbed area. Ditches or berms on slopes need to be designed for erosive velocities. Also, ensure that the diverted water is released through a stable outlet and does not cause downslope or downstream erosion or flooding.

Installation Tips:

- Divert run-on and runoff away from disturbed areas
- Ensure that the diversion is protected from erosion, using vegetation, geotextiles, or other appropriate BMPs
- Divert sediment-laden water to a sediment-trapping structure
- Use practices that encourage infiltration of stormwater runoff wherever possible

Maintenance:

- Inspect diversions and berms, including any outlets, regularly and after each rainfall
- Remove any accumulated sediment

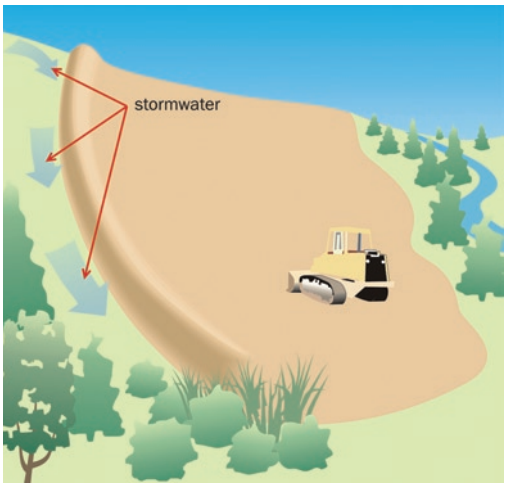


Figure 8. Illustration of a construction berm to divert stormwater away from the disturbed construction area.

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ESC Principle 4: Stabilize soils promptly. Where construction activities have temporarily or permanently ceased, you should stabilize exposed soils to minimize erosion. You should have stabilization measures in place after grading activities have ceased (many permits require stabilization within a specified time frame). You can provide either temporary or permanent cover to protect exposed soils. Temporary measures are necessary when an area of a site is disturbed but where activities in that area are not completed or until permanent BMPs are established. Topsoil stockpiles should also be protected to minimize any erosion from these areas. Temporary-cover BMPs include temporary seeding, mulches, matrices, blankets and mats, and the use of soil binders (there may be additional state and local requirements for the use of chemical-based soil binders). Permanent-cover BMPs include permanent seeding and planting, sodding, channel stabilization, and vegetative buffer strips. Silt fence and other sediment control measures are not stabilization measures.

SWPPP Tip!

Final Stabilization

Once construction activity in an area is completed and the area is stabilized (typically by achieving 70 percent permanent vegetative cover), you can mark this area on your SWPPP and discontinue inspections in that area. By bringing areas of your site to final stabilization, you can reduce your workload associated with maintaining and inspecting BMPs. For more information on final stabilization, see Chapter 9.

Example BMP: Temporary Seeding

Description: Temporarily seeding an area to establish vegetative cover is one of the most effective, and least expensive, methods of reducing erosion. This approach, as a single BMP, might not be appropriate on steep slopes, when vegetation cannot be established quickly enough to control erosion during a storm event, or when additional activities might occur soon in the area.

Installation Tips:

- Seed and mulch area (the mulch provides temporary erosion protection by protecting the soil surface, moderating temperature, and retaining moisture while seeds germinate and grow)
- Water regularly, if needed, to ensure quick growth
- Maintain backup BMPs, such as silt fence or settling ponds

SWPPP Tip!

Wind Control BMPs

In areas where dust control is an issue, your SWPPP should include BMPs for wind-erosion control. These consist of mulching, wet suppression (watering), and other practices.

ESC Principle 5: Protect slopes. Protect all slopes with appropriate erosion controls. Steeper slopes, slopes with highly erodible soils, or long slopes require a more complex combination of controls. Erosion control blankets, bonded fiber matrices, or turf reinforcement mats are very effective options. Silt fence or fiber rolls may also be used to help control erosion on moderate slopes and should be installed on level contours spaced at 10- to 20-foot intervals. You can also use diversion channels and berms to keep stormwater off slopes.

Example BMP: Rolled erosion control products

Description: Erosion control products include mats, geotextiles, and erosion control blankets and products that provide temporary stabilization and help to establish vegetation on disturbed soils. Such products help control erosion and help establish vegetation and are often used on slopes, channels, or stream banks.

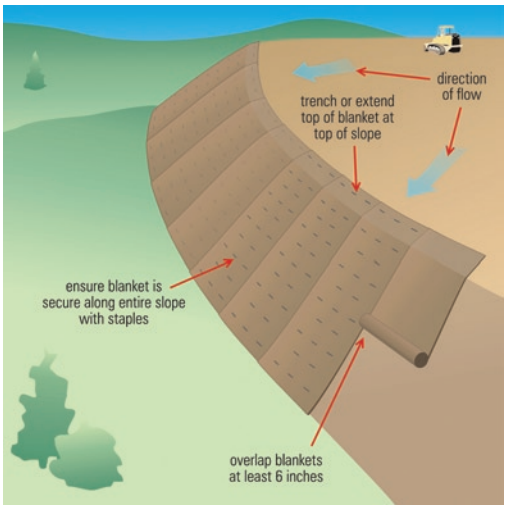

Figure 9. Illustration of erosion control blankets installed on slope.

Installation Tips:

- Use rolled erosion-control products on slopes steeper than 3 to 1 (horizontal to vertical) and in swales or long channels

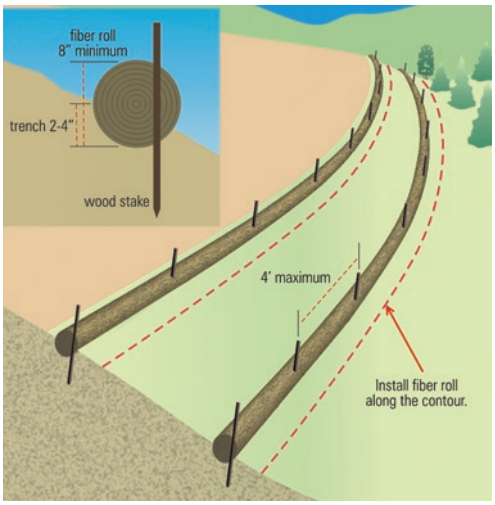

Figure 10. Illustration of a fiber roll installation along a slope.

- Trench the top of the blanket into the ground to prevent runoff from flowing under the blanket
- Overlap the lower end of the top mat over the top of the downslope mat to ensure that runoff stays on top of the blankets and mats
- Staple blankets and mats according to specifications

Maintenance:

- Periodically inspect for signs of erosion or failure
- Repair the blanket or mat if necessary
- Continue inspections until vegetation is established at the level required to qualify as final *stabilization*

ESC Principle 6: Protect storm drain inlets. Protect all inlets that could receive stormwater from the project until final stabilization of the site has been achieved. Install inlet protection before soil-disturbing activities begin. Maintenance throughout the construction process is important. Upon completion of the project, storm drain inlet protection is one of the temporary BMPs that should be removed. Storm drain inlet protection should be used not only for storm drains within the active construction project, but also for storm drains outside the project area that might receive stormwater discharges from the project. If there are storm drains on private property that could receive stormwater runoff from your project, coordinate with the owners of that property to ensure proper inlet protection.

Example BMP: Storm Drain Inlet Protection

Description: Storm drain inlet protection prevents sediment from entering a storm drain by surrounding or covering the inlet with a filtering material. Several types of filters are commonly used for inlet protection: silt fence, rock-filled bags, or block and gravel. The type of filter used depends on the inlet type (for example, curb inlet, drop inlet), slope, and volume of flow. Many different commercial inlet filters are also available. Some commercial inlet filters are placed in front of or on top of an inlet, while others are placed inside the inlet under the grate.

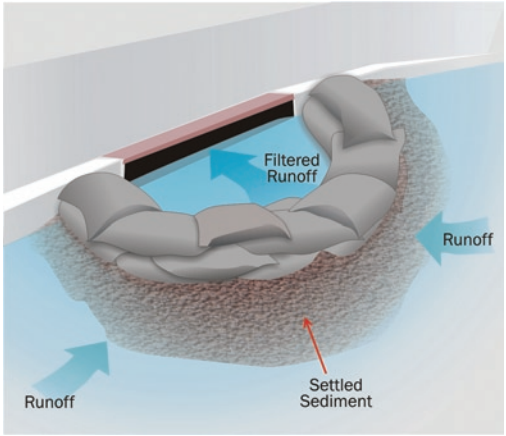

Figure 11. Illustration of a storm drain inlet with rock-filled bags filtering stormwater.

Installation Tips:

- Install inlet protection as soon as storm drain inlets are installed and before land-disturbance activities begin in areas with existing storm drain systems
- Protect all inlets that could receive stormwater from your construction project
- Use in conjunction with other erosion prevention and sediment control BMPs—remember, inlet protection is a secondary BMP!
- Design your inlet protection to handle the volume of water from the area being drained. Ensure that the design is sized appropriately.

