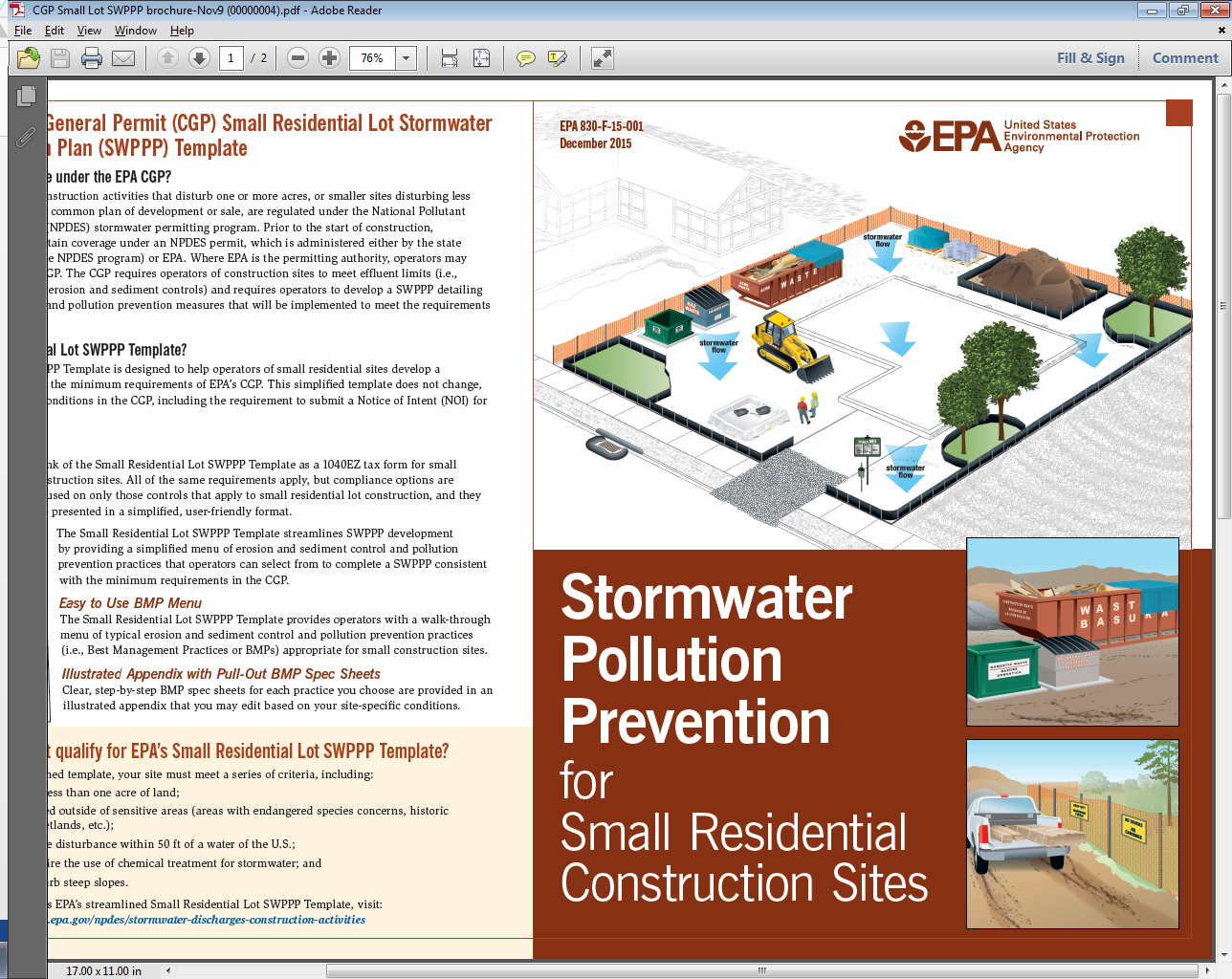
**United States Environmental Protection Agency LogoSmall Residential Lot**

**Stormwater Pollution Prevention Plan Template**

**2022 EPA Construction General Permit**

**EPA 830-K-15-001  
September 2022**

# Purpose of This Template

## Introduction

To be covered under EPA’s 2022 Construction General Permit (CGP), all construction operators are required to develop a Stormwater Pollution Prevention Plan (SWPPP). Refer to [Part 7 of EPA’s CGP](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-permit.pdf). The requirement to develop a SWPPP applies equally to small-scale construction projects as it does to large-scale construction projects, but the level of detail may vary depending on the nature of a given project. A SWPPP for the construction of a single residential lot may require less detail because such projects are often easily managed with basic stormwater controls. Moreover, these projects are relatively small and are usually completed relatively quickly. Where documentation is required, it can be done in a relatively concise manner, as described in this document. With that in mind, EPA has developed the *Small Residential Lot SWPPP Template*.

## Purpose

The *Small Residential Lot SWPPP Template* is a tool to help operators of small residential lot projects develop SWPPP documents that are consistent with requirements in the [2022 EPA CGP](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-permit.pdf). The template was designed with small residential lot projects in mind and therefore is not appropriate for other types of construction projects. A project qualifies as a small residential lot project if it meets the qualifications criteria in the “Who Can Use This Template” section below.

Use of this template is optional. Any operator of a small residential lot project may choose to complete a SWPPP without using this template. If you determine that this template is appropriate for your small residential lot construction project, you are still held responsible for meeting the conditions of the 2022 EPA CGP, including requirements to submit a Notice of Intent (NOI) to obtain permit coverage, to perform routine site inspections, fix problems found through routine maintenance or corrective action, and to submit a Notice of Termination (NOT) to terminate coverage once the project is completed and final stabilization has been met.

## Who Can Use This Template?

This template is designed for operators of “Small Residential Lot Projects” seeking coverage under the 2022 CGP. Your project is a “Small Residential Lot Project” for the purposes of this template only if all of the statements in the qualification checklist below are “true”. If your project does not meet all of these qualifications, this template is not designed for your project and its use is not appropriate[[1]](#footnote-2).

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Checklist for Use of This Template** | | | |
| 1. | **My project is considered a SMALL RESIDENTIAL LOT PROJECT.**  To be considered a “small residential lot project”, the following statements must ALL be true (check all that apply):  My project is limited to the construction of residential single family or duplex dwellings; **and**  The area of disturbance associated with each individual single family or duplex dwelling in my project is less than 1 acre; **and**  I am not building more than 5 individual single family or duplex dwellings within the same common plan of development or sale; **and**  I am not as part of this project responsible for the construction and/or maintenance of roads (not including driveways) or storm sewers or ditch networks; **and**  I am not responsible for the installation and maintenance of a sediment basin or similar impoundment | True | False |
| 2. | **My project is located in one of the areas eligible for CGP coverage (see** [Appendix B](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-appendix-b-areas-of-permit-cover.pdf) **of the CGP).** | True | False |
| 3. | **My project will not involve disturbances or discharges to certain sensitive areas.**  This will be true if ALL of the following statements are true:  My project will not cause earth disturbances within 50 feet of a receiving water, as defined in [Appendix A](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-appendix-a-definitions.pdf) of the CGP; **and**  My project will not disturb “steep slopes” (however steep slopes are defined in your locality); **and**  My project will not discharge into an impaired water or a water identified by the State or Tribal authority as Tier 2, Tier 2.5, or Tier 3[[2]](#footnote-3); **and**  There are no threatened or endangered species or critical habitat in the areas directly or indirectly affected by my project[[3]](#footnote-4); **and**  There are no potential impacts to historic properties at my project. This will be true if ONE of the following statements is true:[[4]](#footnote-5)  I am not installing any stormwater controls that require subsurface earth disturbance, such as dikes, berms, catch basins, ponds, ditches, trenches, culverts, channels, perimeter drains, swales; **or**  I am installing stormwater controls that require subsurface earth disturbance, and have determined these controls present no potential impacts to historic properties.  My project does not trigger any Safe Drinking Water Act Underground Injection Control (UIC) requirements referenced in CGP Part 7.2.9.c. This will be true if ALL of the following statements are true:  I am not installing infiltration trenches (true if stormwater will not be directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system); **and**  I am not installing any commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate stormwater flow; **and**  I am not installing drywells, seepage pits, or improved sinkholes (true if stormwater will not be directed to any bored, drilled, driven shaft or dug hole that is deeper that its widest surface dimension, or has a subsurface fluid distribution system). | True | False |
| 4. | **At my site and during the course of the project, ALL of the following statements are true:**  My project does not have any associated off-site material storage, waste disposal, or borrow areas covered under the CGP; **and**  No treatment chemicals of any kind, such as flocculants or polymers, will be used to treat pollutants in stormwater; **and**  I will not wash equipment or vehicles on-site. | ☐ True | ☐ False |
| 5. | **I will comply with all applicable requirements imposed by my State or Tribal government in Part 9 of the CGP.** | True | False |

# Using the Small Residential Lot SWPPP Template

This template is presented as an editable document file so one can easily add tables and additional text, and delete unneeded or non-applicable fields. Each section of the Small Residential Lot SWPPP Template includes prompts (in blue) to insert information about your project. You must complete all sections of this template in order to comply with Part 7 of the 2022 CGP. Once completed, this template will serve as your project’s SWPPP, and must be retained on site and available in accordance with the requirements of the permit.

This SWPPP may be prepared, signed, and kept electronically, rather than in paper form, as long as the records are in a format that can be read in a similar manner as a paper record, legally dependable with no less evidentiary value than their paper equivalent, and immediately accessible to the inspector during an inspection to the same extent as a paper copy stored at the site would be, if the records were stored in paper form.

## Tips for ensuring that the minimum permit requirements are met:

* Read through this template and the 2022 CGP thoroughly before preparing your SWPPP to ensure that you have a working understanding of the permit’s underlying requirements. You will also need to consult Part 9 of the permit to determine if there are additional State or Tribal requirements that affect you.
* Complete this SWPPP template *prior* to submitting your NOI for permit coverage. This is required in CGP Parts 1.4.1 and 7.1.
* The SWPPP template is not complete until it is signed by your signatory consistent with CGP Part 7.2.10 and Appendix G, G.11.2.
* Once you obtain coverage under the CGP, include your NOI and authorization email, as well as a copy of the CGP, as attachments to the SWPPP.

Keep the SWPPP up to date throughout coverage under the CGP. This is required in CGP Part 7.4. While EPA has made every effort to ensure the accuracy of all instructions and guidance in this template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the template. In the event of a conflict between this template and any corresponding provision of the 2022 CGP, you must comply with the requirements in the permit. The permit and additional guidance are available at <https://www.epa.gov/npdes/2022-construction-general-permit-cgp>.

EPA’s 2022 CGP applies in three States (NM, MA and NH) as well as DC, Puerto Rico, Tribal lands, and some Federal Facilities. Note that if you are covered under a State-issued construction stormwater permit, you should check with your permitting authority to determine if this template can be used to develop a SWPPP for your project.

**Small Residential Lot Stormwater Pollution Prevention Plan (SWPPP)**

For Construction Activities At:

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

Insert Project/Site Telephone Number

SWPPP Prepared For:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

SWPPP Prepared By:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

SWPPP Preparation Date:

Enter date

SWPPP Revision Date (if applicable):

Enter date



Before proceeding, be advised that you will need to complete the following steps before finalizing your Small Residential Lot SWPPP.

