

DIVISION of WATER QUALITY NDPDES PROGRAM

THIS PAGE IS NOT PART OF ANY SWPPP

CONSTRUCTION Storm Water Pollution Prevention Plan * *SWPPP Template* (2016-01)

A SWPPP must be prepared and implemented for all construction activities covered under NDR10-0000.

Purpose: This scope of this document is to be used only as a template in order to develop a SWPPP. Use this template to provide a description of pollution prevention measures that will be implemented and monitored throughout the life of a construction project

Disclaimer: This SWPPP template is intended to be used as an outline/starting point. Permittees are to provide information under each section which pertains specifically to the project which is permitted. The use of this template does not necessarily ensure compliance with the Construction General Permit.

Contents: Use the following information for developing the SWPPP.

1. INSTRUCTIONS (not part of SWPPP)
2. PROJECT DESCRIPTION
3. SITE MAP DEVELOPMENT
4. SIGNATORY CERTIFICATION
5. BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENT CONTROL
6. OTHER BEST MANAGEMENT PRACTICES
7. SIGNIFICANT MATERIALS
8. ADDITIONAL OWNERS/OPERATORS
9. SITE INSPECTION RECORD

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Instructions: Complete each section of this template to create a SWPPP.

- A SWPPP for the project must be prepared and available for review, upon request, by the department at the time of application.
- Customize the plan to meet the conditions at the construction site.
- Use discretion about which items need to be addressed.
- If a portion does not pertain or is not applicable (NA) to the site, fill in with “**NA**” and write the reason why it does not apply.
- Full explanations for each part of this plan are in the [permit](https://www.ndhealth.gov/WQ/Storm/Construction/ConstructionHome.htm) (found on the NDPDES website at <https://www.ndhealth.gov/WQ/Storm/Construction/ConstructionHome.htm>).
- The SWPPP is not submitted to the department, the SWPPP is a “living document” and for use at the site, however it will be reviewed in the event of an inspection at your location.
- You may add pages, notes, and updates as needed. Handwritten notes are acceptable, but date and initial any changes made or added to the SWPPP.
- You may use your own SWPPP draft/template if you prefer. This template, the [Site Inspection Template](#), and the [permit](#) are good resources for your use.
- Please contact the NDPDES Permit section at (701)328-5210 or stormwater@nd.gov for any questions or advice.

Resources:

North Dakota Pollutant Discharge Elimination System Permit No: NDR10-0000
<http://www.ndhealth.gov/WQ/Storm/Construction/NDR10per20150401F.pdf>

Stormwater Discharges from Construction Activities
<http://www.epa.gov/npdes/stormwater-discharges-construction-activities#overview>

Sediment and Erosion Control Guidelines for Sites Disturbing Less than One Acre
http://www.ndhealth.gov/WQ/Storm/Construction/Homebuilder_brochure2007.pdf

Basic Operation and Maintenance Requirements of the Construction Storm Water General Permit
http://www.ndhealth.gov/WQ/Storm/Construction/Basic_Requirements2007.pdf

40 CFR PART 122 Subpart C —EPA Administered Permit Program: The National Pollutant Discharge Elimination System
<https://www.gpo.gov/fdsys/pkg/CFR-2015-title40-vol22/pdf/CFR-2015-title40-vol22-part122.pdf>

CONTACT INFORMATION/CHAIN OF RESPONSIBILITY

Main Contact Name:

Title:

Phone:

Secondary Contact Name:

Title:

Phone:

Chain of Responsibility :

Operator/Owner Name	Contact Information	Responsibility

PROJECT DESCRIPTION

Project Name:

Permit ID#:

Project Type:

Project Location:

a. 911 Address

b. Decimal Degrees

Latitude

Longitude

Total acres of the project:

Total acres to be disturbed:

Describe of construction activity:

Proposed timetable for construction phases or activities or add a page for Gantt Chart:

Describe existing soils, fill material, and erodibility (<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>):