Maintenance:

- Inspect inlets frequently and after each rainfall

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- Remove accumulated sediment from around the device and check and remove any sediment that might have entered the inlet
- Replace or repair the inlet protection if it becomes damaged
- Sweep streets, sidewalks, and other paved areas regularly

SWPPP Tip!

Storm drain inlet protection should never be used as a primary BMP! Use erosion control techniques such as hydromulching or erosion-control blankets to prevent erosion. Use inlet protection and other sediment control BMPs as a *backup* or last line of defense.

ESC Principle 7: Establish perimeter controls. Maintain natural areas and supplement them with silt fence and fiber rolls around the perimeter of your site to help prevent soil erosion and stop sediment from leaving the site. Install controls on the downslope perimeter of your project (it is often unnecessary to surround the entire site with silt fence). Sediment barriers can be used to protect stream buffers, riparian areas, wetlands, or other waterways. They are effective only in small areas and should not be used in areas of concentrated flow.

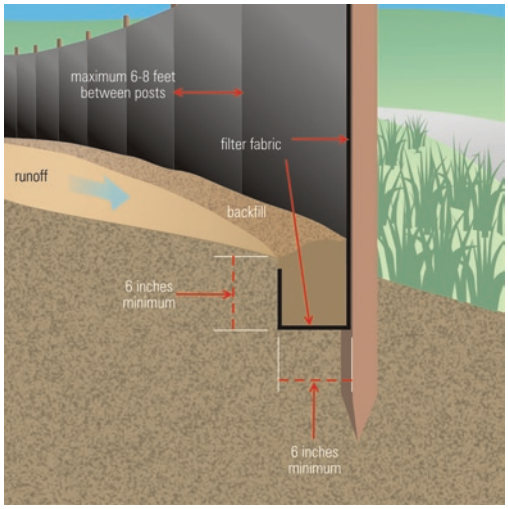

Figure 12. Illustration of proper techniques to use in installing silt fence.

Example BMP: Silt Fence and Fiber Rolls

Description: A silt fence is a temporary sediment barrier consisting of a geotextile attached to supporting posts and trenched into the ground. Silt fencing is intended to retain sediment that has been dislodged by stormwater. It is designed only for runoff from small areas and is not intended to handle flows from large slopes or in areas of concentrated flow. Fiber rolls serve the same purpose and consist of an open mesh tubular sleeve filled with a fibrous material which traps sediment. Fiber rolls are generally staked to the ground.

Installation Tips:

DO:

- Use silt fence or fiber rolls as perimeter controls, particularly at the lower or down slope edge of a disturbed area
- Leave space for maintenance between toe of slope and silt fence or roll
- Trench in the silt fence on the uphill side (6 inches deep by 6 inches wide)
- Install stakes on the downhill side of the fence or roll
- Curve the end of the silt fence or fiber roll up-gradient to help it contain runoff

DON'T:

- Install a silt fence or fiber rolls in ditches, channels, or areas of concentrated flow
- Install it running up and down a slope or hill
- Use silt fencing or fiber rolls alone in areas that drain more than a quarter-acre per 100 feet of fence

Maintenance:

- Remove sediment when it reaches one-third of the height of the fence or one-half the height of the fiber roll
- Replace the silt fence or roll where it is worn, torn, or otherwise damaged
- Retrench or replace any silt fence or roll that is not properly anchored to the ground

ESC Principle 8: Retain sediment on-site and control dewatering practices. Sediment barriers described in ESC Principle 7 can trap sediment from small areas, but when sediment retention from a larger area is required, consider using a temporary sediment trap or sediment basin. These practices detain sediment-laden runoff for a period of time, allowing sediment to settle before the runoff is discharged. Proper design and maintenance are essential to ensure that these practices are effective.

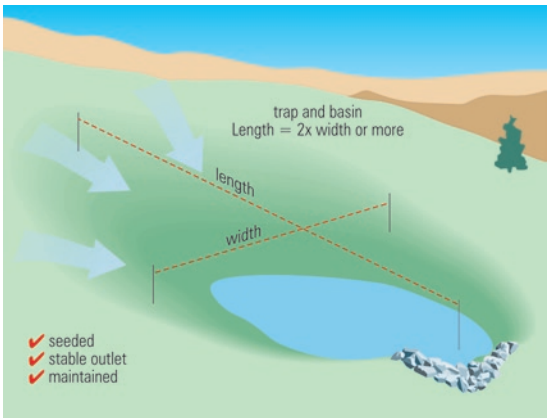

Figure 13. Illustration of a sediment basin.

You should use a sediment basin for common drainage locations that serve an area with 10 or more acres disturbed at any one time. The basin should be designed to provide storage for the volume of runoff from the drainage area for at least a 2-year, 24-hour storm (or 3,600 cubic feet of storage per acre drained, which is enough to contain 1 inch of runoff, if the 2-year, 24-hour calculation has not been performed). Check your permit for exact basin sizing requirements. Sediment basins should be located at low-lying areas of the site and on the down-gradient side of bare soil areas where flows converge. Do not put sediment traps or basins in or immediately adjacent to flowing streams or other waterways.

Where a large sediment basin is not practical, use smaller sediment basins or sediment traps (or both) where feasible. At a minimum, use silt fences, vegetative buffer strips, or equivalent sediment controls for all down-gradient boundaries (and for those side-slope boundaries deemed appropriate for individual site conditions).

Dewatering practices are used to remove ground water or accumulated rain water from excavated areas. Pump muddy water from these areas to a temporary or permanent sedimentation basin or to an area completely enclosed by silt fence in a flat vegetated area where discharges can infiltrate into the ground. Never discharge muddy water into storm drains, streams, lakes, or wetlands unless the sediment has been removed before discharge.

Keep in mind that some states and local jurisdictions require a separate permit for dewatering activities at a site.

ESC Principle 9: Establish stabilized construction exits. Vehicles entering and leaving the site have the potential to track significant amounts of sediment onto streets. Identify and clearly mark one or two locations where vehicles will enter and exit the site and focus stabilizing measures at those locations. Construction entrances are commonly made from large crushed rock. They can be further stabilized using stone pads or concrete. Also, steel wash racks and a hose-down system will remove even more mud and debris from vehicle tires. Divert runoff from wash areas to a sediment trap or basin. No system is perfect, so sweeping the street regularly completes this BMP.

Example BMP: Stabilized Construction Exit

Description: A rock construction exit can reduce the amount of mud transported onto paved roads by vehicles. The construction exit does this by removing mud from vehicle tires before the vehicle enters a public road.

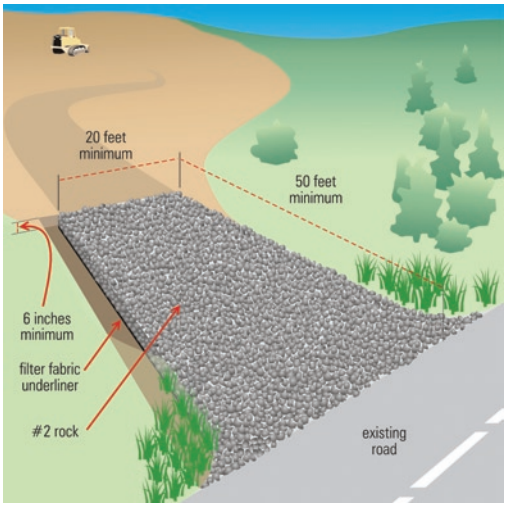

Figure 14. Illustration of a stabilized construction exit.

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You might also want to install a wheel wash when mud is especially difficult to remove or space doesn't allow sufficient tire revolutions (four or five are needed) before exiting the site. Direct wash water to a suitable settling area—do not discharge wash water to a stream or storm drain!

Installation tips:

- Ensure that the exit is at least 50 feet long (generally, the length of two dump trucks) and graded so runoff does not enter the adjacent street
- Place a geotextile fabric under a layer of aggregate at least 6–12 inches thick. The stones or aggregate should be 3–6 inches in diameter
- Train employees and subcontractors to use the designated construction exits. Empower your employees to provide directions to subcontractors and others that are not on the site every day

Maintenance:

- Replenish or replace aggregate if it becomes clogged with sediment
- Sweep the street regularly

ESC Principle 10: Inspect and maintain controls. Inspection and maintenance is just as important as proper planning, design, and installation of controls. Without adequate maintenance, erosion and sediment controls will quickly fail, sometimes after just one rainfall, and cause significant water quality problems and potential violations of the NPDES construction general permit. Your permit likely requires you to maintain your BMPs at all times. To do this effectively, you should establish an inspection and maintenance approach or strategy that includes both regular and spot inspections. Inspecting both prior to predicted storm events and after will help ensure that controls are working effectively. Perform maintenance or corrective action as soon as problems are noted. **Inspection and maintenance of BMPs are addressed in more detail in Chapter 6.**

Other Sediment and Erosion Control Techniques

As mentioned at the beginning of this chapter, there are many other erosion and sediment control techniques that can be used effectively. The BMPs highlighted in this chapter are among those more commonly used and highlight many general erosion and sediment control principles for which other BMPs may be used effectively. Check to see if your state or local government has developed a BMP design manual for detailed information on any BMP you are considering. Appendix D lists several good BMP design manuals. You can also find out more about various BMPs by visiting EPA's Menu of BMPs at **www.epa.gov/npdes/menuofbmps**

The following BMPs are also commonly used at construction sites.