* **STEP 1: Review the 2022 EPA Construction General Permit (CGP).**
* **STEP 2: Fill out all sections of this template. Sign the SWPPP certification.**
* **STEP 3: Attach applicable specification sheets [see Appendix] for the following three categories:**

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***Appendix A: Erosion and Sediment Control Specifications***

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***Appendix B: Stabilization Control Specifications***

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***Appendix C: Pollution Prevention Practice Specifications***

SWPPP Contents

[Part 1: Project Description and Shared Controls 5](#_Toc108101130)

[1. A. Nature of construction activities at this site 5](#_Toc108101131)

[1. B. Estimated dates that construction will take place 5](#_Toc108101132)

[1. C. Stormwater Team 5](#_Toc108101133)

[1. D. Shared Controls 6](#_Toc108101134)

[Part 2: Allowable Non-Stormwater Discharges 7](#_Toc108101135)

[Part 3: Erosion and Sediment Controls 8](#_Toc108101136)

[3. A. Preserve Native Topsoil (required based on site characteristics) 8](#_Toc108101137)

[3. B. Perimeter Controls (required for all sites – select at least one) 8](#_Toc108101138)

[3. C. Sediment Track-Out (required for all sites) 8](#_Toc108101139)

[3. D. Minimize Dust (required for all sites) 9](#_Toc108101140)

[3. E. Sediment Stockpiles (required based on site characteristics) 9](#_Toc108101141)

[3. F. Minimize Soil Compaction (required based on site characteristics) 9](#_Toc108101142)

[3. G. Storm Drain Inlet Protection (required based on site characteristics) 9](#_Toc108101143)

[3. H. Dewatering Controls (required based on site characteristics) 10](#_Toc108101144)

[3. I. Other Erosion and Sediment Controls (required based on site characteristics) 10](#_Toc108101145)

[Part 4: Site Stabilization 11](#_Toc108101146)

[4. A. Type of soil stabilization (check all that apply) 11](#_Toc108101147)

[4. B. Deadlines to initiate and complete stabilization 11](#_Toc108101148)

[Part 5: Pollution Prevention Practices 13](#_Toc108101149)

[5. A. Potential Pollutants at this Project Site 13](#_Toc108101150)

[5. B. Prohibited Discharges 13](#_Toc108101151)

[5. C. Pollution Prevention Practices 14](#_Toc108101152)

[Part 6: Inspections, Maintenance, Corrective Actions 15](#_Toc108101153)

[6. A. Site Inspections 15](#_Toc108101154)

[6. B. Dewatering Inspections 16](#_Toc108101155)

[6. C. Maintenance 16](#_Toc108101156)

[6. D. Corrective Action 17](#_Toc108101157)

[6. E. Training Requirements for Persons Conducting Inspections 18](#_Toc108101158)

[Part 7: Site Maps and Drawings 20](#_Toc108101159)

[SWPPP Certification 23](#_Toc108101162)

[SWPPP Appendices 24](#_Toc108101163)

# Part 1: Project Description and Shared Controls

Instructions: Complete Sections A, B, C, and D.

* Provide summary details of your project, including the number of homes to be built, the size of the lot on which construction will occur, and the total area of disturbance.
* Provide your best estimate of the dates that construction will start and finish.
* Specify what personnel will be given the responsibility for making sure that you are in compliance with the permit. These people will constitute the “stormwater team” for your project. You must verify below that each member of the stormwater team has read and understands the permit.
* Specify whether your site discharges into a “shared control.” A “shared control” is defined in CGP Appendix B as “a stormwater control, such as a sediment basin or pond, used by two or more operators that is installed and maintained for the purpose of minimizing and controlling pollutant discharges from a construction site with multiple operators associated with a common plan of development or sale. Any operators that are contributing stormwater from their construction activities to a shared control are considered to rely upon a shared control.”
* If your site does discharge to a shared control, select the boxes to acknowledge your responsibilities under the permit relevant to the shared control.

[CGP Part 1.1.2; 6.1; 6.2; 7.1, footnote #83; 7.2.2]

## 1. A. Nature of construction activities at this site

This project will result in the construction of Insert # of single family or duplex dwellings to be built (must be 5 or fewer) dwellings in the same common plan of development or sale.

|  |  |  |
| --- | --- | --- |
| **Lot Address** | **Total Lot Size (Acres)** | **Maximum Area of Construction Disturbance (Acres)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
|  |  | Total maximum disturbed area (must be less than one acre per lot; fewer than five acres total): |

## 1. B. Estimated dates that construction will take place

1. Construction activities on this project will begin on or about: Enter date  
   (Note: once the actual date is known, correct the estimated date)
2. All construction activities on this project will be completed on or about: Enter date  
    (Note: once the actual date is known, correct the estimated date)

## 1. C. Stormwater Team

Identify person(s) responsible for compliance with this permit. These persons constitute the stormwater team for the purposes of CGP Part 7.2.2. Each person must verify that they have read the CGP and understand the applicable requirements.

|  |  |  |
| --- | --- | --- |
| **Name and Position** | **Responsibilities** | **I Have Read the CGP And Understand the Applicable Requirements** |
| 1. Insert name and position of each person that are part of the project’s stormwater team | Insert responsibility | Yes Date: Enter date |
| 2. Insert name and position of each person that are part of the project’s stormwater team | Insert responsibility | Yes Date: Enter date |

## 1. D. Shared Controls

Does stormwater or dewatering water from your site discharge into a shared control that is located outside of the construction area for your small residential lots?   Yes  No

If “Yes” is checked above, I acknowledge the following (all must be checked):

Another party has assumed primary responsibility for the design, installation, and maintenance of the shared control, and for compliance with any relevant CGP requirements.

**Note:** Be advised that this other party is considered an “operator” under the CGP, and must obtain permit coverage either under the CGP or an individual NPDES permit for discharges related to the shared control.

As a permitted operator, I am responsible for compliance with the permit’s terms and conditions. Because I am relying on another party to comply with permit requirements related to the shared control, I understand that I do not have to duplicate permit-related functions related to the shared control if the other party is implementing them such that both my site and the other party are in compliance with the permit. However, I remain responsible for permit compliance if this other party fails to take actions necessary for me to comply with the permit. Additionally, I am responsible for ensuring, either directly or through coordination with other operators, that my activities do not cause a violation or compromise any other operators’ controls and/or any shared controls.

# Part 2: Allowable Non-Stormwater Discharges

Instructions:

Identify whether any of the following allowable discharges (referred to as “non-stormwater discharges”) may occur at your site. Note: If there will be additional types of non-stormwater discharges present at your site, those discharges must be covered under a separate NPDES permit.

[CGP 1.2.2; 7.2.5]

**List of Allowable Non-Stormwater Discharges Present at the Site**

|  |  |
| --- | --- |
| **Type of Allowable Non-Stormwater Discharge** | **Likely to be Present at Your Site?** |
| Discharge from emergency fire-fighting activities | YES  NO |
| Fire hydrant flushings | YES  NO |
| Landscape irrigation | YES  NO |
| Water used to control dust | YES  NO |
| Potable water including uncontaminated water line flushings | YES  NO |
| Routine external building wash down that does not use soaps, solvents, or detergents | YES  NO |
| Pavement wash waters provided spills or leaks of toxic or hazardous materials have not occurred (unless all spill material has been removed) and where detergents are not used. | YES  NO |
| Uncontaminated air conditioning or compressor condensate | YES  NO |
| Uncontaminated, non-turbid discharges of ground water or spring water | YES  NO |
| Foundation or footing drains where flows are not contaminated with process materials such as solvents or contaminated ground water | YES  NO |
| Uncontaminated construction dewatering water (as defined in CGP Appendix A) discharged consistent with CGP Part 2.4 and with Section 3.H of this SWPPP | YES  NO |



Note: You are reminded of the requirement to identify the likely locations of any allowable non-stormwater discharges on site map(s) within PART 7: SITE MAPS*.* Use the list of checked items above to populate *Map #2: Construction Phase*.

Reminder: Construction sites that include **equipment or vehicle washing** operations are *ineligible* to use the Small Residential Lot SWPPP Template.

# Illustration of silt fencing.Part 3: Erosion and Sediment Controls

During the course of my project, I will use the following controls to minimize erosion and sediment discharges in stormwater. These controls will be designed, installed, maintained, and removed in accordance with the specifications in *Appendix A: Erosion and Sediment Control Specifications*. Location on site for each of these practices is depicted in the attached site maps in Part 7: Site Maps.

Instructions:

Choose which erosion and sediment controls will be used at your site. You must comply with the specifications for design, installation, maintenance, and removal of each control in *Appendix A: Erosion and Sediment Control Specifications*. If you wish to outline alternative erosion and sediment control practices, please do so within this section.

[CGP Part 2.1; 7.2.6]

## 3. A. Preserve Native Topsoil (required based on site characteristics)

**Permit requirement:** You must preserve native topsoil on your site, unless infeasible. CGP Part 2.2.8.

To comply with this requirement, I will do the following (check one):

**I will preserve some portion of the topsoil I remove so that it can be re-applied for vegetative stabilization.** I will use the following soil preservation control to manage and preserve native topsoil on site for later use in stabilizing the site:

**Practice ES-1 - Soil Stockpiling and Topsoil Preservation**

**It is infeasible to preserve topsoil at my site.** Provide explanation

## 3. B. Perimeter Controls (required for all sites – select at least one)

**Permit requirement:** You must install sediment controls along any perimeter areas of the site that are downslope from any exposed soil or other disturbed areas. CGP Part 2.2.3.

To comply with this requirement, I will use the following type of perimeter control(s) at my site (check at least one):

**Practice ES-2 - Silt Fence Sediment Barrier**

**Practice ES-3 - Sediment Filter Log** (e.g., fiber roll, sediment log, bio roll)

**Other:** Describe type of perimeter control that you will use.

## 3. C. Sediment Track-Out (required for all sites)

**Permit requirement:** You must minimize the track-out of sediment onto off-site streets, other paved areas, and sidewalks from vehicles existing your construction site. CGP Part 2.2.4.

To comply with this requirement, I will use the following type of sediment track-out control at my site (check at least one):

**Practice ES-4 - Stabilized Exit Pad**

**Other:** Describe type of sediment track-out control that you will use. This includes any proprietary controls (e.g., track-out control mats, mud mats).

## 3. D. Minimize Dust (required for all sites)

**Permit requirement:** You must minimize the generation of dust to avoid pollutant discharges to the extent feasible through application of water or other dust suppression techniques. CGP Part 2.2.6.

To comply with this requirement, I will use the following type of dust control at my site:

**Practice ES-5 - Dust Control**

## 3. E. Sediment Stockpiles (required based on site characteristics)

**Permit requirement:** Manage stockpiles or land clearing debris piles composed, in whole or in part, of

sediment and/or soil. CGP Part 2.2.5.

To comply with this requirement, I will use the following type of sediment stockpile control at my site:

**Practice ES-1 - Soil Stockpiling and Topsoil Preservation**

## 3. F. Minimize Soil Compaction (required based on site characteristics)

**Permit requirement:** In areas of your site where final vegetative stabilization will occur or where infiltration practices will be installed, you must minimize soil compaction. CGP Part 2.2.9.