Name of receiving waters or Municipal Separate Storm Sewer System (MS4):

Is the waterbody listed in the TMDL List?

http://www.ndhealth.gov/WQ/SW/Z2_TMDL/TMDLs_Completed/B_Completed_TMDLs.htm

Yes No

If so describe the BMPs used near the TMDL listed body of water:

Is the waterbody listed in the 303(d) List?

http://www.ndhealth.gov/WQ/SW/Z2_TMDL/Integrated_Reports/B_Integrated_Reports.htm

If so describe the BMPs used near the 303(d) listed body of water:

SITE MAP DEVELOPMENT

MAP FEATURE CHECKLIST

The site map should be suitably scaled and drawn to show the following required information.

Site maps must show items listed in this section.

- Project boundaries;
- Areas of ground disturbance during each phase/stage of the project;
- Areas where disturbance will not occur, such as avoidance areas (e.g. wetlands, critical habitat, Threatened and Endangered Species, etc.);
- Drainage patterns including: flow direction (run-on and runoff);
- Dividing lines, discharge points, and storm sewer system inlets which the site drains to or may be affected by the activity;
- Pre-existing and final grades;
- Location of all temporary and permanent sediment and erosion controls during each particular phase;
- Location of any stormwater conveyances such as: retention ponds, detention ponds, ditches, pipes, swales, stormwater diversions, culverts, and ditch blocks;
- Location of potential sources of pollution (e.g. portable toilets, trash receptacles, etc.);
- Location of soil stockpiles;
- Identify steep slopes;
- Surface waters, including an aerial extent of wetland acreage;
- Location of surface water crossings;
- Locations where stormwater is discharged to surface waters;
- Location of dewatering discharge points;
- Locations of where chemical treatment of stormwater will be performed, including discharge points;
- Fueling locations, vehicle and equipment maintenance areas, designated wash water collection site, lubricant and chemical storage, paint storage, material storage, staging areas, and debris collection area;
- Location of any impervious surfaces upon completion of construction; and
- Where included as part of the project, the site maps for off-site concrete/asphalt batch plants, equipment staging areas, borrow sites or excavated fill material disposal sites.

Operational Controls

Employee training:

Describe the installation, maintenance, and removal of BMPs for each phase of construction; list if BMP is permanent or temporary:

Describe rationale for selection or infeasibility of BMPs and include any calculations:

List all good housekeeping practices:

List chemical, litter, debris, and parts management:

Describe trackout controls:

Describe dust control:

List preventative maintenance on site:

Describe how concrete grindings and slurry are managed on site:

List how waste water from washouts, cleanouts from paint, stucco, and other building materials are managed:

Describe any dewatering or basin draining operations and sediment control within those operations:

Spill prevention and response procedures (<http://www.ndhealth.gov/EHS/Spills/>):

Spill Reporting

Report any spill that may seriously endanger health or the environment **as soon as possible**, but no later than 24 hours from the time you became aware of the spill.

Immediate response by trained emergency personnel may be coordinated through the Department of Health, Department of Emergency Services and any other state or local emergency response agencies that may be needed. **If there is any question as to proper response, call the 24 hour North Dakota hazardous materials emergency assistance and spill reporting number (800.472.2121) and provide all relevant information about the incident.**

North Dakota Department of Health:	
Division of Water Quality	701.328.5210
Division of Waste Management	701.328.5166
Division of Air Quality	701.328.5188
Division of Municipal Facilities	701.328.5211

Report Spills to <http://www.ndhealth.gov/EHS/Spills/>

SIGNIFICANT MATERIALS

INSTRUCTIONS: Based on your site's material inventory, provide the following information. For the definition of "significant materials," see Part V of the permit. The **location** of the significant materials should be indicated on the site map. Use the **drop down** menus to select a chemical or type in if "other".