Erosion control measures:

- Surface roughening, trackwalking, scarifying, sheepsfoot rolling, imprinting
- Soil bioengineering techniques (e.g., live staking, fascines, brush wattles)
- Composting
- Sodding

Sediment control and runoff management measures:

- Gravel bag barrier
- Compost berm
- Rock or brush filters
- Baffles or skimmers in sediment basins to increase effectiveness
- Lowering soil levels near streets and sidewalks to prevent runoff
- Level spreaders
- Energy dissipaters
- Check dams

Chapter 5: **SWPPP Development—Selecting Good Housekeeping BMPs**

▶ **This chapter presents a brief discussion of good housekeeping principles to consider to ensure your construction site does not contaminate stormwater runoff.**

As noted in Chapter 3, sediment is the principal pollutant of concern in stormwater discharges from construction sites. But, EPA's CGP and many state construction general permits require that the SWPPP describe good housekeeping measures for other pollutants that might be found on construction sites. This chapter discusses these measures.

Six Key Pollution Prevention Principles for Good Housekeeping

Construction projects generate large amounts of building-related waste, which can end up polluting stormwater runoff if not properly managed. The suite of BMPs that are described in your SWPPP must include pollution prevention (P2) or good housekeeping practices that are designed to prevent contamination of stormwater from a wide range of materials and wastes at your site. The six principles described below are designed to help you identify the pollution prevention practices that should be described in your SWPPP and implemented at your site.

1. Provide for waste management
2. Establish proper building material staging areas
3. Designate paint and concrete washout areas
4. Establish proper equipment/vehicle fueling and maintenance practices
5. Control equipment/vehicle washing and allowable non-stormwater discharges
6. Develop a spill prevention and response plan

P2 Principle 1: Provide for waste management. Design proper management procedures and practices to prevent or reduce the discharge of pollutants to stormwater from solid or liquid wastes that will be generated at your site. Practices such as trash disposal, recycling, proper material handling, and cleanup measures can reduce the potential for stormwater runoff to pick up construction site wastes and discharge them to surface waters.

Figure 15. Illustration showing construction materials with secondary containment and overhead cover to prevent stormwater contamination.

Provide convenient, well-maintained, and properly located toilet facilities. Provide for regular inspections, service, and disposal. Locate toilet facilities away from storm drain inlets and waterways to prevent accidental spills and contamination of stormwater. Treat or dispose of sanitary and septic waste in accordance with state or local regulations.

Proper material use, storage, waste disposal, and training of employees and subcontractors can prevent or reduce the discharge of hazardous and toxic wastes to stormwater. Implement a comprehensive set of waste-management practices for hazardous or toxic materials, such as paints, solvents, petroleum products, pesticides, wood preservatives, acids, roofing tar, and other materials. Practices should include storage, handling, inventory, and cleanup procedures, in case of spills (see the following P2 principles).

Waste Management Checklist

Solid or Construction Waste

- ✓ Designate trash and bulk waste-collection areas on-site
- ✓ Recycle materials whenever possible (e.g., paper, wood, concrete, oil)
- ✓ Segregate and provide proper disposal options for hazardous material wastes
- ✓ Clean up litter and debris from the construction site daily
- ✓ Locate waste-collection areas away from streets, gutters, watercourses, and storm drains. Waste-collection areas (dumpsters, and such) are often best located near construction site entrances to minimize traffic on disturbed soils. Consider secondary containment around waste collection areas to further minimize the likelihood of contaminated discharges.

Sanitary and Septic Waste

- ✓ Provide restroom facilities on-site
- ✓ Maintain clean restroom facilities and empty porta-johns regularly
- ✓ Provide secondary containment pans under porta-johns, where possible
- ✓ Provide tie-downs or stake downs for porta-johns in areas of high winds
- ✓ Educate employees, subcontractors, and suppliers on locations of facilities
- ✓ Do not discharge or bury wastewater at the construction site
- ✓ Inspect facilities for leaks, repair or replace immediately

Hazardous Materials and Wastes

- ✓ Develop and implement employee and subcontractor education, as needed, on hazardous and toxic waste handling, storage, disposal, and cleanup
- ✓ Designate hazardous waste-collection areas on-site
- ✓ Place all hazardous and toxic material wastes in secondary containment
- ✓ Hazardous waste containers should be inspected to ensure that all containers are labeled properly and that no leaks are present

P2 Principle 2: Establish proper building material handling and staging areas.
Your SWPPP should include comprehensive handling and management procedures for building materials, especially those that are hazardous or toxic. Paints, solvents, pesticides, fuels and oils, other hazardous materials or any building materials that have the potential to contaminate stormwater should be stored indoors or under cover whenever possible or in areas with secondary containment. Secondary containment prevents a spill from spreading across the site and include dikes, berms, curbing, or other containment methods. Secondary containment techniques should also ensure the protection of ground water. Designate staging areas for activities such as fueling vehicles, mixing paints, plaster, mortar, and so on. Designated staging areas will help you to monitor the use of materials and to clean up any spills. Training employees and subcontractors is essential to the success of this pollution prevention principle.

SWPPP Tip!

Material Staging Area Measures

Your SWPPP should include procedures for storing materials that can contribute pollutants to stormwater. Consider the following:

- Train employees and subcontractors in proper handling and storage practices
- Designate site areas for storage. Provide storage in accordance with secondary containment regulations and provide cover for hazardous materials when necessary. Ensure that storage containers are regularly inspected for leaks, corrosion, support or foundation failure, or any other signs of deterioration and tested for soundness
- Reuse and recycle construction materials when possible

P2 Principle 3: Designate washout areas.
Concrete contractors should be encouraged, where possible, to use the washout facilities at their own plants or dispatch facilities. If it is necessary to provide for concrete washout areas on-site, designate specific washout areas and design facilities to handle anticipated washout water. Washout areas should also be provided for paint and stucco operations. Because washout areas can be a source of pollutants from leaks or spills,

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EPA recommends that you locate them at least 50 yards away from storm drains and watercourses whenever possible.

Several companies rent or sell prefabricated washout containers, and some provide disposal of waste solids and liquids along with the containers. These prefabricated containers are sturdy and provide a more reliable option for preventing leaks and spills of wash water than self-constructed washouts. Alternatively, you can construct your own washout area, either by digging a pit and lining it with 10 mil plastic sheeting or creating an aboveground structure from straw bales or sandbags with a plastic liner. If you create your own structure, you should inspect it daily for leaks or tears in the plastic because these structures are prone to failure.

Regular inspection and maintenance are important for the success of this BMP. Both self-constructed and prefabricated washout containers can fill up quickly when concrete, paint, and stucco work are occurring on large portions of the site. You should also inspect for evidence that contractors are using the washout areas and not dumping materials onto the ground or into drainage facilities. If the washout areas are not being used regularly, consider posting additional signage, relocating the facilities to more convenient locations, or providing training to workers and contractors.

SWPPP Tip!

Washout Area Measures

When concrete, paint, or stucco is part of the construction process, consider these practices which will help prevent contamination of stormwater. Include the locations of these areas and your maintenance and inspection procedures in your SWPPP.

- Do not washout concrete trucks or equipment into storm drains, streets, gutters, uncontained areas, or streams
- Establish washout areas and advertise their locations with signs
- Provide adequate containment for the amount of wash water that will be used
- Inspect washout structures daily to detect leaks or tears and to identify when materials need to be removed
- Dispose of materials properly. The preferred method is to allow the water to evaporate and to recycle the hardened concrete. Full service companies may provide dewatering services and should dispose of wastewater properly. Concrete wash water can be highly polluted. It should not be discharged to any surface water, storm sewer system, or allowed to infiltrate into the ground. It should not be discharged to a sanitary sewer system without first receiving written permission from the system operator

P2 Principle 4: Establish proper equipment/vehicle fueling and maintenance practices. Performing equipment/vehicle fueling and maintenance at an off-site facility is preferred over performing these activities on the site, particularly for road vehicles (e.g., trucks, vans). For grading and excavating equipment, this is usually not possible or desirable. Create an on-site fueling and maintenance area that is clean and dry. The on-site fueling area should have a spill kit, and staff should know how to use it. If possible, conduct vehicle fueling and maintenance activities in a covered area; outdoor vehicle fueling and maintenance is a potentially significant source of stormwater pollution. Significant maintenance on vehicles and equipment should be conducted off-site.