To comply with this requirement, I will use the following practices to minimize soil compaction (check at least one):

**Practice ES-6 - Protect Areas Reserved for Vegetation and Infiltration**

**Other:** Describe type of control that you will use.

## 3. G. Storm Drain Inlet Protection (required based on site characteristics)

**Permit requirement:** If you discharge to a storm drain inlet that you have access to, you must install protection measures that remove sediment from your stormwater discharge. CGP Part 2.2.10.

Is this control is required on my site?

Yes, because stormwater that leaves my property flows into a storm sewer inlet (without first flowing to a sediment basin, sediment trap, or similarly effective control) that I have access to.

No, because stormwater will not flow into a storm sewer inlet that I have access to, or because it flows first into a sediment basin, sediment trap, or similarly effective control

If “Yes” is checked above, I will use the following type of sewer inlet protection control to comply with this requirement.

**Practice ES-7 – Inlet Controls (check at least one)**:

**Block and gravel barrier  Sediment control logs**

**Sand or rock bags  Filter bag inlet protection**

**Other:** Specify.

## 3. H. Dewatering Controls (required based on site characteristics)

**Permit requirement:** You must minimize the discharge of pollutants from dewatering operations. CGP Part 2.4.

Is this control required on my site?

Yes, because I will be discharging dewatering water off my site. Dewatering includes draining accumulated stormwater and/or groundwater from building foundations, vaults, and trenches, or other similar points of accumulation.

No, because I will not be discharging dewatering water off my site in the form of water that is drained from accumulated stormwater and/or groundwater from building foundations, vaults, and trenches, or other similar points of.

If “Yes” is checked above, I will use the following type of sediment control designed to prevent discharges with visual turbidity.

**Practice ES-8 – Pumped Water Filter Bags**

**Other:** Describe type of control that you will use.

## 3. I. Other Erosion and Sediment Controls (required based on site characteristics)

**Permit requirement:** You must design, install, and maintain erosion and sediment controls that minimize the discharge of pollutants from your site. CGP Part 2.1.

If you plan to use other erosion and sediment controls on your site that do not fall under any of the areas already covered above, describe them below:

Type of stormwater control:Describe any other stormwater control present at your site.

Date of installation: Insert date - must be prior to start date of construction

Location on site: The attached site map shows where this control will be placed.

Design, installation, maintenance, and removal specifications: Describe installation, maintenance, and removal procedures.

Date of installation: Insert date - must be prior to start date of construction

Repeat as necessary.

# Illustration of grass.Part 4: Site Stabilization

During the course of my project, I will use the following controls for temporary and permanent stabilization on my site. These controls will be designed, installed, maintained, and removed in accordance with the specifications in *Appendix B: Stabilization Control Specifications*. Location on site for each of these practices is depicted in the attached site maps in Part 7: Site Maps.

Instructions:

Choose which temporary and permanent stabilization controls will be used at your site. You must comply with the specifications for design, installation, maintenance, and removal of each stormwater control in *Appendix B: Stabilization Control Specifications*. If you wish to outline alternative site stabilization practices, please do so within this section.

[CGP Part 2.2.14; 7.2.6.b.vii]

**Permit Requirement:** Initiate the installation of stabilization measures immediately in any areas of exposed soil where construction activities have permanently ceased or will be temporarily inactive for 14 or more calendar days. CGP Part 2.2.14.a.

## 4. A. Type of soil stabilization (check all that apply)

**Vegetative** (select specific type from options below):

**Practice SS-1 – Seeding**

**Practice SS-2 – Sod**

**Non-vegetative cover** (select specific type from options below):

**Practice SS-3 – Erosion Control Blankets or Turf Reinforcement Mats**

**Practice SS-4 – Mulching**

**Other type of vegetative or non-vegetative stabilization measure not listed above:** Specify type.

## 4. B. Deadlines to initiate and complete stabilization

* **Deadline to initiate soil stabilization:** Where work will not occur for 14 or more days in any area of bare soil on my site, I will initiate stabilization immediately. CGP Part 2.2.14.a. Any of the following activities qualifies as initiating stabilization:

1. Prepping the soil for vegetative or non-vegetative stabilization
2. Applying mulch or other non-vegetative product to the area of bare soil
3. Seeding or planting the exposed area
4. Starting any of the activities in 1, 2, or 3 on a portion of the area to be stabilized, but not on the entire area
5. Finalizing arrangements to have stabilization product fully installed

* **Deadline to complete soil stabilization:** Check the appropriate box below and follow the deadlines that correspond to that box:

**The project is located in an arid, semi-arid, or drought-stricken area, and construction will occur during the seasonally dry period or during a period in which a drought is occurring, and you are using vegetative stabilization measures.**

I will complete the following by the deadlines below:

* Within 14 calendar days of when work has ceased in the affected area, install temporary, non-vegetative stabilization measures to the extent necessary to prevent erosion, and
* As soon as practicable given conditions or circumstances at the site, complete all activities necessary to initially seed or plant the area to be stabilized.
* To achieve final stabilization, the area must be seeded or planted to provide established vegetation that covers 70 percent or more of the vegetative cover native to local undisturbed areas within 3 years. In addition, non-vegetative erosion controls that provide cover for at least 3 years must be installed. CGP Part 2.2.14.c.iii.a.

**All other construction projects, other than those described above.**

I will complete the following as soon as practicable, but no later than 14 calendar days after initiating stabilization measures:

* For vegetative stabilization, complete all activities necessary to initially seed or plant the area to be stabilized. To achieve final stabilization, vegetation must provide 70 percent or more of the vegetative cover native to local undisturbed areas.
* For non-vegetative stabilization, complete the application of all non-vegetative measures to the area to be stabilized. CGP Part 2.2.14.c.ii.

The site map in Part 7 of this SWPPP shows where stabilization will occur on this site. For installation, maintenance, and removal specifications for each stormwater control, see *Appendix B: Stabilization Control Specifications*.

# Illustration of material and waste storage.Part 5: Pollution Prevention Practices

Instructions:

Identify potential pollutants and choose which pollution prevention practices will be used at your site. You must comply with the specifications for design, installation, maintenance, and removal in *Appendix C: Pollution Prevention Practice Specifications*. If you wish to outline alternative pollution control practices, please do so within this section.

[CGP Part 2.3; 7.2.4.h]

## 5. A. Potential Pollutants at this Project Site

Identify the potential pollutant sources on the site (check all that apply). CGP Part 7.2.3.g.

Sediment  Wastewater from concrete washout/cleanout

Paint  Wastewater from stucco washout/cleanout

Fertilizers  Pesticides and herbicides

Caulks and sealants  Fuel

Fluorescent light ballasts  Solvents

Contaminated substrates

In addition to the above, the following chemicals, compounds, or other pollutant sources will be located at my site during construction: Identify any not included in the list above.

## 5. B. Prohibited Discharges

The following discharges are prohibited under the permit and are considered a violation should any occur. CGP Part 1.3.

1. Wastewater from washout of concrete, unless managed by an appropriate control.
2. Wastewater from washout and/or cleanout of stucco, paint, form release oils, curing compounds, and other construction materials
3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance.
4. Soaps, solvents, or detergents used in vehicle and equipment washing or external building washdown
5. Toxic or hazardous substances from a spill or other release.

In the event that one of these discharges occurs, I will take corrective action consistent with Part 6.c of this SWPPP.

## 5. C. Pollution Prevention Practices

During the course of my project, I will implement the following practices to minimize pollutant discharges from my site. These controls will be designed, installed, maintained, and removed in accordance with the specifications in *Appendix C: Pollution Prevention Practice Specifications*. Location on site for each of these practices is depicted in the attached site maps in Part 7: Site Maps. Where a practice does not apply to my site because the type of pollutant will not be present during any part of the project, I have indicated that this practice is “N/A” (Not Applicable).

Note: By checking “Yes” in the “Applicable to My Site?” box below, you are committing to following the corresponding practice specifications outlined in *Appendix C: Pollution Prevention Practice Specifications.* If you wish to outline alternative pollution control practices, please do so within this section.

|  |  |  |
| --- | --- | --- |
| **Pollutant Sources** | **Pollution Prevention Practice**  *(See Appendix C for specifications)* | **Applicable to My Site?** |
| Building products, materials, and wastes (CGP Part 2.3.3.a) | **Practice PP-1 - Materials Storage and Handling** | **☑** Yes (required) |
| Pesticides, herbicides, insecticides, and fertilizers (CGP Part 2.3.3.b, 2.3.5) | **Practice PP-1 - Materials Storage and Handling** | Yes  N/A |
| Diesel fuel, oil, hydraulic fluids, other petroleum products, and other chemicals (CGP Part 2.3.3.c) | **Practice PP-1 - Materials Storage and Handling** | Yes  N/A |
| Hazardous or toxic waste (CGP Part 2.3.3.d) | **Practice PP-1 - Materials Storage and Handling** | Yes  N/A |
| Construction and domestic waste (CGP Part 2.3.3.e) | **Practice PP-2 - Construction and Solid Waste Management** | **☑** Yes (required) |
| Sanitary waste (CGP Part 2.3.3.f) | **Practice PP-3 - Sanitary Waste Management** | Yes  N/A |
| Washwater from paint, concrete, or other applicators and containers (CGP Part 2.3.4) | **Practice PP-4 - Concrete/Stucco Washout Controls** | Yes  N/A |

**Describe any other pollution prevention practices to be implemented at the site:** Insert text here.

**For any pollution prevention requirements that you indicated are not applicable (“N/A”) in the table above, describe why they are not applicable:** Insert text here.

*Insert project specific spill plan and response procedures if applicable.*

# Part 6: Inspections, Maintenance, Corrective Actions

Instructions:

Identify appropriate procedures for inspections, maintenance, corrective actions, and training at your site, consistent with the requirements in the CGP.

[CGP Part 4; 5; 7.2.7]

## 6. A. Site Inspections

**Permit requirement:** You must conduct a site inspection either (1) once every 7 calendar days, or (2) once every 14 calendar days and within 24 hours of the occurrence of a storm event of 0.25 inches or greater of rain within a 24-hour period or within 24 hours of a discharge caused by snowmelt from a storm event that produces 3.25 inches or more of snow within a 24-hour period, unless your inspection frequency is reduced for stabilized areas; arid, semi-arid, or drought-stricken areas; or for frozen conditions. CGP Parts 4.2; 4.4.

Inspection frequency (select the inspection schedule for your site):

At least once every 7 calendar days, **or**

Once every 14 calendar days and within 24 hours of the occurrence of a storm event of 0.25 inches or greater of rain within a 24-hour period or within 24 hours of a discharge caused by snowmelt from a storm event that produces 3.25 inches or more of snow within a 24-hour period

Once I have stabilized the areas of bare soil on my site pursuant to Part 4: Site Stabilization, above, I may reduce the inspection frequency to once per month.

Reduced inspection frequency for special circumstances (select any that apply to your site):

For arid, semi-arid areas, or drought-stricken areas: Inspections will occur once per month and within 24 hours of the occurrence of a storm event that produces 0.25 inches of rain or more within a 24-hour period, or within 24 hours of a snowmelt discharge from a storm event that produces 3.25 inches or more of snow within a 24-hour period

For frozen conditions:

* If construction activities are suspended, disturbed areas have been stabilized, and discharge is unlikely due to continuous frozen conditions, inspections may be temporarily suspended until thawing conditions.
* If construction activities are still occurring, all areas that are not being actively disturbed have been stabilized, and discharge is unlikely due to continuous frozen conditions, inspections may be reduced to once per month.