Chemical or type in if other

Quantity

Description and Location

Spill/Disposal Management

--	--

Handling and Pollution Prevention Measures

Chemical or type in if other

Quantity

Description and Location

Spill/Disposal Management

--	--

Handling and Pollution Prevention Measures

Chemical or type in if other

Quantity

Description and Location

Spill/Disposal Management

--	--

Handling and Pollution Prevention Measures

Chemical or type in if other

Quantity

Description and Location

Spill/Disposal Management

--	--

Handling and Pollution Prevention Measures

(Attach additional pages if needed)

Fill in the blank spaces if BMP is not listed

*Be sure that all BMPs are marked on the site map during their appropriate phase.

EROSION AND SEDIMENT CONTROLS

Is there a sediment basin

Yes

No

Calculated sediment storage in cubic feet

Description and Location of all sediment basins:

*Be sure to identify any sediment basins on site map.

Description of winter stabilization practices that will be utilized:

List permanent controls for pollutants and erosion after construction has been completed:

*Sediment basins must be provided, where practical, when 10 or more acres of disturbed area drain to a common location. Requirements for sediment basins may be found in Appendix 1 of the permit.

**Outlet drawdown devices must be provided for all temporary or permanent basins. Devices that will be installed permanently must meet local design standards. Requirements for temporary devices may be found in Appendix 1 of the permit.

†Stage of installation may include the planned date or the specific construction stage when the item may be installed such as initial site clearing, grading, finish grading, seeding, stabilization, etc... Dates may change depending on delays.

INSPECTIONS

Observations and Actions Taken: Document incidents such as erosion, sediment accumulation, spills, SWPPP related maintenance, remediation, etc.

*Document that the SWPPP has been amended when changes are made

Reason for Inspection	Time & Date	Name of Inspector	Findings, recommendations, schedule for corrective actions, corrective actions taken (including dates, times, and party completing maintenance activities)
1.) All Perimeter Controls (silt fence, wattles, filter strips, etc) have been inspected and are properly functioning. <i>Reminder they must also be maintained.</i>			
2.) All Inlets are protected and void of sediment. <i>Reminder all storm drain inlets in the vicinity must have protection.</i>			
3.) Streets, curbs and sidewalks located along the construction site are free of tracked sediment. <i>Reminder all sediment must be removed immediately.</i>			
4.) Are egresses being maintained and not allowing off site accumulation?			
5.) Concrete Wash is collected in leak-proof containers or leak-proof pits. <i>Reminder this includes mortar and other masonry products.</i>			
6.) All BMPs (berms, blankets, mulch and rock checks, etc) are inspected and found to be properly functioning. <i>Reminder ditches and swales must be protected as well.</i>			

Reason for Inspection <i>Reminder that any discharge into a storm sewer is prohibited.</i>	Time & Date	Name of Inspector	Findings, recommendations, schedule for corrective actions, corrective actions taken (including dates, times, and party completing maintenance activities)
7.) Water pumped off site has all sediment removed from it. <i>Not applicable if no dewatering has taken place.</i>			Volume of Water discharged: ____
8.) Are all Hazardous Materials (paints, solvents, dyes, gasoline, oils and glues) protected from entering the storm sewer?			
9.) Are Vehicle Maintenance and Fueling Areas maintained?			
10.) Site and all slopes have been stabilized.			
11.) Vegetated Buffers have proper flow distribution and are clear from sediment and debris.			
12.) All other observations that need to be addressed.			
13.)			
14.)			
15.)			
16.)			

Record each Precipitation event in inches.