SWPPP Tip!

Equipment/Vehicle Fueling and Maintenance Measures

Consider the following practices to help prevent the discharge of pollutants to stormwater from equipment/vehicle fueling and maintenance. Include the locations of these areas and your inspection and maintenance procedures in your SWPPP.

- Train employees and subcontractors in proper fueling procedures (stay with vehicles during fueling, proper use of pumps, emergency shut-off valves, and such)
- Inspect on-site vehicles and equipment daily for leaks, equipment damage, and other service problems
- Clearly designate vehicle/equipment service areas away from drainage facilities and water-courses to prevent stormwater run-on and runoff
- Use drip pans, drip cloths, or absorbent pads when replacing spent fluids
- Collect all spent fluids, store in appropriate labeled containers in the proper storage areas, and recycle fluids whenever possible

P2 Principle 5: Control equipment/vehicle washing and allowable non-stormwater discharges. Environmentally friendly washing practices can be practiced at every construction site to prevent contamination of surface and ground water from wash water. Procedures and practices include using off-site facilities; washing in designated, contained areas only; eliminating discharges to the storm drain by infiltrating the wash water or routing to the sanitary sewer; and training employees and subcontractors in proper cleaning procedures.

Take a Closer Look…

Non-Stormwater Runoff

A construction site might have sources of runoff that are not generated by stormwater. These non-stormwater discharges include fire hydrant flushing, vehicle or equipment wash water (no detergents!), water used to control dust, and landscape irrigation.

What does this mean to me?

Take steps to infiltrate these sources of uncontaminated water into the ground. You can also route these sources of water to sediment ponds or detention basins or otherwise treat them with appropriate BMPs.

SWPPP Tip!

Equipment/Vehicle Washing Measures

The following equipment/vehicle washing measures will help prevent stormwater pollution. Include the location of your washing facilities and your inspection and maintenance procedures in your SWPPP.

- Educate employees and subcontractors on proper washing procedures
- Clearly mark the washing areas and inform workers that all washing must occur in this area
- Contain wash water and treat and infiltrate it whenever possible
- Use high-pressure water spray at vehicle washing facilities without any detergents because water can remove most dirt adequately
- Do not conduct any other activities, such as vehicle repairs, in the wash area

P2 Principle 6: Develop a spill prevention and response plan. Most state and EPA construction general permits require the preparation of spill prevention and response plans. Generally, these plans can be included or incorporated into your SWPPP. The plan should clearly identify 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 response. The plan should also specify material handling procedures and storage requirements and ensure that clear and concise spill cleanup procedures are provided and posted for areas in which spills may potentially occur. When developing a spill prevention plan, include, at a minimum, the following:

- Note the locations of chemical storage areas, storm drains, tributary drainage areas, surface waterbodies on or near the site, and measures to stop spills from leaving the site
- Specify how to notify appropriate authorities, such as police and fire departments, hospitals, or municipal sewage treatment facilities to request assistance
- Describe the procedures for immediate cleanup of spills and proper disposal
- Identify personnel responsible for implementing the plan in the event of a spill

SWPPP Tip!

Spill Prevention Measures

Additional spill prevention measures that will help prevent spills and leaks include the following:

- Describe and list all types of equipment to be used to adequately clean up the spill
- Provide proper handling and safety procedures for each type of waste
- Establish an education program for employees and subcontractors on the potential hazards to humans and the environment from spills and leaks
- Update the spill prevention plan and clean up materials as changes occur to the types of chemicals stored and used at the facility

Take a Closer Look…

Spill Prevention, Control and Countermeasure (SPCC) Plan

Construction sites may be subject to 40 CFR Part 112 regulations that require the preparation and implementation of a SPCC Plan to prevent oil spills from aboveground and underground storage tanks. Your facility is subject to this rule if you are a nontransportation-related facility that:

- Has a total storage capacity greater than 1,320 gallons or a completely buried storage capacity greater than 42,000 gallons and
- Could reasonably be expected to discharge oil in quantities that may be harmful to navigable waters of the United States and adjoining shorelines

Furthermore, if your facility is subject to 40 CFR Part 112, your SWPPP should reference the SPCC Plan. To find out more about SPCC Plans, see EPA's website on SPPC at **www.epa.gov/oilspill/spcc.htm**

What does this mean to me?

Reporting Oil Spills

In the event of an oil spill, you should contact the National Response Center toll free at 1-800-424-8802 for assistance, or for more details, visit their website: ***www.nrc.uscg.mil/nrchp.html***

Chapter 6: **SWPPP Development—Inspections, Maintenance, and Recordkeeping**

▶ **This chapter describes the inspection and maintenance procedures your SWPPP should include, as well as recordkeeping requirements.**

A. Describe Your Plans and Procedures for Inspecting BMPs

Earlier discussions in this manual pointed out that the effectiveness of erosion and sediment control BMPs and good housekeeping and pollution prevention measures depend on consistent and continual inspection and maintenance. This step focuses on developing a plan for BMP inspection and maintenance to ensure that a schedule and procedures are in place.

Inspections

Your responsibility does not stop after BMPs are installed. Your BMPs must be maintained in good working order at all times. Further, your permit requires that you conduct regular inspections and document the findings of those inspections in your SWPPP.

Your construction general permit describes the ***minimum*** frequency of inspections, which is typically weekly or bi-weekly and after each rainfall event exceeding one-half inch. To meet the requirement to maintain all BMPs in good working order, EPA recommends that you develop an inspection schedule that goes beyond these minimums and is customized for your site and the conditions affecting it.

In developing your inspection schedule consider the following:

- Consider using *spot* inspections. You may want to inspect certain parts of your site more frequently or even daily. Target places that need extra attention, such as areas around construction site entrances, check nearby streets for dirt, check inlet protection, and so on.
- Consider using informal inspections. Your permit outlines the minimum requirements for formal inspections that must be documented and included in your SWPPP. You can also add informal inspections that wouldn't require documentation, unless of course, a problem is identified. Always document any problems you find and those that are identified by staff.
- Consider adding inspections *before or even during* rain events. Many permits require inspections of BMPs after rain events. You should consider adding inspections ***before or during*** predicted rain events. Consult a local weather source and initiate inspections before predicted storm events as a way to ensure that controls are operational.
- Train staff and subcontractors. Use your staff and subcontractors to help identify any potential problems with your BMPs. Again, document any issues that are confirmed problems.

SWPPP Tip!

Inspection Guide

The State of Minnesota has developed a *Stormwater Construction Inspection Guide* to assist municipal site inspectors in procedures for conducting a compliance inspection at construction sites. This guide can also be useful for construction operators conducting self-inspections. Available at **www.pca.state.mn.us/water/stormwater/stormwatr-c.html**

EPA recommends that you develop an inspection schedule that meets the needs of your site. You'll probably also want to update and refine this schedule based on your experiences, the findings of your inspections, and the changing conditions at your site.

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SWPPP Tip!

Selecting BMP Inspectors

A BMP inspection is only as good as the inspector. Therefore, it is important to select qualified personnel to conduct BMP inspections. The SWPPP should identify who has the responsibility for conducting inspections. Personnel selected to conduct inspections should be knowledgeable in the principles and practices of erosion and sediment controls, possess the technical skills to assess conditions at the construction site that could impact stormwater quality, and assess the effectiveness of any sediment and erosion control measures selected.

Several states and other organizations offer training that will help prepare inspectors to accurately evaluate BMPs, decide when maintenance is appropriate, or when a different BMP should be substituted. (Several states require that sites be inspected by someone that the state certifies as a qualified inspector.) One national organization offers two certification programs that would be useful for personnel who are developing and implementing SWPPPs and conducting inspections. These certification programs are called: "*Certified Professional in Erosion and Sediment Control (CPESC)*" and "*Certified Professional in Stormwater Quality (CPSWQ)*." You can find more information on these programs at **www.cpesc.org**

Inspection Reports

Complete an inspection report after each inspection. You should retain copies of all inspection reports and keep them with or in your SWPPP. Generally, the following information is required to be included in your inspection report:

- Inspection date
- Inspector information, including the names, titles, and qualifications of personnel conducting the inspection
- Weather information for the period since the last inspection (or for the first inspection since commencement of construction activity) including a best estimate of the beginning of each storm, its duration, approximate amount of rainfall for each storm (in inches), and whether any discharges occurred. You may create a log to record the basic weather information or you may keep copies of weather information from a reliable local source, such as the internet sites of local newspapers, TV stations, local universities, etc.
- Current weather information and a description of any discharges occurring at the time of the inspection
- Descriptions of evidence of previous or ongoing discharges of sediment or other pollutants from the site
- Location(s) of BMPs that need to be maintained
- Location(s) of BMPs that failed to operate as designed or proved inadequate for a location
- Location(s) where additional BMPs are needed but did not exist at the time of inspection
- Corrective action required, including any necessary changes to the SWPPP and implementation dates
- Reference to past corrective actions documenting follow-up actions taken

Consider taking digital photographs during inspections to document BMPs, problems identified, and progress in implementing the SWPPP.