During frozen conditions, document the following:

Start date of frozen conditions Enter date

End date of frozen conditions Enter date

**Areas to be inspected:** During each inspection, I will inspect the following areas of my site, as required by the permit:

* Cleared, graded, or excavated areas of the site;
* Stormwater controls (e.g., perimeter controls, exit points) and pollution prevention controls (e.g., pollution prevention practices for vehicle fueling/maintenance, construction product storage, handling, disposal) at the site;
* Material, waste, borrow, and equipment storage and maintenance areas;
* Areas where stormwater flows within the site;
* Stormwater discharge points; and
* Areas where stabilization has been implemented.

**Inspection report**: I will complete an inspection report within 24 hours of completing any site inspection consistent with the report template found in Appendix G and available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#inspection>.

## 6. B. Dewatering Inspections

**Permit Requirement:** You must conduct and record a dewatering inspection once per day on which the discharge of dewatering water occurs. CGP Part 4.3.2; 4.6.3.

Site Dewatering Requirements (select one that applies to your site):

I am required to conduct dewatering inspections. I will be discharging dewatering water from my site but never to an impaired water or Tier 2, 2.5, or 3 water. Note that if your project discharges to an impaired or Tier 2, 2.5, or 3 water, you are not eligible to use the Small Residential Lot SWPPP Template.

I am not required to conduct dewatering inspections. I will not be discharging any dewatering water from my site.

**Inspection Schedule:** I will inspect dewatering activities once per day on which the discharge of dewatering water occurs.

**Inspection Requirements**: I will look for the following indications of pollutant discharges at the point of discharge or in any receiving waters near the site, and/or drainage features or storm drain inlets:

* Sediment plume, suspended solids, unusual color, presence of odor, decreased clarity, or presence of foam.
* Visible sheen on the water surface or visible oily deposits at the bottom or shoreline of a receiving water.

If any of these indications are observed, I will conduct corrective action(s) as described in Section 6.D.

**Inspection Report**: I will complete an inspection report within 24 hours of completing any dewatering inspection consistent with the report template found in Appendix G and available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#inspection>.

## 6. C. Maintenance

**Permit Requirement:** You must ensure that all erosion and sediment controls and pollution prevention practices remain in effective operating condition during permit coverage and are protected from activities that would reduce their effectiveness. CGP Part 2.1.1.4.

If I find a problem with a stormwater control or pollution prevention practice requiring minor repairs or other upkeep to ensure it remains in effective operating condition, not including significant repairs or the need to install a new or replacement control, I will conduct the following routine maintenance:

* Initiate work to fix the problem immediately after discovering the problem, and complete such work by the close of the next work day; or
* If it is infeasible to complete the routine maintenance by the close of the next business day, document why this is the case and why the repair or other upkeep to be performed should still be considered routine maintenance in your inspection report under Part 4.7.1c, and complete such work no later than seven (7) calendar days from the time of discovery of the condition requiring maintenance.
* If I find it necessary to repeatedly (i.e., three (3) or more times) conduct the same routine maintenance fix to the same control at the same location, I will document it as a corrective action unless it can be documented in the inspection report that the specific reoccurrence of this same problem should still be addressed as a routine maintenance fix.

## 6. D. Corrective Action

**Permit Requirement:** You must complete corrective action in accordance with the permit’s deadlines. CGP Part 5.1; 5.2; 5.3.

General Corrective Action Requirements:

I will take corrective action(s) to address the following triggering conditions should they occur at my site.

* A stormwater control needs a significant repair or a new or replacement control is needed
* I find it necessary to repeatedly (i.e., three (3) or more times) conduct the same routine maintenance fix to the same control at the same location (unless it can be documented in the inspection report that the specific reoccurrence of this same problem should still be addressed as a routine maintenance fix)
* A required stormwater control was never installed, or was installed incorrectly
* I became aware that discharges are not meeting applicable water quality standards
* One of the prohibited discharges listed in Section 5.B, above, has occurred
* EPA requires corrective actions as a result of a permit violation found during an inspection

I will take the following corrective actions if one of the above triggering conditions occur:

* Immediately take all reasonable steps to minimize the discharge of pollutants until a permanent solution is installed and made operational, including cleaning up any contaminated surfaces so that the material will not discharge in subsequent storm events.
* Complete the corrective action by the close of the next business day when the problem does not require a new or replacement control or significant repair. However, if the problem requires a new or replacement control or significant repair, I am required to install the new or modified control and make it operational, or complete the repair, by no later than seven (7) calendar days from the time of discovery.
* If it is infeasible to complete the installation or repair within seven (7) calendar days, I am required to document in my records why it is infeasible to complete the installation or repair within the 7-day timeframe and document the schedule for installing the stormwater control(s) and making it operational as soon as feasible after the 7-day timeframe.

Corrective Actions for Dewatering Activities (if applicable, see Section 6.B.):

I will take corrective action(s) to address the following triggering conditions should they occur at my site.

* I observe a sediment plume, suspended solids, unusual color, presence of odor, decreased clarify, or presence of foam at the point of discharge or in any receiving waters near the site, and/or drainage features or storm drain inlets
* I observe a visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water.
* EPA, State or local authorities inform me of the presence of any of these potential pollutant discharges mentioned in the prior two bullets.

I will take the following corrective actions if one of the above triggering conditions occur:

* Immediately take all reasonable steps to minimize the discharge of pollutants.
* Determine whether the dewatering controls are operating effectively and whether they are causing the conditions.
* Make necessary adjustments, repairs, or replacements to the dewatering controls to remove the visible plume or sheen.

**Corrective action log**: For each corrective action taken, I will record the required information in a corrective action log consistent with the template found in Appendix H and available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>.

## 6. E. Training Requirements for Persons Conducting Inspections

**Permit requirement:** The operator is required to ensure that any person conducting inspections under the CGP is a “qualified person.”

A qualified person for projects that receive CGP coverage on or after February 17, 2023 must, at a minimum, either:

* Have completed the EPA construction inspection course developed for this permit and have passed the exam; or
* Hold a current valid construction inspection certification or license from a program that, at a minimum, covers (i) the principles and practices of erosion and sediment control and pollution prevention practices at construction sites; (ii) proper installation and maintenance of erosion and sediment controls and pollution prevention practices at construction sites and (iii) performance of inspections, including the proper completion of required reports and documentation, consistent with CGP Part 4.

A qualified person for projects that receive coverage under this permit prior to February 17, 2023 must, at a minimum, be a person knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, who possesses the appropriate skills and training to assess conditions at the construction site that could impact stormwater quality, and the appropriate skills and training to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit. CGP Parts 4.1; 6.3.

Identify the personnel from your stormwater team who are considered a qualified person for the purposes of conducting inspections at the project site and provide information on their qualifications [CGP Part 7.2.2]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Position** | **Training(s) Received** | **Date Trainings(s) Completed and Relevant exam Passed** | **If Training is a Non-EPA Training, Confirm that it Satisfies the Minimum Elements of CGP Part 6.3.b** |
| 1. Insert name and position of qualified person | Insert title of training received | Date: Enter date | Principles and practices of erosion and sediment control and pollution prevention practices at construction sites  Proper installation and maintenance of erosion and sediment controls and pollution prevention practices used at construction sites  Performance of inspections, including the proper completion of required reports and documentation, consistent with the requirements of Part 4 |
| 2. Insert name and position of qualified person | Insert title of training received | Date: Enter date | Principles and practices of erosion and sediment control and pollution prevention practices at construction sites  Proper installation and maintenance of erosion and sediment controls and pollution prevention practices used at construction sites  Performance of inspections, including the proper completion of required reports and documentation, consistent with the requirements of Part 4 |

**Training Documentation:** Attach to Appendix H of this SWPPP documentation of completed training and, if applicable, records showing that any non-EPA certificate or license is still current.

# Part 7: Site Maps and Drawings

Instructions:

For each map template, include a depiction of each bulleted item, as applicable.

The 2022 EPA CGP requires operators to provide a map or series of maps identifying property boundaries, locations of construction activities, locations of final structures and surfaces that will be left impervious upon completion of project, locations of all receiving waters within the site and receiving waters within one mile downstream of the site’s discharge point(s), stormwater discharge locations, locations of potential pollutant-generating activities, and locations of stormwater controls.

[CGP Part 7.2.4]



**MAP #1 – Pre-Construction Phase**

Before you continue, be sure to review the series of **EXAMPLE SITE MAPS** provided in APPENDIX D of this template.

Use this map to depict:

* Boundaries of your site
* Storm drain inlets
* Topography of the site, existing vegetative cover, and drainage patterns onto, over, and from the site property
* Any slope greater than 5%
* Locations where construction activities and earth-disturbing activities will occur (e.g., limits of disturbance, building footprint)

**Empty grid provided for a user to draw their site map.**

**MAP #2 – Location of Pollutant Sources and Relevant Controls**

Use this map to depict:

* Location of designated areas (with clear signage in English and, as appropriate, Spanish) for waste disposal, chemical/hazardous/construction materials storage, and stucco/concrete washout.
* Locations of structures and/or other impervious surfaces to be constructed
* Locations of all potential pollutant-generating activities
* Locations of all erosion and sediment controls
* Locations of all dewatering operations and controls
* Locations of all temporary and/or permanent stabilization controls
* Locations of all pollution prevention controls
* Drainage patterns onto, over, and from the site property after major grading activities
* Allowable non-stormwater discharges (refer to Part 2 of this template)

**Empty grid provided for a user to draw their site map.**

# Additional Requirements Imposed by a State or Tribal Authority

I will comply with any additional requirements imposed by the State or Tribal authority for my small residential lot project in Part 9 of the CGP. I will refer to Part 9 to determine any additional requirements applicable to my project.

# Attachments

I have included a copy of my Notice of Intent (NOI) and authorization email as well as a copy of the 2022 EPA CGP as attachments to this SWPPP.