SWPPP Precipitation Records (January - June)											Year:
JAN	Precip Total	FEB	Precip Total	MAR	Precip Total	APR	Precip Total	MAY	Precip Total	JUN	Precip Total
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29				29		29		29		29	
30				30		30		30		30	
31				31				31			

SWPPP Precipitation Records (July - December)

Year:

JUL	Precip Total	AUG	Precip Total	SEP	Precip Total	OCT	Precip Total	NOV	Precip Total	DEC	Precip Total
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
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26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	

FINAL STABILIZATION

- All soil disturbing activities have been completed.
- 70% of the pre-existing vegetative covers over the entire area.
- All drainage ditches have been stabilized (if used).
- All temporary erosion controls have been removed.
- Sediment has been removed from conveyances and temporary sediment basins.
- (For areas with less than 20 inches of annual rainfall) Soil disturbing activities at the site have been completed and erosion control measures and stabilization methods are installed along with appropriate seed base to control erosion for 3yrs and can achieve 70% of pre-existing vegetative cover within 3yrs without active maintenance.
- (For agricultural used lands) The area has been restored to the preconstruction agricultural use or in accordance with the landowner
- (For residential construction) A "Homeowner Fact Sheet" has been provided to the homeowner to inform them of final stabilization.
- (For residential construction) Soil has been stabilized, down gradient perimeter controls have been implemented, and residence has been transferred

SIGNATORY CERTIFICATION

INSTRUCTIONS: The following statement shall be signed by a responsible corporate officer, general partner, principle executive officer or ranking elected official. The statement may be signed by a duly authorized representative of the person above in accordance with Part IV-E of the permit.

CERTIFICATION	
<p>“I _____, certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p>	
Printed Name of Applicant	Title
Signature of Applicant	Date

REVISION RECORD

The SWPPP should be revised and updated to address changes in site conditions, updated government regulations, and additional on-site storm water controls.

All revisions to the SWPPP must be documented on the SWPPP Revision Record, which should include the information shown below. The authorized permittee representative, either the owner, a representative of the owner, or the operator, who approves the SWPPP should be an individual who has the ability to modify project plans and specifications related to the SWPPP. The name of this representative will attest that the SWPPP revision information is true and accurate.

<i>SWPPP Modification Log</i>		
Name of Construction Site	Location of Construction Site	
Type of Modification	Description of Modification	Location of Modification
<input type="checkbox"/> Major <input type="checkbox"/> Minor		
Start Date: _____		
Completion Date: _____		
Reason for Modifications:	Approved/Implemented By:	
Type of Modification	Description of Modification	Location of Modification
<input type="checkbox"/> Major <input type="checkbox"/> Minor		
Start Date: _____		
Completion Date: _____		
Reason for Modifications:	Approved/Implemented By:	
Type of Modification	Description of Modification	Location of Modification
<input type="checkbox"/> Major <input type="checkbox"/> Minor		
Start Date: _____		
Completion Date: _____		
Reason for Modifications:	Approved/Implemented By:	
Type of Modification	Description of Modification	Location of Modification
<input type="checkbox"/> Major <input type="checkbox"/> Minor		
Start Date: _____		
Completion Date: _____		
Reason for Modifications:	Approved/Implemented By:	

ADDITIONAL OWNERS/OPERATORS

INSTRUCTIONS: This section is provided to include additional owners and operators that may be designated by the permit holder to perform activities on a project (i.e., subcontractor). The additional owners/operators must adhere to this Storm Water Pollution Prevention Plan.

Signatory "I certify under penalty of law that I have personally read, understood, and accepted all terms and conditions of this Storm Water Pollution Prevention Plan, and that I shall implement the Plan accordingly. I am also familiar with the NDPDES General Permit for Storm Water Discharges Associated with Construction Activity (NDR10-0000).

SWPPP Owner - Contractor - Sub-Contractor Log

Name of Construction Site	Location of Construction Site		
Company	Printed Individual Name and Title	Signature	
1.)			
Start Date:			
Completion Date:			
2.)			
Start Date:			
Completion Date:			
3.)			
Start Date:			
Completion Date:			
4.)			
Start Date:			
Completion Date:			
5.)			
Start Date:			
Completion Date:			
6.)			
Start Date:			
Completion Date:			
7.)			
Start Date:			
Completion Date:			
8.)			
Start Date:			
Completion Date:			