Appendix B includes an example stormwater inspection report. You should use this report, or a similar report, to document your stormwater construction site inspections. Check to see if your state or local authority has developed an inspection checklist for your use. The inspection report is broken up into two main sections—site-specific BMPs and overall site issues. For the site-specific BMPs, you should number the structural and non-structural BMPs in your SWPPP on a copy of your site map (preferably in the order in which you would inspect them on the site). Then as you conduct your inspections, you can verify whether each BMP has been installed and maintained. If a BMP has not been installed or needs maintenance, describe this in the corrective action section and list a date for when the corrective action will be completed and who will be responsible for completing the action. The overall site issues section describes 11 common issues at construction sites you should inspect for. You can customize this form to meet the needs of your particular situation.

Make sure each inspection report is signed and certified consistent with your permit's requirements.

Chapter 8, Section D contains more information on implementing an inspection program. Also, see the suggested inspection report form in Appendix B.

SWPPP Tip!

Consider More Effective BMPs

During inspections, consider whether the installed BMPs are working effectively. If you find a BMP that is failing or overwhelmed by sediment, you should consider whether it needs to be replaced with a more effective BMP or enhanced by the addition of another, complimentary BMP. Ensure that you record such changes in your SWPPP and on your site map.

B. BMP Maintenance

Implementing a good BMP maintenance program is essential to the success of your SWPPP and to your efforts to protect nearby waterways. You should conduct maintenance of BMPs regularly and whenever an inspection (formal or informal) identifies a problem or potential issue. For instance, trash and debris should be cleaned up, dumpsters should be checked and covered, nearby streets and sidewalks should be swept daily, and so on. Maintenance on erosion and sediment controls should be performed as soon as site conditions allow. Consider the following points when conducting maintenance:

- Follow the designers or manufacturer's recommended maintenance procedures for all BMPs
- Maintenance of BMPs will vary according to the specific area and site conditions
- Remove sediment from BMPs as appropriate and properly dispose of sediment into controlled areas to prevent soil from returning to the BMP during subsequent rain events
- Remove sediment from paved roadways and from around BMPs protecting storm drain inlets
- Ensure that construction support activities, including borrow areas, waste areas, contractor work areas, and material storage areas and dedicated concrete and asphalt batch plants are cleaned and maintained
- Replace damaged BMPs, such as silt fences, that no longer operate effectively

You should keep a record of all maintenance activities, including the date, BMP, location, and maintenance performed in your SWPPP.

C. Recordkeeping

You must keep copies of the SWPPP, inspection records, copies of all reports required by the permit, and records of all data used to complete the NOI to be covered by the permit for a period of at least 3 years from the date that permit coverage expires or is terminated.

Records should include:

- A copy of the SWPPP, with any modifications
- A copy of the NOI and Notice of Termination (NOT) and any stormwater-related correspondence with federal, state, and local regulatory authorities
- Inspection forms, including the date, place, and time of BMP inspections
- Names of inspector(s)
- The date, time, exact location, and a characterization of significant observations, including spills and leaks
- Records of any non-stormwater discharges
- BMP maintenance and corrective actions taken at the site (Corrective Action Log)
- Any documentation and correspondence related to endangered species and historic preservation requirements
- Weather conditions (e.g., temperature, precipitation)
- Date(s) when major land disturbing (e.g. clearing, grading, and excavating) activities occur in an area
- Date(s) when construction activities are either temporarily or permanently ceased in an area
- Date(s) when an area is either temporarily or permanently stabilized

Chapter 7: **Certification and Notification**

▶ **This chapter describes how, after developing your SWPPP, you can obtain permit coverage for your stormwater discharges.**

A. Certification

Signature and Certification

The construction site operator must sign the permit application form, which is often called a *Notice of Intent* or *NOI*. (In some instances, the construction general permit may not require the submission of an NOI or application. Construction activities may be covered automatically.)

All reports, including SWPPPs and inspection reports, generally must be signed by the construction site operator or a duly authorized representative of that person. The authorized representative is typically someone who has direct responsibility for implementing the SWPPP. If the operator chooses to designate an authorized representative, a signed letter or statement to that effect must be included in the SWPPP. Check your permit for exact requirements.

Your SWPPP must include the signature of the construction site operator or authorized representative and the certification statement provided in the general permit. An example of the certification language from EPA's Construction General Permit follows:

> "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."

This ensures that the SWPPP was developed and reviewed by a responsible party with the ability to implement the BMPs and other commitments described in the SWPPP.

SWPPP Tip!

Posting a sign at the construction entrance

EPA and many state general permits require that you post a sign or other notice conspicuously near the main entrance of the construction site. EPA's permit requires that the sign contain a copy of the NOI, the location of the SWPPP, and a contact person for viewing the SWPPP.

Copy of Permit Requirements

Most general permits require you to keep a copy of the permit and your NOI with your SWPPP. This allows you to quickly check the permit if a question arises about a permit requirement.

Other State, Tribal, and Local Programs

Include in your SWPPP a description of any other federal, state, tribal, or local requirements for erosion and sediment control and stormwater management that apply to your site. Many local governments also impose erosion and sediment control requirements; your SWPPP should comply with both the general permit and any applicable local requirements.

SWPPP Tip!

Making your SWPPP available

While EPA and most states do not require you to submit a copy of your SWPPP for review, your SWPPP must be available to these and other government agencies for inspection. Your permit may also require you to make your SWPPP available to the public, if requested. If you have the ability, you should consider posting your SWPPP on the Internet and publicizing the URL. Check your permit for exact requirements.

B. Notification

Now that you have developed your SWPPP and before you begin construction, you must begin the process of obtaining permit coverage from your authorized state or EPA. Authorized states and EPA use *general* permits to cover all construction sites. These broadly written general or *umbrella* permits apply to all construction activities in a given state.

Obtaining Coverage Under a General Permit

Important! Before obtaining permit coverage, you should read a copy of the appropriate construction general permit *and* develop your SWPPP.

To obtain coverage under a state or EPA construction general permit, you will typically need to fill out and submit an application form, often called a Notice of Intent or NOI. Submitting this form to the permitting authority indicates your *intent* to be authorized to discharge stormwater under the appropriate general permit for construction activities. Depending on the permit, you may be authorized to discharge immediately or at some later time. In some cases, you are not authorized to discharge until the state has notified you accordingly. EPA's Construction General Permit requires a 7-day waiting period after a complete NOI is received and posted on EPA's website (**www.epa.gov/npdes/noisearch**). The waiting period expires when the permit's status changes from *waiting* to *active*.

Take a Closer Look…

Information on the Application or Notice of Intent (NOI)

The NOI provides the permitting authority with pertinent information about your construction site, such as owner/operator information, site location, estimated project start and completion dates, approximate area to be disturbed, information about your SWPPP, receiving waters, and endangered species review certification. An appropriate person who is authorized to represent your organization must sign and verify that the facts contained in the NOI are true and accurate. For businesses, a certifying official is typically a corporate officer, such as a president, vice president, or manager of operations. For municipalities, it's typically a principal executive officer or ranking elected official. Check your permit for exact signature requirements.

In general, the only information you need to submit to the permitting authority is the NOI. EPA and most authorized state agencies do not require you to submit your SWPPP for approval. However, many local governments review and approve at least the erosion and sediment control component of your SWPPP.

What does this mean to me?

There are significant penalties for failing to obtain authorization to discharge or for submitting inaccurate information. If you are the certifying official, make sure you are authorized to discharge before construction activities begin.

SWPPP Tip!

Deadline for submitting NOIs under EPA's Construction General Permit

For EPA's construction general permit, the fastest and easiest way to obtain permit coverage is to use EPA's electronic permit application system, called "eNOI" at **www.epa.gov/npdes/stormwater/enoi**. Using this approach, you may be authorized to discharge in as little as 7 days after submission of your electronic NOI. If you choose to submit your NOI by mail, EPA recommends that you send it at least one month before you need permit coverage.