# SWPPP Certification

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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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 (printed) | Title | Signature | Date |
| --- | --- | --- | --- |

# SWPPP Appendices

***Appendix A – Erosion and Sediment Control Specifications***

***Appendix B – Stabilization Control Specifications***

***Appendix C – Pollution Prevention Practice Specifications***

***Appendix D – Example Site Maps***

***Appendix E – Copy of the Construction General Permit***

***Appendix F – Copy of NOI and EPA Authorization Email***

***Appendix G – Completed Inspection Reports***

***Appendix H – Completed Corrective Action Logs***

**Appendix I – *Documentation of Completed Trainings for Qualified Persons***

# Stormwater Control Appendices

Appendices A, B, and C provide specifications for typical small residential lot construction erosion and sediment controls, stabilization controls, and pollution prevention practices. Indicate below which controls you selected for your site in Parts 1-7 above, and the date you will install and remove each selected control. Note, some controls are mandatory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practice Number** | **APPENDIX A: Erosion and Sediment Control Specifications** | **Included in this SWPPP?** | **Date of Installation** | **Date of Removal** |
| **ES-1** | Soil Stockpiling and Topsoil Preservation | ☐ YES ☐ NO |  |  |
|  | Perimeter Controls | YES  (REQUIRED. Select “Yes” for ES-2 or ES-3 or both.) | | |
| **ES-2** | Silt Fence Sediment Barrier | YES  NO |  |  |
| **ES-3** | Sediment Filter Log | YES  NO |  |  |
| **ES-4** | Stabilized Exit Pad | YES (REQUIRED) |  |  |
| **ES-5** | Dust Control | YES (REQUIRED) |  |  |
| **ES-6** | Protect Areas Reserved for Vegetation and Infiltration | ☐ YES ☐ NO |  |  |
| **ES-7** | Inlet Controls | ☐ YES ☐ NO |  |  |
| **ES-8** | Pumped Water Filter Bag | ☐ YES ☐ NO |  |  |
| **Practice Number** | **APPENDIX B: Stabilization Control Specifications** | **Included in my SWPPP?** | **Date of Installation** | **Date of Removal** |
|  | Vegetative Controls | | | |
| **SS-1** | Seeding | YES  NO |  |  |
| **SS-2** | Sod | YES  NO |  |  |
|  | Non-vegetative Controls | | | |
| **SS-3** | Erosion Control Blankets or Turf Reinforcement Mats | YES  NO |  |  |
| **SS-4** | Mulching | YES  NO |  |  |
| **Practice Number** | **APPENDIX C: Pollution Prevention Practice Specifications** | **Included in my SWPPP?** | **Date of Installation** | **Date of Removal** |
| **PP-1** | Materials Storage and Handling | YES (REQUIRED) |  |  |
| **PP-2** | Construction and Solid Waste Management | YES (REQUIRED) |  |  |
| **PP-3** | Sanitary Waste Management | YES  NO |  |  |
| **PP-4** | Concrete/Stucco Washout Controls | YES  NO |  |  |



Note: The specification sheets in Appendix A, B, and C included in this SWPPP should correspond to the controls you selected in Parts 1-7 above. Remove any controls not applicable to your site.

# APPENDIX A – EROSION AND SEDIMENT CONTROL SPECIFICATIONS

## Soil Stockpiling and Topsoil Preservation (ES-1)

|  |
| --- |
| A silt fence staked around the perimeter of a small soil stockpile.  Application of silt fencing to control muddy runoff from soil stockpile. Leaving a site with quality soil encourages healthy root growth and reduces time and resources needed to care for turf and landscape plantings. |

**Use:** Protect soil stockpiles from contact with rainwater and/or stormwater, and preserve native topsoil.

**Location:** Locate stockpiles away from storm inlets, constructed and natural site drainage features, and areas where stormwater flow is channelized. Locate topsoil stockpiles where they will not erode or block drainage structures, site entrances, or access to waste disposal areas.

Design criteria:

***General soil and sediment stockpile criteria:***

* Site operator(s) must protect stockpile from contact with stormwater (including water run-on) and/or prevent sediment-laden stormwater from being discharged from the stockpile using a temporary perimeter sediment barrier along all downgradient perimeter areas of the stockpiled soil or land clearing debris piles. See (ES-2, Silt Fence Sediment Barrier and ES-3, Sediment Filter Log). If stockpile will be left uncovered for 14 days or more, apply temporary mulch or seed (see SS-1, Vegetative Stabilization – Seeding). For smaller stockpiles, plastic sheeting or tarps may be used. Unless infeasible, securely protect the stockpile from wind erosion (see ES-5, Dust Control).

*Removing topsoil:*

* Prior to stripping away topsoil (typically the first 4 to 6 inches of soil), ensure that all downslope erosion and sediment controls and upslope run-on diversions are in place. Avoid stripping topsoil from areas that will not be disturbed by excavation, grading, filling, or road building.

*Topsoil storage:*

* Where disturbance to native topsoil will occur at your site, unless infeasible, you should stockpile and reuse it in areas that will be stabilized with vegetation. To maximize the native topsoil’s continued function, when stockpiling native topsoil, you should mound the soil and cover to prevent soil erosion and weed growth. Uncovered stockpiles should be protected with a sediment barrier (e.g., silt fence, sediment filter log) around the downslope perimeter of the stockpile. As a guideline, soil should be mounded to a height of no higher than 4 feet for less than 1 year, and preferably for less than 6 months.

*Reapplying Topsoil:*

* Prior to placing topsoil in the desired location, verify that subgrade has been graded and is structurally stable. Perform pH tests whenever possible prior to soil placement in order to determine whether soil amendments or treatments are necessary to support vegetation growth.
* Loosen subgrade to a depth of 3 inches by disking or scarifying to ensure that topsoil bonds with underlying earth. Apply a minimum of 4 inches of topsoil. Do not spread topsoil when subgrade is wet or frozen.

Maintenance/Removal:

* See perimeter sediment barrier maintenance specifications (ES-2, Silt Fence Sediment Barrier and ES-3, Sediment Filter Log).
* Do not hose down or sweep leftover soil or sediment accumulated on pavement or other impervious surfaces into any constructed or natural site drainage feature, storm drain inlet, or receiving water.

## Silt Fence Sediment Barrier (ES-2)

|  |
| --- |
| A silt fence installed downslope of earth-disturbing construction activity.Proper silt fence installation at the perimeter of a construction site. |

**Use:** Intercept and contain muddy stormwater to trap sediment.

**Location:** Downhill from bare soil or other disturbed areas.

Design criteria:

* Make sure ends of silt fence are turned uphill (e.g., at 45 degrees) forming a crescent, to prevent by-pass.
* Install silt fence fabric so that posts/stakes are on the downhill side.
* Install support posts according to site conditions: 3-4 feet apart in areas where water may overtop the fence, 5 feet in most other areas, 6-7 feet where there is not a considerable horizontal load.
* If installing by static slicing, use a static slicing machine, which pulls a narrow blade through the ground to create a slit 12 inches deep and simultaneously inserts the silt fence fabric into this slit behind the blade. Roll a tractor wheel along both sides of the slit 2-4 times to compact the soil after slicing and fabric insertion. Drive posts into the ground at appropriate intervals and attach the fabric to the posts.
* If installing by trenching, dig trench 4-8 inches deep just inside the downhill lot lines. Install silt fence on the contour of the slope. Install silt fence posts/stakes in trench, against downhill trench wall. About 6-8 inches of fabric should hang below grade in the trench. Backfill trench (with fabric in it) on the uphill side – tamp down the fill.

Maintenance:

* Check for bypasses and undercutting after rainstorms or significant snowmelt.
* Extend the silt fence if there are signs of bypass and repair any undercut areas. Use additional stakes to firm up bypass or undercut areas.
* Remove sediment before it reaches halfway up the exposed fabric.
* Inspect the silt fence in accordance with Part 6 of this SWPPP.
* If a complete replacement or a new control is required, complete and make operational within 7 calendar days where feasible.

Tips:

* Silt fence should intercept and pond stormwater water.
* Install around entire downhill perimeter of disturbed area.
* There is no need to install uphill from disturbed or bare soil areas.
* Minimize long runs of silt fence.

Removal:

* Silt fences are temporary – remove when uphill area is stabilized.
* Stabilization means all uphill bare soil is vegetated, sodded/seeded, paved, mulched, etc.
* After removal, dress up or seed/mulch silt fence area.
* Remove and properly dispose of or recycle silt fence fabric from the site, or store for later reuse.

## Sediment Filter Log (ES-3)

|  |
| --- |
| Sediment filter logs staked along the road on the edge of a several cleared residential lots.  Sediment filter logs at the edge of a residential construction site reduce the sediment carried onto the street by stormwater. |

**Use:** Intercept and contain muddy stormwater to trap sediment. Includes fiber rolls, sediment logs, bio rolls, compost filter socks, etc.

**Location:** Downhill from bare soil or other disturbed areas.

Design criteria:

* Grade area where the fiber roll will be located.
* Dig a 3-inch deep rounded trench around the downhill lot perimeter.
* Install filter log in the trench, pressing firmly into place.
* Pull filter log gently when driving stakes – do not stretch!
* Drive stakes through the filter log every 3-4 feet; leave 3 inches above roll.
* Use 24-inch stakes in soft soil, and 18-inch stakes in harder ground.
* Ensure maximum area draining to the filter log is less than one acre.
* Use larger diameter filter logs for high-flow areas.

Maintenance:

* Check for bypasses and undercutting after rainstorms or significant snowmelt.
* Extend the filter log if there are signs of bypass, and repair any undercut areas. Use additional stakes to firm up bypass or undercut areas.
* Remove sediment before it reaches halfway up the exposed filter log.
* Inspect the sediment filter log in accordance with Part 6 of this SWPPP.
* If a complete replacement or a new control is required, complete and make operational within 7 calendar days where feasible.

Tips:

* Filter logs are intended for relatively flat or slightly rolling terrain.
* Use silt fencing (ES-2, Silt Fence Sediment Barrier) in areas where slopes are long.
* Do not drive over filter log sections.
* If using compost socks, compost should be sanitized, mature, and biologically stable.

Removal:

* Filter logs are temporary – remove when uphill area is stabilized.
* Stabilization means all uphill bare soil is vegetated, sodded/seeded, paved, mulched, etc.
* Grade and sod or seed/mulch area where filter log was installed.

## Stabilized Exit Pad (ES-4)

|  |
| --- |
| A pad of gravel next to an asphalt roadway that leads into a construction site. A sign that says, “Danger, construction area, keep out,” is posted at the entrance.A construction entrance stabilized with gravel over filter cloth reduces the amount of sediment transported off site. |

**Use:** Temporary gravel construction entrance to prevent muddy tires/wheels from tracking sediment onto paved roads.

**Location:** Any point where traffic enters or leaves a construction site onto a paved public right-of-way, street, or parking area.

Design criteria:

* Install non-woven geotextile on graded soil to support the exit pad.
* Rock should be large enough to prevent muddy track-out at the exit.
* Spread rock evenly over geotextile.
* Thickness of the pad shall not be less than 6 inches.
* Grade the exit pad (usually where the driveway will be located) so that muddy stormwater does not flow onto streets or into storm drains.
* Divert stormwater from exit pad to grassy areas for infiltration, if possible.

Maintenance:

* Apply new rock or remove mud and dirt clods to keep pad clean.
* If mud or dirt clods have been tracked-out from your site onto the surface of streets, other paved areas, or sidewalks, remove by the end of the same work day or by the end of the end of the next work day if track-out occurs on a non-work day.
* Remove track-out by sweeping, shoveling, or vacuuming the impervious surface. Do not hose or sweep tracked-out sediment into any constructed or natural site drainage feature, storm drain inlet, or receiving water.
* If a complete replacement or a new control is required, complete and make operational within 7 calendar days where feasible.

Tips:

* Restrict vehicles and equipment from muddy areas of the site if possible.
* Limit traffic onto and off site by parking vehicles on street if possible.
* Avoid sharp-edged stones, which can puncture tires.

Removal:

* Pave over, or remove and stabilize the exit pad, when construction is completed.

## Dust Control (ES-5)

|  |
| --- |
| A water tanker truck driving along a dirt road, spraying water from the back of the truck, wetting the ground.  A water tanker truck wetting high traffic areas for dust suppression. |

**Use:** Prevent fine-grained sediments from being blown away by wind to off-site areas or other on-site areas where they could subsequently be washed into surface waters through stormwater discharges.

