

Appendix A: SWPPP Template - Authorized States

Instructions

To help you develop the narrative section of your construction site SWPPP, the U.S. Environmental Protection Agency (EPA) has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You should use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA's website at www.epa.gov/npdes/swpppguide

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

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

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

Using the SWPPP Template

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

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

Stormwater Pollution Prevention Plan

for:

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

Operator(s):

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

SWPPP Contact(s):

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

SWPPP Preparation Date:

___/___/_____

Estimated Project Dates:

Project Start Date: ___/___/_____
Project Completion Date: ___/___/_____

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- Appendix C - Construction General Permit
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- Appendix F - Corrective Action Log (or in Part 5.3)
- Appendix G - SWPPP Amendment Log (or in Part 6.2)
- Appendix H - Subcontractor Certifications/Agreements
- Appendix I - Grading and Stabilization Activities Log (or in Part 6.1)
- Appendix J - Training Log
- Appendix K - Delegation of Authority
- Appendix L - Additional Information (i.e., Endangered Species and Historic Preservation Documentation)

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 Project/Site Information

Instructions:

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

Latitude:

1. ___ ° ___ ' ___ " N (degrees, minutes, seconds)
2. ___ ° ___ . ___ ' N (degrees, minutes, decimal)
3. ___ . ___ ° N (decimal)

Longitude:

1. ___ ° ___ ' ___ " W (degrees, minutes, seconds)
2. ___ ° ___ . ___ ' W (degrees, minutes, decimal)
3. ___ . ___ ° W (decimal)

Method for determining latitude/longitude:

- USGS topographic map (specify scale: _____) EPA Web site GPS
 Other (please specify): _____

Is the project located in Indian country? Yes No

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

Is this project considered a federal facility? Yes No

NPDES project or permit tracking number*: _____

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

1.2 Contact Information/Responsible Parties

Instructions:

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

Insert Address:
Insert City, State, Zip Code:
Insert Telephone Number:
Insert Fax/Email:
Insert area of control (if more than one operator at site):
Repeat as necessary

Project Manager(s) or Site Supervisor(s):

Insert Company or Organization Name:
Insert Name:
Insert Address:
Insert City, State, Zip Code:
Insert Telephone Number:
Insert Fax/Email:
Insert area of control (if more than one operator at site) :
Repeat as necessary

SWPPP Contact(s):

Insert Company or Organization Name:
Insert Name:
Insert Address:
Insert City, State, Zip Code:
Insert Telephone Number:
Insert Fax/Email:
Insert area of control (if more than one operator at site) :
Repeat as necessary

This SWPPP was Prepared by:

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

Subcontractor(s):

Insert Company or Organization Name:
Insert Name:

Insert Address:
Insert City, State, Zip Code:
Insert Telephone Number:
Insert Fax/Email:
Repeat as necessary

Emergency 24-Hour Contact:

Insert Company or Organization Name:
Insert Name:
Insert Telephone Number:

1.3 Nature and Sequence of Construction Activity

Instructions:

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

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

Estimated Project Start Date: ___/___/_____

Estimated Project Completion Date: ___/___/_____

1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

Instructions:

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

Vegetation:

Other:

Description of unique features that are to be preserved:

Describe measures to protect these features:

1.5 Construction Site Estimates

Instructions:

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.
- For more information, see SWPPP Guide, Chapter 3.A and Appendix C.

Runoff coefficient before construction:

Percentage impervious area after construction:

%

Runoff coefficient after construction

1.6 Receiving Waters

Instructions:

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

- trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- For more information, see SWPPP Guide, Chapter 3.A and 3.B.

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

Potential pollutants and sources, other than sediment, to stormwater runoff:
 INSERT TEXT OR USE TABLE BELOW

Trade Name Material	Stormwater Pollutants	Location

1.9 Endangered Species Certification

<p>Instructions:</p> <ul style="list-style-type: none"> - Before beginning construction, determine whether endangered or threatened species or their critical habitats are on or near your site. - Adapt this section as needed for state or tribal endangered species requirements and, if applicable, document any measures deemed necessary to protect endangered or threatened species or their critical habitats. - For more information on this topic, see SWPPP Guide, Chapter 3.B. - Additional information on Endangered Species Act (ESA) provisions is at www.epa.gov/npdes/stormwater/esa
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identified species and/or habitat and the steps taken to address that impact. (Note, if species are on or near your project site, EPA strongly recommends that the site operator work closely with the appropriate field office of the U.S. Fish and Wildlife Service or National Marine Fisheries Service. For concerns related to state or tribal listing of species, please contact a state or tribal official.)

INSERT TEXT HERE

1.10 Historic Preservation

Instructions:

- Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you might need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged.
- For more information, see SWPPP Guide, Chapter 3.B or contact your state or tribal historic preservation officer.

historic site and the steps taken to address that impact.