Chapter 8: **SWPPP Implementation**

▶ **Your SWPPP is your guide to preventing stormwater pollution. However, it is just a plan. Implementing your SWPPP, maintaining your BMPs, and then constantly reevaluating and revising your BMPs and your SWPPP are the keys to protecting your local waterways.**

A. Train Your Staff and Subcontractors

Your site's construction workers and subcontractors might not be familiar with stormwater BMPs, and they might not understand their role in protecting local rivers, lakes and coastal waters. Training your staff and subcontractors in the basics of erosion control, good housekeeping, and pollution prevention is one of the most effective BMPs you can institute at your site.

Basic training should include

- Spill prevention and cleanup measures, including the prohibition of dumping any material into storm drains or waterways
- An understanding of the basic purpose of stormwater BMPs, including what common BMPs are on-site, what they should look like, and how to avoid damaging them
- Potential penalties associated with stormwater noncompliance

Staff directly responsible for implementing the SWPPP should receive comprehensive stormwater training, including

- The location and type of BMPs being implemented
- The installation requirements and water quality purpose for each BMP
- Maintenance procedures for each of the BMPs being implemented
- Spill prevention and cleanup measures
- Inspection and maintenance recordkeeping requirements

You can train staff and subcontractors in several ways: short training sessions (food and refreshments will help increase attendance), posters and displays explaining your site's various BMPs, written agreements with subcontractors to educate their staff members, signs pointing out BMPs and reminders to keep clear of them. Every construction site operator should try to train staff and subcontractors to avoid damaging BMPs. By doing so, operators can avoid the added expense of repairs.

SWPPP Tip!

Train your staff and subcontractors!

Here are a few key things you will want to cover with each person working on your site:

- Use only designated construction site entrances
- Keep equipment away from silt fences, fiber rolls, and other sediment barriers
- Know the locations of disposal areas, and know the proper practices for trash, concrete and paint washout, hazardous chemicals, and so on
- Keep soil, materials, and liquids away from paved areas and storm drain inlets. Never sweep or wash anything into a storm drain
- Know the location and understand the proper use of spill kits
- Know the locations of your site's designated protection areas. Keep equipment away from stream banks, valuable trees and shrubs, and steep slopes. Clearly mark these areas with signs
- Keep equipment off mulched, seeded, or stabilized areas. Post signs on these areas, too
- Know who to contact when problems are identified!

B. Ensure Responsibility—Subcontractor Agreements

At any given site, there might be multiple parties (developer, general contractor, builders, subcontractors) that have roles and responsibilities for carrying out or maintaining stormwater BMPs at a given site. These roles and responsibilities should be documented clearly in the SWPPP (see Chapter 2, Section D). In some cases (state requirements vary), there may be one entity that has developed the SWPPP and filed for permit coverage and, therefore, is designated as the *operator*. When other parties at a site are not officially designated as operators, many operators are incorporating the roles and responsibilities of these *non-operators* in the agreements and contracts they have with these companies and individuals. This contract language should spell out responsibilities implementing and maintaining stormwater BMPs, for training staff, and for correcting damage to stormwater BMPs on the site. Several states have stormwater regulations that hold other parties liable even if they are not identified as the *operator*.

C. Implement Your SWPPP Before Construction Starts

Once you have obtained permit coverage and you are ready to begin construction, it is time to implement your SWPPP. You must implement appropriate parts of your SWPPP before construction activity begins. This generally involves installing storm drain inlet protection, construction entrances, sediment basins, and perimeter silt fences before clearing, grading, and excavating activities begin.

After construction activities begin, your SWPPP should describe when additional erosion and sediment controls will be installed (generally after initial clearing and grading activities are complete). You should also begin BMP inspections once clearing and grading activities begin.

SWPPP Tip!

Take Photographs During Inspections

Taking photographs can help you document areas that need maintenance and can help identify areas where subcontractors might need to conduct maintenance. Photographs can also help provide documentation to EPA or state inspectors that maintenance is being performed.

SWPPP Tip!

Prepare for the rain and snowmelt!

In some areas of the country, construction site operators are required to develop *weather triggered* action plans that describe additional activities the operator will conduct 48 hours before a predicted storm (at least a 50 percent forecasted chance of rain). It is also a good idea to stockpile additional erosion and sediment control BMPs (such as silt fencing, and fiber rolls) at the site for use when necessary.

D. Conduct Inspections and Maintain BMPs

As mentioned earlier (Chapter 6), EPA recommends that you develop an inspection schedule for your site that considers the size, complexity, and other conditions at your site. This should include regularly scheduled inspections and less formal inspections. EPA recommends that you develop a plan that includes inspections before and after anticipated rain events. You might also want to inspect some BMPs during rain events to see if they are actually keeping sediment on site! Conducting inspections during rain events also allows a construction site operator to address minor problems before they turn into major problems.

Temporarily Removed BMPs

BMPs sometimes need to be temporarily removed to conduct work in an area of the site. These temporarily removed BMPs should be noted on the site plan and replaced as soon as possible after the completion of the activity requiring their removal. If a rain is forecast, the BMPs should be replaced as soon as possible before the rain event.

Recommended Inspection Sequence

You should conduct thorough inspections of your site, making sure to inspect all areas and BMPs. The seven activities listed below are a recommended inspection sequence that will help you conduct a thorough inspection (adapted from MPCA 2004).

1. Plan your inspection

- ☑ Create a checklist to use during the inspection (see Appendix B)
- ☑ Obtain a copy of the site map with BMP locations marked
- ☑ Plan to walk the entire site, including discharge points from the site and any off-site support activities such as concrete batch plants should also be inspected
- ☑ Follow a consistent pattern each time to ensure you inspect all areas (for example, starting at the lowest point and working uphill)

2. Inspect discharge points and downstream, off-site areas

- ☑ Inspect discharge locations to determine whether erosion and sediment control measures are effective
- ☑ Inspect nearby downstream locations, if feasible
- ☑ Walk *down the street* to inspect off-site areas for signs of discharge. This is important in areas with existing curbs and gutters
- ☑ Inspect downslope municipal catch basin inlets to ensure that they are adequately protected

3. Inspect perimeter controls and slopes

- ☑ Inspect perimeter controls such as silt fences to determine if sediment should be removed
- ☑ Check the structural integrity of the BMP to determine if portions of the BMP need to be replaced
- ☑ Inspect slopes and temporary stockpiles to determine if erosion controls are effective

4. Compare BMPs in the site plan with the construction site conditions

- ☑ Determine whether BMPs are in place as required by the site plan
- ☑ Evaluate whether BMPs have been adequately installed and maintained
- ☑ Look for areas where BMPs are needed but are missing and are not in the SWPPP

5. Inspect construction site entrances

- ☑ Inspect the construction exits to determine if there is tracking of sediment from the site onto the street
- ☑ Refresh or replace the rock in designated entrances
- ☑ Look for evidence of additional construction exits being used that are not in the SWPPP or are not stabilized
- ☑ Sweep the street if there is evidence of sediment accumulation

6. Inspect sediment controls

- ☑ Inspect any sediment basins for sediment accumulation
- ☑ Remove sediment when it reduces the capacity of the basin by the specified amount (many permits have specific requirements for sediment basin maintenance. Check the appropriate permit for requirements and include those in your SWPPP)

7. Inspect pollution prevention and good housekeeping practices

- ☑ Inspect trash areas to ensure that waste is properly contained
- ☑ Inspect material storage and staging areas to verify that potential pollutant sources are not exposed to stormwater runoff
- ☑ Verify that concrete, paint, and stucco washouts are being used properly and are correctly sized for the volume of wash water
- ☑ Inspect vehicle/equipment fueling and maintenance areas for signs of stormwater pollutant exposure

Common Compliance Problems During Inspections

The following are problems commonly found at construction sites. As you conduct your inspections, look for these problems on your site (adapted from MPCA 2004).

Problem #1—Not using phased grading or providing temporary or permanent cover (i.e., soil stabilization)

In general, construction sites should phase their grading activities so that only a portion of the site is exposed at any one time. Also, disturbed areas that are not being actively worked should have temporary cover. Areas that are at final grade should receive permanent cover as soon as possible.

Problem #2—No sediment controls on-site

Sediment controls such as silt fences, sediment barriers, sediment traps and basins must be in place before soil-disturbance activities begin. Don't proceed with grading work out-of-phase.

Problem #3—No sediment control for temporary stockpiles

Temporary stockpiles must be seeded, covered, or surrounded by properly installed silt fence. Stockpiles should never be placed on paved surfaces.

Problem #4—No inlet protection

All storm drain inlets that could receive a discharge from the construction site must be protected before construction begins and must be maintained until the site is finally stabilized.

Problem #5—No BMPs to minimize vehicle tracking onto the road

Vehicle exits must use BMPs such as stone pads, concrete or steel wash racks, or equivalent systems to prevent vehicle tracking of sediment.