**Location:** Areas where exposed soil is vulnerable to wind erosion.

Design criteria: Select control measures from the following list:

* *Sprinkling/Irrigation*. Sprinkle the ground surface with water until moist. Note: this is an effective method in areas with vehicle traffic where other control methods may not be possible.
* *Vegetative Cover*. Use seed, sod, and/or other vegetative cover to stabilize areas that generate airborne dust. Follow requirements in *SS-1, Vegetative Stabilization - Seeding* or *SS-2, Vegetative Stabilization - Sod*, as applicable. Note: this is an effective method in areas not expected to handle vehicle traffic.
* *Mulch*. Follow specifications provided in *SS-4, Non-Vegetative Stabilization - Mulching*. Note: this is a quick and effective means of dust control for recently disturbed areas.
* *Wind Breaks*. Wind breaks are barriers (either natural or constructed) that reduce wind velocity through a site and, therefore, reduce the possibility of suspended particles. Wind breaks can be trees or shrubs left in place during site clearing or constructed barriers such as a wind fence, snow fence, tarp curtain, hay bale, crate wall, or sediment wall.
* *Tillage.* Deep tillage in large open areas brings soil clods to the surface where they rest on top of dust, preventing it from becoming airborne.
* *Stone.* Stone can be an effective dust deterrent for construction roads and entrances or serve as mulch in areas that cannot establish vegetation.

Maintenance:

* Inspect any installed controls regularly for deterioration to ensure that they are still achieving their intended purpose.
* Dust control measures must be modified or upgraded if site inspection shows evidence of wind erosion.

Tips:

* Phasing construction activities to minimize the total area disturbed at any one time can greatly reduce problematic dust on site.

## Protect Areas Reserved for Vegetation and Infiltration (ES-6)

|  |
| --- |
| [A construction safety fence preserves existing grass near a paved area.](file:///E:\_11111111111\DAISY%20WANG\DAISY-NPDES%20BMP%20FACTSHEETS%20(JUNE%202020,%20JULY%202020)\Image%20Log\Constr%26Post-Con\Purchased%20iStock%20Photos\iStock-517103884.jpg)A construction safety fence preserves existing grass near a paved area. |

**Use:** Protect areas where vegetative stabilization or infiltration practices (e.g., rain gardens, bioswales, septic system drainfields) will be installed from excessive compaction. Preserve natural or existing vegetation from damage during project development.

Design criteria:

* Before the start of construction, identify protected and minimal disturbance areas with adequate signage in relevant languages (English, Spanish, etc.) and/or fencing.
* Train staff to avoid traffic and other impacts to protected areas.
* Indicate protected/minimal disturbance areas on site maps/drawings.
* Conduct soil restoration (i.e., conditioning) for areas that are not adequately protected or have been degraded by previous activities.

Maintenance:

* Replace fencing or signage as needed.
* If damage to the protected area occurs, consider removing and replacing damaged trees or shrubs and reseeding any bare areas.

Tips:

* Provide adequate signage in relevant languages (English, Spanish, etc.) directing vehicle traffic on site.
* Clearly mark site entrance and exit, as well as drop-off areas for materials delivery and waste pickup to avoid traffic in protected areas.

## Inlet Controls (ES-7)

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| A curb stormwater inlet surrounded by gravel. Bags of finer gravel are stacked immediately around the inlet. Larger, loose gravel is placed beyond the bags.  Curb inlets can be protected by gravel controls which are high enough to pond stormwater and enable settling of sediments. |
| A plastic storm rain cover overlays a storm drain inlet. Sediment and water sit on top of the cover.  Inlets can be protected with filter fabric and filter socks, which trap sediment and allow water to flow through. |

**Use:** Prevent soil and debris in stormwater from entering storm drain inlets. Inlet controls are not required if the inlet conveys stormwater to a sediment basin, sediment trap, or similar control.

**Design criteria**: Install inlet controls before any soil disturbance occurs on the site. Stormwater inlet protection is not appropriate as a primary sediment control. Construction staff should always use it with other controls. To function effectively, inlet protection measures must be installed to ensure that flows do not bypass inlet protection and enter the storm drain without treatment. However, designs must also enable the inlet to function without completely blocking flows in a manner that causes localized flooding. There are several types of effective inlet protection:

* *Excavated drop inlet protection.* Consists of a small area that construction staff can excavate or leave below grade around an inlet to create a settling pool. Small holes (also called weep holes) with gravel and/or filter fabric protection slowly release stormwater into the inlet. Recommended depths vary by location but are generally between 1 and 2 feet depending on site configurations.
* *Fabric drop inlet protection.* Consists of a barrier of porous fabric around an inlet that creates a shield against sediment while allowing water to flow into the inlet. This barrier slows stormwater while catching soil and other debris. If water levels are high enough, water should be able to overflow into the inlet leaving settled sediment behind. Typically, maximum fabric height is 1.5 feet unless adequate reinforcement is in place.
* *Block and gravel barrier.* Standard concrete blocks and gravel form a barrier to sediments that permits stormwater to flow through select sideways blocks. Similar to fabric drop inlet protection, block and gravel controls should be high enough to pond stormwater and enable settling of sediments, but not so high as to prohibit overtopping during times of high flows. Place two concrete blocks on their sides perpendicular to the curb at either end of the inlet opening. These will serve as spacer blocks. Place concrete blocks on their sides across the front of the inlet and abutting the spacer blocks. The openings in the blocks should face outward, not upward. Cut a 2-by-4 inch stud the length of the curb inlet plus the width of the two spacer blocks. Place the stud through the outer hole of each spacer block to help keep the front blocks in place. Place wire mesh over the outside vertical face (open ends) of the concrete blocks to prevent stone from being washed through the blocks. Use chicken wire, hardware cloth with 1/2 inch openings, or filter fabric. Place 3/4 -1 1/3 inch gravel against the wire to the top of the barrier.
* *Sand or rock bags*. Place barriers on gently sloping streets where water can pond. Bags should be of woven-type or mesh geotextile fabric since burlap bags deteriorate rapidly. Fill the bags with 3/4-inch drain rock or 1/4 inch pea gravel. Do not fill bags completely, so they will form a tight seal when packed in a row. Place the bags in a curved row from the top of curb at least 3 feet into the street. The row should be curved at the ends, pointing uphill. Several layers of bags should be overlapped and packed tightly. Leave a one-bag gap in the top row to act as a spillway. Once the small catchment areas behind the bags, or block and gravel, fill with sediment, future sediment-laden stormwater will enter the storm drain without being de-silted. Therefore, sediment must be removed from these structures during or after each storm. Additional storage can be obtained by constructing a series of bag barriers along the gutter so that each barrier traps small amounts of sediment.
* *Sediment control logs*. There are a variety of proprietary products available for “curb sock” or sediment control bag inlet protection. If proprietary products are used, design details and installation procedures from the manufacturer must be followed.
* *Filter bag inlet protection*. Wherever filter bags are used they should be installed according to manufacturer’s specifications. Ensure that the accompanying sand bag, filter log, or compost sock extends beyond the inlet opening. Filter bags should be cleaned and/or replaced when the bag is half full or when flow capacity has been reduced so as to prevent flooding or bypassing of the inlet. Needed repairs are to be initiated immediately after the inspection, and a supply of replacement filter bags should be kept on site.

Maintenance:

* To prevent clogging and/or breakthrough, storm drain control structures must be maintained frequently.
* Check all temporary inlet control measures regularly and after each storm event.
* Clean, or remove and replace, the inlet control as sediment accumulates, the filter becomes clogged, or performance is compromised. Where there is evidence of sediment accumulation adjacent to the inlet control, the deposited sediment must be removed by the end of the same work day in which it was found or by the end of the following work day if removal by the same work day is not feasible.

Tips:

* For best results, stabilize areas draining to the inlet as soon as feasible to reduce the amount of sediment flowing toward the inlet.
* Inlet protection measures may be removed in flood conditions where a clogged inlet may result in endangerment to public safety.

## Pumped Water Filter Bags (ES-8)

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| Water discharging from a pumped water filter bag that is installed on a bed of gravel.  Pumped water filter bags remove coarse sediment from water pumped from site locations like foundations, vaults, and trenches. |

**Use:** Controls discharges of sediment from stormwater and groundwater pumped from excavated locations such as building foundations, vaults, and trenches.

**Location:**

* Install on flat, stabilized, erosion-resistant surfaces such as well-vegetated grassy areas, clean filter stone, or geotextile fabric.
* Do not place control on sharp surfaces that may puncture the bag.
* Do not place control on steep slopes.
* Place at least 50 feet away from receiving water, storm drain inlet, or constructed or natural site drainage features.

Design Criteria:

* Install a berm or sediment filter log downslope of the filter bag to increase infiltration and limit erosion.
* Direct the discharge water to grassy or wooded areas of the site for infiltration, whenever possible, to minimize erosion from the discharge of dewatering water from the filter bag. Where this is not possible, place the filter bags on 8 inches of suitable base such as mulch, leaf/wood compost, woodchips, sand, or straw bales.
* Install filter bags on a bed of clean filter stone to increase discharge capacity.
* Select filter bag type based on site requirements, including pump flow rate and amount and type of suspended sediment in water. Filter bags should be made from nonwoven, needle-punched geotextile.
* Install in accordance with the manufacturers’ specifications, such as recommended hose connections sizes.
* Do not exceed the maximum pump flow rate, as defined by the manufacturer.
* Use a floating and screened pump intake to minimize uptake of foreign objects.
* Place filter bags on straps or purchase bags with lifting straps to make the disposal of used bags easier.
* Provide a suitable means of accessing the bag with machinery required for disposal purposes.

Maintenance:

* Inspect the dewatering water and receiving waters, once per day on days which discharge occurs. Look for evidence of contaminants or filter bag failure, like sediment plumes, sheen, suspended solids, unusual color, odor, decreased clarity, or presence of foam. If any of these are present, stop dewatering immediately, investigate the issue, and conduct appropriate corrective action.
* Replace bags when the pressure differential is at or greater than the manufacturer’s specifications or when the bag is half full. Reduce pump flow rates as the bag fills with sediment. Both measures reduce the likelihood of filter bag failure.
* If any problem is detected, such as rips, tears, or punctures in the filter bag, cease pumping immediately and do not resume until the problem is corrected or the filter bag is replaced. If the bedding becomes displaced, it must be replaced.
* Dispose of the filter bag and associated dewatered sediment appropriately in accordance with applicable waste regulations. If applying dewatered sediment on site, stabilize with seed and mulch by the end of the next work day in controlled upland location away from receiving water, storm drain inlet, or constructed or natural site drainage features.
* Restore the surface area beneath the filter bag to original condition upon removal of the device.
* Inspect discharge areas for evidence of erosion, such as rills and channels created from discharged water.

Tips:

* Always keep spare filter bags on site.
* Pair with additional controls if sources waters have evidence of other pollutants, such as visible floating solids, foam, or oil sheen (e.g., a cartridge filter to remove oil).

# APPENDIX B – STABILIZATION CONTROL SPECIFICATIONS

## Vegetative Stabilization – Seeding (SS-1)

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| A close-up of green hydroseed covering bare patches in a grassy area. Hydroseed can be used to establish vegetative cover. |

**Use:** Establish perennial, vegetative cover in areas of bare soil for stabilization. Seeding is well-suited to areas where permanent, long-lived vegetative cover is the most practical or most effective method of stabilizing the soil. These include roughly graded areas that construction staff will not regrade for at least one year.