INSERT TEXT HERE

1.11 Applicable Federal, Tribal, State or Local Programs

Instructions:

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

1.12 Maps

Instructions:

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

These maps should include the following:

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

SECTION 2: EROSION AND SEDIMENT CONTROL BMPS

Instructions:

- Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified, do the following
 - ✓ Clearly describe appropriate control measures.
 - ✓ Describe the general sequence during the construction process in which the measures will be implemented.
 - ✓ Describe the maintenance and inspection procedures that will be used for that specific BMP.
 - ✓ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
 - ✓ Identify staff responsible for maintaining BMPs.
 - ✓ (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
 - 2.1 Minimize disturbed area and protect natural features and soil**
 - 2.2 Phase Construction Activity**
 - 2.3 Control Stormwater flowing onto and through the project**
 - 2.4 Stabilize Soils**
 - 2.5 Protect Slopes**
 - 2.6 Protect Storm Drain Inlets**
 - 2.7 Establish Perimeter Controls and Sediment Barriers**
 - 2.8 Retain Sediment On-Site and Control Dewatering Practices**
 - 2.9 Establish Stabilized Construction Exits**
 - 2.10 Any Additional BMPs**
- Note the location of each BMP on your site map(s).
- For any structural BMPs, you should provide design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information, see SWPPP Guide, Chapter 4.
- Consult your state's design manual or one of those listed in Appendix D of the SWPPP Guide.

- Also, see EPA's Construction Sequencing BMP Fact Sheet at [http://www.epa.gov/construction/bmpfactsheet.pdf](#)
 - [Duration of phase \(start date, end date\)](#)
 - [List BMPs associated with this phase](#)
 - [Describe stabilization methods for this phase \(describe any temporary stabilization methods that will be used before final stabilization\)](#)

[Repeat as needed](#)

2.3 Control Stormwater Flowing onto and through the Project

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

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

Repeat as needed

2.4 Stabilize Soils

Instructions: - Describe controls (e.g., interim seeding with native vegetation, hydroseeding) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Avoid using impervious surfaces for stabilization whenever possible. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 4.) - Also, see EPA's Seeding BMP Fact Sheet at www.epa.gov/landsc/stermwater/monuefbmp/construction/seeding	
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Responsible Staff:	
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BMP Description:	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

2.5 Protect Slopes

Instructions:

- Describe controls (e.g., erosion control blankets, tackifiers) including design specifications and details that will be implemented to protect all slopes. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 5.)
- Also, see EPA’s Geotextiles BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/geotextiles

Responsible Staff:

BMP Description:

Installation Schedule:

Maintenance and Inspection:

Responsible Staff:

Repeat as needed

2.6 Protect Storm Drain Inlets

Instructions:

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire project. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 6.)
- Also, see EPA’s Storm Drain Inlet Protection BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/storm_drain

Responsible Staff:

BMP Description:

Installation Schedule:

Maintenance and Inspection:

Responsible Staff:

Repeat as needed

2.7 Establish Perimeter Controls and Sediment Barriers

Instructions:

- Describe structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 7.)
- Also see, EPA’s Silt Fence BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/silt_fences, or Fiber Rolls BMP Fact Sheet at

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

2.8 Retain Sediment On-Site

Instructions:

- Describe sediment control practices (e.g., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 8.)
- Also, see EPA’s Sediment Basin BMP Fact Sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/sediment_basins

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

2.9 Establish Stabilized Construction Exits

Instructions:

- Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediments and discharges to stormwater. (For more information, see SWPPP Guide, Chapter 4, ESC Principle 9.)
- Also, see EPA's Construction Entrances BMP Fact Sheet at www.epa.gov/ndoc/stormwater/manual/bmps/construction/cons_entrances

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

2.10 Additional BMPs

Instructions:

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

BMP Description:

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

BMP Description:

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

Repeat as needed

SECTION 3: GOOD HOUSEKEEPING BMPS

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in stormwater.
- Categorize each good housekeeping and pollution prevention (P2) BMP under one of the following seven categories:

3.1 Material Handling and Waste Management

3.2 Establish Proper Building Material Staging Areas

3.3 Designate Washout Areas

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

3.5 Allowable Non-Stormwater Discharges and Control Equipment/Vehicle

3.1 Material Handling and Waste Management

Instructions:	
<ul style="list-style-type: none"> - Describe measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA (For more information, see SWPPP Guide, Chapter 5, P2 Principle 1.) - Also, see EPA's General Construction Site Waste Management BMP Fact Sheet at www.epa.gov/nodes/stormwater/menuofbmps/construction/cons_wasteman 	
Responsible Staff:	
BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

3.2 Establish Proper Building Material Staging Areas

Instructions:	
<ul style="list-style-type: none"> - Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to stormwater. (For more information, see SWPPP Guide, Chapter 5, P2 Principle 2.) 	
Inspection:	
Responsible Staff:	
BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

3.3 Designate Washout Areas

Instructions:	
<ul style="list-style-type: none"> - Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, paint, stucco, and so on. (For more information, see SWPPP Guide, Chapter 5, P2 Principle 3.) - Also, see EPA's Concrete Washout BMP Fact Sheet at www.epa.gov/nodes/stormwater/menuofbmps/construction/concrete_wash 	