Problem #6—Improper solid waste or hazardous waste management

Solid waste (including trash and debris) must be disposed of properly, and hazardous materials (including oil, gasoline, and paint) must be properly stored (which includes secondary containment). Properly manage portable sanitary facilities.

Problem #7—Dewatering and other pollutant discharges at the construction site

Construction site dewatering from building footings or other sources should not be discharged without treatment. Turbid water should be filtered or allowed to settle.

Problem #8—Poorly managed washouts (concrete, paint, stucco)

Water from washouts must not enter the storm drain system or a nearby receiving water. Make sure washouts are clearly marked, sized adequately, and frequently maintained.

Problem #9—Inadequate BMP maintenance

BMPs must be frequently inspected and maintained if necessary. Maintenance should occur for BMPs that have reduced capacity to treat stormwater (construction general permits or state design manuals often contain information on when BMPs should be maintained), or BMPs that have been damaged and need to be repaired or replaced (such as storm drain inlet protection that has been damaged by trucks).

Problem #10—Inadequate documentation or training

Failing to develop a SWPPP, keep it up-to-date, or keep it on-site, are permit violations. You should also ensure that SWPPP documentation such as a copy of the NOI, inspection reports and updates to the SWPPP are also kept on-site. Likewise, personnel working on-site must be trained on the basics of stormwater pollution prevention and BMP installation/maintenance.

E. Update and Evaluate Your SWPPP

Like your construction site, your SWPPP is dynamic. It is a document that must be amended to reflect changes occurring at the site. As plans and specifications change, those changes should be reflected in your SWPPP. If you find that a BMP is not working and you decide to replace it with another, you must reflect that change in your SWPPP. Document in your SWPPP transitions from one phase of construction to the next, and make sure you implement new BMPs required for that next phase.

Are Your BMPs Working?

You should evaluate the effectiveness of your BMPs as part of your routine inspection process. An informal analysis of both your inspection's findings and your list of BMP repairs will often reveal an inadequately performing BMP. An inspection immediately after a rain event can indicate whether another approach is needed.

You may decide to remove an existing BMP and replace it with another, or you may add another BMP in that area to lessen the impact of stormwater on the original installation.

When you update your SWPPP, you can simply mark it up, particularly for relatively simple changes and alterations. More significant changes might require a rewriting of portions of the SWPPP. The site map should also be updated as necessary.

Chapter 9: **Final Stabilization and Permit Termination**

▶ **This chapter describes what you must do to stabilize your construction site and end permit coverage.**

Stabilize Disturbed Areas

As your construction project progresses, you must stabilize areas not under construction. EPA and most states have specific requirements and time frames that must be followed. Generally, it is a wise management practice to stabilize areas as quickly as possible to avoid erosion problems that could overwhelm silt fences, sediment basins, and other sediment control devices.

SWPPP Tip!

Stabilize as soon as practicable

EPA's Construction General Permit states that, "stabilization measures must be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased."

Temporary stabilization can be achieved through a variety of BMPs, including mulching, seeding, erosion control blankets, hydroseeding, and other measures.

Permanent or final stabilization of areas on your site is generally accomplished by installing the final landscape requirements (e.g., trees, grass, gardens, or permanent stormwater controls). Once the site has been stabilized, you can terminate your permit coverage.

Sediment controls, such as silt fence, berms, sediment ponds or traps, alone, are not stabilization measures. You should continue to use these kinds of measures (e.g., silt fence around an area that has been seeded) until full stabilization is achieved.

A. Final Stabilization

When you have completed your construction project or an area within the overall project, you must take steps to permanently and finally stabilize it. Check your permit for the specific requirements you must meet. After a project or an area in the project has been fully stabilized, you should remove temporary sediment and erosion control devices (such as silt fences). You might also be able to stop routine inspections in these stabilized areas. However, in some states such as Colorado, inspections are required every 30 days (after the construction has been completed and the site is stabilized) until permit coverage has been terminated. In general, you should be aware that

Figure 16. Seeding is an effective BMP that can be used to temporarily or permanently stabilize disturbed areas.

final stabilization often takes time (weeks or even months), especially during times of low rainfall or during the colder months of the year. You should not discontinue routine inspections until you have met the final stabilization requirements in your permit.

EPA and many states define final stabilization as occurring when a uniform, evenly distributed perennial vegetative cover with a density of 70 percent of the native background cover has been established on all unpaved areas and areas not covered by permanent structures. Some states have a higher percentage of vegetative cover required (e.g., New York requires 80 percent). Please review your state's construction general permit for specific requirements.

Native vegetation must be established uniformly over each disturbed area on the site. Stabilizing seven of ten slopes, or leaving an area equivalent to 30 percent of the disturbed area completely unstabilized will not satisfy the *uniform vegetative cover* standard.

The contractor must establish vegetation over the entire disturbed soil area at a minimum density of 70 percent of the native vegetative coverage. For example, if native vegetation covers 50 percent of the undisturbed ground surface (e.g., in an arid or semi-arid area), the contractor must establish 35 percent vegetative coverage uniformly over the entire disturbed soil area ($0.70 \times 0.50 = 0.35$ or 35 percent). Several states require perennial native vegetative cover that is *self-sustaining* and capable of providing *erosion control equivalent to preexisting conditions* to satisfy the 70 percent coverage requirement.

In lieu of vegetative cover, you can apply alternate measures that provide equivalent soil stabilization to the disturbed soil area. Such equivalent measures include blankets, reinforced channel liners, soil cement, fiber matrices, geotextiles, or other erosion-resistant soil covering or treatments. Your construction general permit might allow all or some of these alternate measures for equivalent soil stabilization for final stabilization; check your general permit.

B. Permit Termination

Once construction activity has been completed and disturbed areas are finally stabilized, review your general permit for specific steps to end your coverage under that permit. EPA and many states require you to submit a form, often called a notice of termination (NOT), to end your coverage under that construction general permit. Before terminating permit coverage, make sure you have accomplished the following:

- Remove any construction debris and trash
- Remove temporary BMPs (such as silt fence). Remove any residual sediment as needed. Seed and mulch any small bare spots. BMPs that will decompose, including some fiber rolls and blankets, may be left in place
- Check areas where erosion-control blankets or matting were installed. Cut away and remove all loose, exposed material, especially in areas where walking or mowing will occur. Reseed all bare soil areas
- Ensure that 70 percent of background native vegetation coverage or equivalent stabilization measures have been applied for final soil stabilization of disturbed areas
- Repair any remaining signs of erosion
- Ensure that post-construction BMPs are in place and operational. Provide written maintenance requirements for all post-construction BMPs to the appropriate party
- Check all drainage conveyances and outlets to ensure they were installed correctly and are operational. Inspect inlet areas to ensure complete stabilization and remove any brush or debris that could clog inlets. Ensure banks and ditch bottoms are well vegetated. Reseed bare areas and replace rock that has become dislodged
- Seed and mulch or otherwise stabilize any areas where runoff flows might converge or high velocity flows are expected
- Remove temporary stream crossings. Grade, seed, or re-plant vegetation damaged or removed
- Ensure subcontractors have repaired their work areas before final closeout

You might also be required to file an NOT if you transfer operational control to another

Take a Closer Look…

Is there a deadline to submit an NOT?

Many states require a Notice of Termination (NOT) or similar form to indicate that the construction phase of a project is completed and that all the terms and conditions have been met. This notification informs the permitting authority that coverage under the construction general permit is no longer needed. If your permitting authority requires such a notification, check to see what conditions must be met in order to submit it and check to see if there is a deadline for submission. EPA's Construction General Permit requires that you submit an NOT when you have met all your permit requirements. The NOT is due no later than 30 days after meeting these requirements.

What does this mean to me?

Check your permit carefully for details and conditions relating to terminating your permit coverage.

party before the project is complete. The new operator would be required to develop and implement a SWPPP and to obtain permit coverage as described above.

EPA and most states allow homebuilders to terminate permit coverage when the property has been transferred to the homeowner with temporary or final stabilization measures in place. If the transfer is made with temporary stabilization measures in place, EPA expects the homeowner to complete the final landscaping. Under these circumstances, EPA and most states do not require homeowners to develop SWPPPs and apply for permit coverage.

C. Record Retention

EPA's regulations specifies that you must retain records and reports required in the permit, including SWPPPs and information used to complete the NOI, for at least 3 years from the termination of coverage or expiration of the permit. You should also keep maintenance and inspection records related to the SWPPP for this same time frame. General permits issued by states may have a longer period for retention.

Figure 17. Make sure inlets, outlets, and slopes are well stabilized before leaving the site and filing your "Notice of Termination" for ending permit coverage.