Design criteria:

* For all sites, except those located in arid, semi-arid, and drought-stricken areas, provide established uniform vegetation (evenly distributed without large bare areas), which provides 70 percent or more of the vegetative cover native to local undisturbed areas. For final stabilization, vegetative cover must be perennial.
* For sites located in arid, semi-arid, or drought-stricken areas, the area of exposed soil must be seeded so that within 3 years, 70 percent or more of the vegetative cover native to local undisturbed areas is established.

Installation:

* Use native, low-maintenance and low-water plant species.
* Soil must be capable of supporting permanent vegetation.
* Before seeding, prepare and amend the soil on a disturbed site to provide sufficient nutrients for seed germination and seedling growth. This includes loosening the soil surface to allow for water infiltration and root penetration. Where compacted soils occur, it should be broken up sufficiently to create a favorable rooting depth of 6-8 inches. Organic compost can serve as a viable soil amendment. If compost is used, make sure to use well decomposed, stable, weed free organic matter source. Avoid the use of invasive species in seed stock.
* Rake soil surface smooth prior to applying seeds uniformly using hydroseeding, dry seeding, cultipacker seeding, or manual seeding.
* Install any erosion control practices, such as diversions or berms, to protect the seeded area.
* Spread lime and fertilizer as needed and appropriate for the soil type. To minimize discharges of nutrients in stormwater, apply fertilizers at a rate and in amounts consistent with manufacturer’s specifications and at the appropriate time of year for your location.
* Immediately after seeding the area, to the extent necessary to prevent erosion of the seeded area, install non-vegetative stabilization measures to protect the area during growth of the vegetation. Follow the appropriate installation requirements and other specifications for such measures at *SS-3, Non-Vegetative Stabilization - Erosion Control Blankets or Turf Reinforcement mats* and *SS-4, Non-Vegetative Stabilization - Mulching*. For arid, semi-arid, and drought-stricken areas, the non-vegetative cover must be designed to last 3 years without active maintenance. If you choose to use some type of netting to protect the seeded area, use products that minimize impacts to wildlife, including those that use natural fiber or 100 percent biodegradable materials and that use a loose weave with a non-welded, movable jointed netting, and avoid products that are not wildlife friendly including square plastic netting that are degradable (e.g., photodegradable, UV-degradable, oxo-degradable), netting made from polypropylene, nylon, polyethylene, or polyester. For more information, see U.S. Fish & Wildlife Service recommendations at <https://www.fws.gov/media/wildlife-friendly-erosion-control-presentation>.
* Water as necessary to ensure proper seed germination. Avoid excessive watering, which can result in washing seeds away or in seed clumping.

Maintenance:

* Inspect all seeded areas for failures and implement necessary repairs, replacements, reseeding, and remulching within the planting season. If vegetation is inadequate to meet the 70 percent cover criteria, reseed, fertilize, and remulch. Water as necessary.

## Vegetative Stabilization – Sod (SS-2)

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| Sod can be used to quickly stabilize soil and reduce erosion. |

**Use:** Provide immediate perennial, vegetative cover on areas of bare soil for stabilization. Appropriate for any graded or cleared area that might erode, requiring immediate vegetative cover.

Design criteria:

* Provide an established uniform vegetation (evenly distributed without large bare areas), which provides 70 percent or more of the vegetative cover native to local undisturbed areas.
* For final stabilization, vegetative cover must be perennial.

Installation:

* Soil must be capable of supporting permanent vegetation.
* If a soil test determines the need based on local growing conditions, prepare the soil and add lime or fertilizer, as needed.
* Where compacted soils occur, they should be broken up sufficiently to create a favorable rooting depth of 6-8 inches. See *ES-6, Protect Areas Reserved for Vegetation and Infiltration* for soil conditioning specifications. Organic compost can serve as a viable soil amendment. If compost is used, it shall be of a well decomposed, stable, weed free organic matter source.
* Clear all trash, debris, roots, branches, stones, and clods larger than 2 inches in diameter.
* Use sod appropriate for the climate, topography, and soil type. Do not apply sod during very hot or wet weather.
* Lay strips of sod beginning at the lowest area to be sodded and perpendicular to the direction of water flow. Stagger it in a brick-like pattern. Wedge strips securely into place. Square the ends of each strip to provide for a close, tight fit.
* Roll or compact immediately after installation to ensure firm contact with the underlying topsoil. Staple the corners and middle of each strip firmly.
* When sodding is carried out in alternating strips or other patterns, seed the areas between the sod immediately after sodding.
* If using netting, peg product over sod to protect against washout during establishment. Use products that minimize impacts to wildlife, including those that use natural fiber or 100 percent biodegradable materials and that use a loose weave with a non-welded, movable jointed netting, and avoid products that are not wildlife friendly including square plastic netting that are degradable (e.g., photodegradable, UV-degradable, oxo-degradable), netting made from polypropylene, nylon, polyethylene, or polyester. For more information, see U.S. Fish & Wildlife Service recommendations at <https://www.fws.gov/media/wildlife-friendly-erosion-control-presentation>.
* Water as necessary. Sod must be established as cover prior to terminating permit coverage.

Maintenance:

* Inspect sod frequently after it is first installed, especially after large storms, for failures and make necessary repairs until it is established as cover. If it is impossible to establish a healthy groundcover due to frequent saturation, instability, or some other cause, remove the sod, seed the area with an appropriate seed mix, and protect area with installed non-vegetative stabilization as described in SS-1, Vegetative Stabilization – Seeding.
* Do not mow until the sod is firmly rooted. When mowing, do not remove more than one-third of the shoot, keeping the grass height between 2 and 3 inches.
* Fertilize and lime as needed.
* Remove and replace dead sections of sod.

## Non-Vegetative Stabilization – Erosion Control Blankets or Turf Reinforcement Mats (SS-3)

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| A man unfurling a roll of erosion control blanket on bare soil.  Installation of slope stabilizing erosion control blankets. |

Use: Establish temporary stabilization for areas of bare soil. Typically used in combination with seeded or planted vegetation to stabilize or provide reinforcement for disturbed areas where plants are slow to develop and to provide temporary cover where work will continue at a later date.

Design criteria:

*Note: Erosion control blankets and turf reinforcement mats must not be used for permanent stabilization, unless being combined with seeded or planted vegetation.*

* If being used to stabilize disturbed areas during the establishment of seeded or planted vegetation, apply cover to all areas of exposed soil and seeding where vegetation will grow.
* If being used as a temporary stabilization measure prior to continuing construction, evenly distribute the geotextile, mat, or blanket so that it covers all areas of exposed soil.
* Erosion control blankets can be placed on any soil surface: flat, steep, rocky, or frozen. The blankets are most effective when applied on slopes between 4:1 and 1:1 (horizontal run:vertical rise).
* Erosion control blankets should not be placed in locations that receive concentrated or channeled flows either as stormwater or a point source discharge.

Installation:

* Select materials for the mat or blanket that are appropriate for site conditions (e.g., use degradable straw blanket with cotton thread if area will be mowed short; use permanent turf mats on slopes where vegetation will be taller). Use products that minimize impacts to wildlife, including those that use natural fiber or 100 percent biodegradable materials and that use a loose weave with a non-welded, movable jointed netting, and avoid products that are not wildlife friendly including square plastic netting that are degradable (e.g., photodegradable, UV-degradable, oxo-degradable), netting made from polypropylene, nylon, polyethylene, or polyester. For more information, see U.S. Fish & Wildlife Service recommendations at <https://www.fws.gov/media/wildlife-friendly-erosion-control-presentation>.
* Grade and shape the area of installation.
* Remove all rocks, clods, vegetation, or other obstructions so that the installed cover will have complete, direct contact with the soil. Note: If good ground contact is not achieved, stormwater can concentrate under the product, resulting in significant erosion.
* Install in accordance with manufacturer’s specifications.
* If the mat or blanket is being used to protect an area being seeded or planted, seed or plant and apply any lime and fertilizer to the area before installation of the mat or blanket, as appropriate.
* Starting at the highest point, roll blanket sections downwards in the direction of water flow. Anchor the mat or blanket after it is set in place. Use anchors that are long enough and have sufficient ground penetration to resist pullout, such as U-shaped wire staples, metal stake pins, or triangular wooden stakes. Blanket sections must overlap by at least 6 inches.

Maintenance:

* Maintain good contact with the ground. Periodically check to ensure that erosion does not occur beneath the net or blanket.
* Repair and staple any areas of the mat or blanket that are damaged or not in close contact with the ground. Fix and protect eroded areas if erosion occurs due to poorly controlled drainage.
* Where mats or blankets have separated from the ground, additional cover material or staking may be necessary to maintain contact and ensure long-term effectiveness.

## Non-Vegetative Stabilization – Mulching (SS-4)

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| An illustration of netting installed on top of mulch on a sloped portion of a residential lot.  Use wildlide-friendly netting to secure mulch on slopes. |

**Use:** Provide temporary stabilization of soil, increase infiltration, prevent soil compaction, and decrease surface stormwater. Used in conjunction with vegetative stabilization controls such as seeding, mulching can foster vegetative growth by holding seeds, fertilizers and topsoil in place; preventing birds from eating seeds; retaining moisture; and insulating plant roots against extreme temperatures.

Design criteria:

* Apply mulch to any part of the site where soil has been disturbed and protective vegetation has been removed.
* On slopes where the mulch is susceptible to movement by wind or water, use netting or anchoring to stabilize the mulch, or apply hydromulches. For netting, use products that minimize impacts to wildlife, including those that use natural fiber or 100 percent biodegradable materials and that use a loose weave with a non-welded, movable jointed netting, and avoid products that are not wildlife friendly including square plastic netting that are degradable (e.g., photodegradable, UV-degradable, oxo-degradable), netting made from polypropylene, nylon, polyethylene, or polyester. For more information, see U.S. Fish & Wildlife Service recommendations at <https://www.fws.gov/media/wildlife-friendly-erosion-control-presentation>.
* Mulch should not be applied more than 2 inches deep on seeded sites, unless it is incorporated into the soil by tracking, disking, or other ‘punching in’ techniques.
* Mulch is not to be used in areas of concentrated flow.
* Mulch materials should have weed-free certification in accordance with applicable State requirements.

Installation:

* Evenly distribute mulch on the soil surface, by machine or by hand to the desired depth at a rate appropriate for the type of mulch and in accordance with manufacturer specifications to prevent erosion, washout, and poor plant establishment.
* For applying straw to seeded sites, apply 1.5-2 tons/acre, 1-2 inches deep, covering 80% of the soil surface. For applying straw to unseeded sites, apply 2-3 tons/acre, 2-4 inches deep, covering at least 90% of the soil surface. For bark mulch, apply at a rate of approximately 6 tons/acre, at a depth of 2-3 inches. For hydromulch, apply at rate of 1.5 tons/acre, mixed with seed and fertilizer, at recommended rates, in order to achieve uniform, effective coverage.
* Anchor mulch as necessary to minimize loss by wind or water. Common anchoring techniques for hay or straw include crimping, tracking, disking, or punching into the soil, and spraying with asphaltic or organic tackifier. Materials that are heavy enough to stay in place (for example, gravel, bark or wood chips on flat slopes) do not need stabilization.
* Hydromulches need time to dry, and construction staff should apply them at least 24 hours before a storm. Refer to manufacturer specifications to determine actual application rates and drying times.