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

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

Repeat as needed

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

Instructions: <ul style="list-style-type: none"> - Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, and spill kits) (For more information, see SWPPP Guide, Chapter 5, P2 Principle 4.) - Also, see EPA’s Vehicle Maintenance and Washing Areas BMP Fact Sheet at www.epa.gov/epaospr/owp/owp_bmp_brochure.pdf 	
<i>Responsible Staff:</i>	

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

Repeat as needed

3.5 Control Equipment/Vehicle Washing

Instructions: <ul style="list-style-type: none"> - Describe equipment/vehicle washing practices that will be implemented to control pollutants to stormwater. (For more information, see SWPPP Guide, Chapter 5, P2 Principle 5.) - Also, see EPA’s Vehicle Maintenance and Washing Areas BMP Fact Sheet at www.epa.gov/epaospr/owp/owp_bmp_brochure.pdf 	
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<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	
<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

3.6 Spill Prevention and Control Plan

<p>Instructions:</p> <ul style="list-style-type: none"> - Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. (For more information, see SWPPP Guide, Chapter 5, P2 Principle 6.) - Also, see EPA’s Spill Prevention and Control Plan BMP Fact sheet at www.epa.gov/npdes/stormwater/menuofbmps/construction/spill_control

3.7 Any Additional BMPs

<p>Instructions:</p> <ul style="list-style-type: none"> - Describe any additional BMPs that do not fit into the above categories. Indicate the problem they are intended to address. 	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	
<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

3.8 Allowable Non-Stormwater Discharge Management

Instructions:

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

Repeat as needed

SECTION 4: SELECTING POST-CONSTRUCTION BMPs

Instructions:

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

SECTION 5: INSPECTIONS

5.1 *Inspections*

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be used.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log described in Part 5.3 below.
- For more on this topic, see SWPPP Guide, Chapters 6 and 8.
- Also, see suggested inspection form in Appendix B of the SWPPP Guide.

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

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

[REFERENCE ATTACHMENT](#)

5.2 *Delegation of Authority*

Instructions:

- Identify the individual(s) or specifically describe the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.
- Attach the delegation of authority form that will be used.
- For more on this topic, see SWPPP Guide, Chapter 7.

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

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

5.3 *Corrective Action Log*

Instructions:

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

SECTION 6: RECORDKEEPING AND TRAINING

6.1 Recordkeeping

Instructions:

- The following is a list of records you should keep at your project site available for inspectors to review:
- Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3)
- A copy of the construction general permit (attach)
- The signed and certified NOI form or permit application form (attach)
- A copy of the letter from EPA or/the state notifying you of their receipt of your complete NOI/application (attach)
- Inspection reports (attach)
- Records relating to endangered species and historic preservation (attach)
- Check your permit for additional details

6.2 Log of Changes to the SWPPP

Instructions:

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

Instructions:

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

SECTION 7: FINAL STABILIZATION

Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements). You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.
- Note that dates for areas that have achieved final stabilization should be included in Section 6, Part 6.1 of this SWPPP.
-

BMP Description:

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

Repeat as needed

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and permit authorization letter received from EPA or the state in

direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

[Repeat as needed for multiple construction operators at the site](#)

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A – General Location Map

Appendix B – Site Maps

Appendix C – Construction General Permit

Appendix D – NOI and Acknowledgement Letter from EPA/State

Appendix E – Inspection Reports

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

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

Appendix H – Subcontractor Certifications/Agreements

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

Appendix J – Training Log

Appendix K – Delegation of Authority

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

Appendix H - Sample Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION STORMWATER POLLUTION PREVENTION PLAN

Project Number: _____

Project Title: _____

Operator(s): _____

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

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

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

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

Company: _____

Address: _____

Telephone Number: _____

Type of construction service to be provided: _____

Signature: _____

Title: _____

Date: _____

Appendix I - Sample Grading and Stabilization Activities Log

Project Name:
SWPPP Contact:

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

Appendix J - **Sample** SWPPP Training Log

Stormwater Pollution Prevention Training Log

Project Name: _____

Project Location: _____

Instructor's Name(s): _____

Instructor's Title(s): _____

Course Location: _____ Date: _____

Course Length (hours): _____

Stormwater Training Topic: (check as appropriate)

- Erosion Control BMPs Emergency Procedures
 Sediment Control BMPs Good Housekeeping BMPs
 Non-Stormwater BMPs

Specific Training Objective: _____

Attendee Roster: (attach additional pages as necessary)

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

Appendix K - Sample Delegation of Authority Form

Delegation of Authority

I, _____ (name), hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Construction General Permit, at the _____ construction site. The designee is authorized to sign any reports, stormwater pollution prevention plans and all other documents required by the permit.

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

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in _____ (Reference State Permit), and that the designee above meets the definition of a “duly authorized representative” as set forth in _____ (Reference State Permit).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____

Appendix L **Sample** - Other Documentation: Endangered Species List, Historical Society)