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Appendix A: **SWPPP Template**

An electronic copy of the SWPPP template is available on EPA's web site at:
http://www.epa.gov/npdes/swpppguide

Appendix B: **Sample Inspection Report**

An electronic copy of the sample inspection report is available on EPA's web site at:
http://www.epa.gov/npdes/swpppguide

Appendix C: **Calculating the Runoff Coefficient**

The following information is largely taken from EPA's 1992 guidance *Stormwater Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices* (EPA 832-R-92-005).

It is important to estimate your development's impact on runoff after construction is complete. This can be done by estimating the runoff coefficient for pre- and post-construction conditions. The runoff coefficient ("C" value) is the partial amount of the total rainfall which will be come runoff. The runoff coefficient is used in the "rational method" which is:

$$Q = CiA,$$

Where Q = the rate of runoff from an area,
i = rainfall intensity, and
A = the area of the drainage basin.

There are many methods which can be used to estimate the amount of runoff from a construction site. You are not required to use the rationale method to design stormwater conveyances or BMPs. Consult your State/local design guides to determine what methods to use for estimating design flow rates from your development.

The less rainfall that is absorbed (infiltrates) into the ground, evaporates, or is otherwise absorbed on site, the higher the "C" value. For example, the "C" value of a lawn area is 0.2, which means that only 20 percent of the rainfall landing on that area will run off, the rest will be absorbed or evaporate. A paved parking area would have a "C" value of 0.9, which means that 90 percent of the rainfall landing on that area will become runoff. You should calculate the runoff coefficient for conditions before construction and after construction is complete. It is suggested that a runoff coefficient be calculated for each drainage basin on the site. The following is an example of how to calculate the "C" value.

The runoff coefficient or "C" value for a variety of land uses may be found in Table C-1 (NOTE: Consult your State/local design guide, if available, to determine if specific "C" values are specified for your area). The "C" values provide an estimate of anticipated runoff for particular land uses. Most sites have more than one type of land use and therefore more than one "C" value will apply. To have a "C" value that represents your site you will need to calculate a "weighted C value."

Calculating a "Weighted C value"

When a drainage area contains more than one type of surface material with more than one runoff coefficient a "weighted C" must be calculated. This "weighted C" will take into account the amount of runoff from all the various parts of the site. A formula used to determine the "weighted C" is as follows:

$$C = \frac{A_1C_1 + A_2C_2 + \ldots + A_xC_x}{(A_1 + A_2 + \ldots + A_x)}$$

Where A = acres and C = coefficient.

Therefore, if a drainage area has 15 acres (ac.) with 5 paved acres ($C = 0.9$), 5 grassed acres ($C = 0.2$), and 5 acres in natural vegetation ($C = 0.1$), a "weighted C" would be calculated as follows:

$$C = \frac{(5\text{ ac} \times 0.9) + (5\text{ ac} \times 0.2) + (5\text{ ac} \times 0.1)}{(5\text{ ac} + 5\text{ ac} + 5\text{ ac})} = 0.4$$

Table C-1. Typical "C" Values

Description of Area	Runoff Coefficients
Business	
Downtown Areas	0.70 – 0.95
Neighborhood Areas	0.50 – 0.70
Residential	
Single-family areas	0.30 – 0.50
Multi-units, detached	0.40 – 0.60
Multi-units, attached	0.60 – 0.75
Residential (suburban)	0.25 – 0.40
Apartment dwelling areas	0.50 – 0.70
Industrial	
Light Areas	0.50 – 0.80
Heavy Areas	0.60 – 0.90
Parks, cemeteries	0.10 – 0.25
Playgrounds	0.20 – 0.35
Railroad yard areas	0.20 – 0.40
Unimproved areas	0.10 – 0.30
Streets	
Asphalt	0.70 – 0.95
Concrete	0.80 – 0.95
Brick	0.70 – 0.85
Drives and Walks	0.75 – 0.85
Roofs	0.75 – 0.95
Lawns – course textured soil (greater than 85% sand)	
Slope: Flat, 2%	0.05 – 0.10
Average, 2-7%	0.10 – 0.15
Steep, 7%	0.15 – 0.20
Lawns – fine textured soil (greater than 40% clay)	
Slope: Flat, 2%	0.13 – 0.17
Average, 2-7%	0.18 – 0.22
Steep, 7%	0.25 – 0.35

Appendix D: **Resources List**

The following are just a few of the many resources available to assist you in developing your SWPPP. The inclusion of these resources does not constitute an endorsement by EPA.

EPA Resources

EPA Stormwater Construction Website
http://www.epa.gov/npdes/stormwater/construction

- EPA's Construction General Permit (**http://www.epa.gov/npdes/stormwater/cgp**)
  EPA's general permit that applies to all construction activity disturbing greater than one acre in the states and territories where EPA is the permitting authority.
- Construction SWPPP Guide, SWPPP Template and inspection form (**www.epa.gov/npdes/swpppguide**)
  A downloadable copy of this guide, the SWPPP template and inspection form.
- Menu of BMPs (**http://www.epa.gov/npdes/stormwater/menuofbmps**)
  Site containing over 40 construction BMP fact sheets. Also contains fact sheets on other stormwater program areas, and case studies organized by program area.

National Management Measures to Control Nonpoint Source Pollution from Urban Areas
http://www.epa.gov/owow/nps/urbanmm/index.html

Managing Your Environmental Responsibilities: A Planning Guide for Construction and Development
http://www.epa.gov/compliance/resources/publications/assistance/sectors/constructmyer/index.html

Expedited Settlement Offer Program for Stormwater (Construction)
http://www.epa.gov/Compliance/resources/policies/civil/cwa/esoprogstormwater.pdf
A supplemental program to ensure consistent EPA enforcement of stormwater requirements at construction sites for relatively minor violations.

Construction Industry Compliance Assistance
http://www.cicacenter.org
Plain language explanations of environmental rules for the construction industry. Links to stormwater permits and technical manuals for all 50 states.

Smart Growth and Low Impact Development Resources

Using Smart Growth Techniques as Stormwater Best Management Practices
http://www.epa.gov/livablecommunities/pdf/sg_stormwater_BMP.pdf

Stormwater Guidelines for Green, Dense Development
http://www.epa.gov/smartgrowth/pdf/Stormwater_Guidelines.pdf

Protecting Water Resources with Smart Growth
http://www.epa.gov/smartgrowth/pdf/waterresources_with_sg.pdf

Parking Spaces / Community Places: Finding the Balance Through Smart Growth Solutions
http://www.epa.gov/smartgrowth/parking.htm

EPA Nonpoint Source Low Impact Development site
http://www.epa.gov/owow/nps/lid/

Better Site Design: A Handbook for Changing Development Rules in Your Community
Available from **http://www.cwp.org**

State BMP/Guidance Manuals

Kentucky Erosion Prevention and Sediment Control Field Guide
http://www.water.ky.gov/permitting/wastewaterpermitting/KPDES/storm/
Easy to read field guide describing erosion and sediment control BMP selection, installation and maintenance.

Minnesota Stormwater Construction Inspection Guide
http://www.pca.state.mn.us/publications/wq-strm2-10.pdf
A manual designed to assist municipal construction inspectors in the procedures for conducting a compliance inspection at construction sites.

California Stormwater Quality Association's Construction Handbook
http://www.cabmphandbooks.org/Construction.asp

Delaware Erosion and Sediment Control Handbook
http://www.dnrec.state.de.us/dnrec2000/Divisions/Soil/Stormwater/StormWater.htm

Western Washington Stormwater Management Manual – Volume II – Construction Stormwater Pollution Prevention
http://www.ecy.wa.gov/programs/wq/stormwater/manual.html

Eastern Washington Stormwater Management Manual
http://www.ecy.wa.gov/biblio/0410076.html
A guidance document addressing stormwater design and management in more arid climates.

Certification Programs

Certified Professional in Erosion and Sediment Control
http://www.cpesc.org

Virginia Erosion and Sediment Control Certification Program
http://www.dcr.virginia.gov/sw/estr&crt2.htm

Florida Stormwater, Erosion and Sedimentation Control Inspector Certification
http://www.dep.state.fl.us/water/nonpoint/erosion.htm

Other Resources

International Erosion Control Association
http://www.ieca.org
A non-profit organization helping members solve the problems caused by erosion and its byproduct—sediment.

Erosion Control Magazine
http://www.erosioncontrol.com
A journal for erosion and sediment control professionals.

Designing for Effective Sediment & Erosion Control on Construction Sites by Jerald S. Fifield, PH.D., CPESC. Available from Forester Press
http://www.foresterpress.com
Book describing proven and practical methods for minimizing erosion and sedimentation on construction sites.

Stormwater Permitting: A Guide for Builders and Developers by National Association of Home Builders (NAHB). Available from NAHB **http://www.nahb.org**