Maintenance:

* If properly applied and anchored, little additional maintenance is required in the first 2-3 months. After high winds or significant rainstorms, mulched areas should be checked for adequate cover and re-mulched if necessary.
* When mulches stabilize and protection is no longer necessary, remove netting or matting and compost or dispose of it as appropriate.

Other tips:

* Hay mulch has potential for introducing weed seed (unwanted plant material). Straw tends to contain very few seeds and thus is less likely to contain unwanted plant material.
* On small sites (e.g., under one acre), where straw has been distributed by hand, it can be anchored by hand by punching it into the soil every 1-2 feet with a dull, round-nosed shovel.

# APPENDIX C – POLLUTION PREVENTION PRACTICE SPECIFICATIONS

## Materials Storage and Handling (PP-1)

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| Several drums and buckets of construction materials stored in a lined secondary containment structure.  Secondary containment used to capture any spills. |

**Use:** Prevent the discharge of leached pollutants and contaminated stormwater from construction material stockpiles, chemicals, and hazardous waste.

Design criteria:

* Designate separate waste collection areas for hazardous waste, construction waste, and domestic waste. Choose areas that do not receive a substantial amount of flow and do not drain directly to a receiving water.
* Store, manage and dispose of hazardous materials in accordance with all applicable Federal, State, and local regulations.
* Provide adequate signage marking each area in relevant languages (English, Spanish, etc.).
* Always unload and store materials away from storm drains and constructed or natural site drainage features.
* Use tarps, plastic sheeting, or other cover to protect stored construction materials. Use rope, bungee cords, heavy tape, etc. to secure tarps against wind.

*Building products, materials, and wastes:*

* Store fuel, hazardous waste, and chemical products in sealed containers, which are constructed of suitable materials to prevent leakage and corrosion. Provide cover from rain or provide a similarly effective means to prevent pollutant discharges. Provide secondary containment where necessary (e.g., spill berms, decks, and spill containment pallets).
* Label chemicals in accordance with applicable Resource Conservation and Recovery Act (RCRA) requirements and all other applicable Federal, State, Tribal, or local requirements. Comply with all application and disposal requirements on any applicable labels.
* Apply pesticides, herbicides, and fertilizers only as necessary, and at rates and in amounts consistent with manufacturer’s specifications, or document differences where appropriate. Apply fertilizers appropriately for the location, coinciding as closely as possible with maximum vegetation uptake and growth.
* Clean up spills immediately. For hazardous materials, follow clean up instructions on the package. Use dry, absorbent clean-up methods where possible, such as sawdust or kitty litter, to contain the spill. Do not clean surfaces or spills by hosing the area down. Eliminate the source of the spill to prevent further discharges.

Maintenance:

* Check downhill locations for storm drains and make sure they are protected.
* Direct staff to replace tarps and covers daily, especially before rain.
* Implement routine cleaning and inspection of areas that store materials.

Tips:

* Coordinate with other site operators to ensure availability of clean up supplies.
* Know who to call – and their phone numbers – if major spills occur.
* Use environmentally friendly alternatives to toxic chemicals whenever possible

## Construction and Domestic Waste Management (PP-2)

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| Two large dumpster staged on an urban construction site.  Designate waste collection areas on-site and schedule waste pickups at a sufficient frequency or request additional containers to accommodate for site activities. |

**Use:** Reduce the potential for contact between precipitation and/or stormwater and construction site wastes.

**Design criteria:**

* Designate separate waste-collection areas on site for construction, domestic, and hazardous waste. Locate waste collection areas away from streets, gutters, receiving waters, constructed or natural site drainage features and storm drains.
* Provide adequate signage in relevant languages (English, Spanish, etc.) to mark waste collection areas.
* If possible, locate dumpsters near construction site entrances to minimize traffic on disturbed soils.
* Provide waste containers of sufficient size and number to contain waste.
* Cover materials that might be displaced by rainfall or stormwater with tarps, plastic sheeting, or other containment structures.
* Consider secondary containment around waste collection areas to further minimize the likelihood of contaminated discharges.
* Segregate and provide proper disposal options for hazardous material wastes (see *PP-1, Materials Storage and Handling*).
* On work days, clean up and dispose of waste in designated containers and clean up immediately if containers overflow.
* Clean up litter and debris from the construction site daily.

Maintenance:

* Inspect waste storage areas to identify containers or equipment that could malfunction and cause leaks or spills.
* Immediately repair or replace any containers that are found to be defective.

Tips:

* During storm events, waste should be stored in watertight dumpsters or securely covered.
* Salvage or recycle waste as appropriate and recycle materials whenever possible (e.g., paper, wood, concrete, oil).
* Schedule waste collection to prevent the containers from overfilling.

## Sanitary Waste Management (PP-3)

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| Two portable toilets installed on a the soil of a residential construction site near sediment filter logs, away from any storm drain inlets.  Portable toilets must be positioned so that they are secure and will not be tipped or knocked over, away from storm drain inlets. |
| A close-up view of the corner of a portable toilet staked to the ground with rebar.Stakes are one method that can be used to properly secure a portable toilet. |

**Use:** Prevent the introduction of wastes from construction site toilet facilities to storm drains or receiving waters.

Design criteria:

* Provide accessible restroom facilities on-site.
* Portable toilets should not be located near receiving waters, storm drain inlets, and constructed or natural site drainage features, nor should they be located in areas that will collect water.
* Do not discharge or bury wastewater at the construction site.
* Position portable toilets so that they are secure and will not be tipped or knocked over.
* Provide secondary containment pans under portable toilets, where possible.
* Provide tie-downs or stake downs for portable toilets in areas of high winds.
* Educate employees, subcontractors, and suppliers on locations of facilities.

Maintenance:

* Inspect portable toilets for leaks, and repair or replace any leaks immediately.
* Maintain clean restroom facilities and empty waste regularly.
* Ensure that the sanitary/septic facilities are maintained in good working order and wastes are transported off site by a licensed service.

## Concrete/Stucco Washout Controls (PP-4)

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| A concrete washout with a perimeter of hay bales and stakes and lined with plastic sheeting.  Concrete washouts can be fabricated from straw bales, plastic sheeting, and wooden stakes. |
| When washout basins are full, cover the basin and direct future washout wastes to a new one. |

**Use:** Capture and hold concrete washout water and concrete waste. Use this at sites in which concrete and stucco waste is present. Concrete waste is present at most construction sites.

**Location:** Place washout area in a convenient location for concrete truck drivers, but away from constructed or natural site drainage features, storm inlets, or receiving waters.

Design criteria:

* Use pre-determined disposal sites for waste concrete.
* Provide adequate signage in relevant languages (English, Spanish, etc.) to mark washout area.
* Direct washout water into a leak-proof container or pit designed so that no overflows will occur due to inadequate sizing or precipitation.
* For liquid wastes:
  + Do not dump liquid wastes in storm inlets or receiving waters, and locate washout and cleanout activities away from constructed or natural site drainage features.
  + Do not allow liquid wastes to be disposed of through infiltration or to otherwise be disposed of on the ground.
  + Comply with applicable State, Tribal, or local requirements for disposal.

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* Use an impermeable, durable plastic liner to prevent leakage of wash water.
* Construct basin sidewalls with straw bales, wood, or earthen berms. Fabricated washout tanks are available in some areas.
* Remove and dispose of hardened concrete waste consistent with how you dispose of other construction wastes as specified in *PP-2, Construction and Solid Waste Management*.

Maintenance:

* Inspect washout basins regularly for leakage and overflows, especially after heavy rains.
* Immediately repair or replace any washout basins that are found to be defective.
* Cover washout basins that are full, to promote complete drying of contents prior to disposal.

Tips:

* Work with other builders to share washout basin responsibilities.
* Drivers and equipment operators must be instructed on proper disposal and equipment washing practices (see above).

Removal:

* When basin is full, allow contents to dry completely before removal.

# APPENDIX D – EXAMPLE SITE MAPS

The following are a series of example site maps that you can use as a guide for developing your site-specific site maps in Part 7 of this template.

1 Site Boundaries and Layout – Pre-Construction Phase

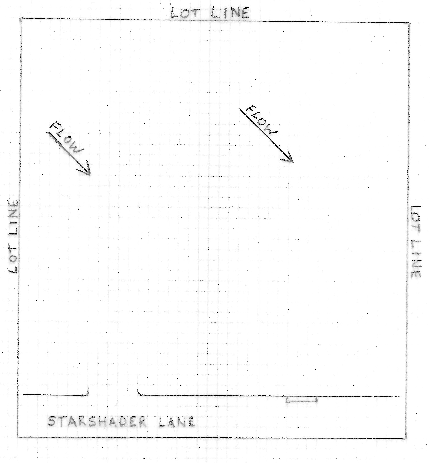
2 Potential Pollutant Sources and Discharge Locations – Pre-Construction Phase

3 Stormwater Controls – Pre-Construction Phase

4 Potential Pollutant Sources and Discharge Locations – Construction Phase

5 Stormwater Controls – Construction Phase

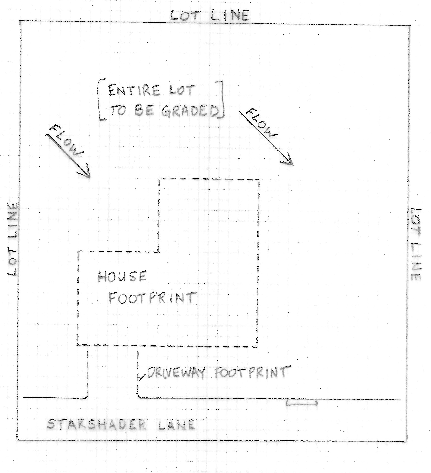
* + - 1. Site Boundaries and Layout – Pre-Construction Phase



Notes:

Site is relatively flat. No surface waters in vicinity.

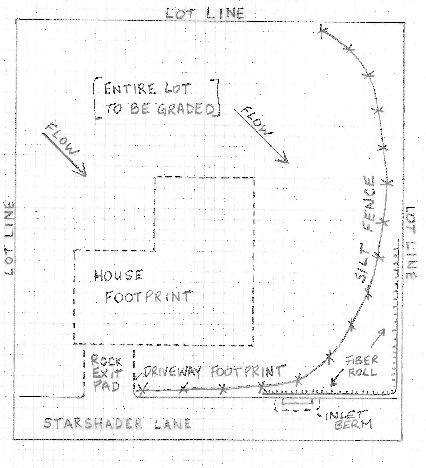
* + - 1. Potential Pollutant Sources and Discharge Locations – Pre-Construction Phase



Notes:

Entire site will be disturbed during grading.

* + - 1. Stormwater Controls – Pre-Construction Phase

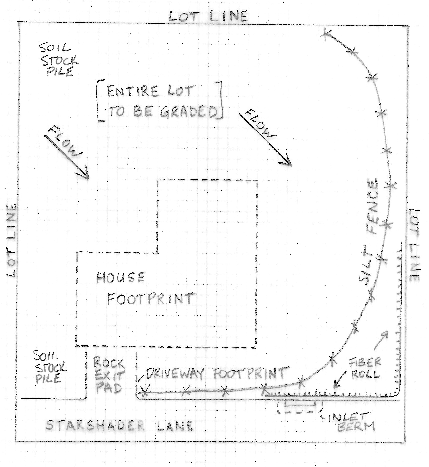


Notes:

Downgradient areas will be protected with silt fence and fiber roll.

Future driveway will serve as site exit and will be protected with rock exit pad.

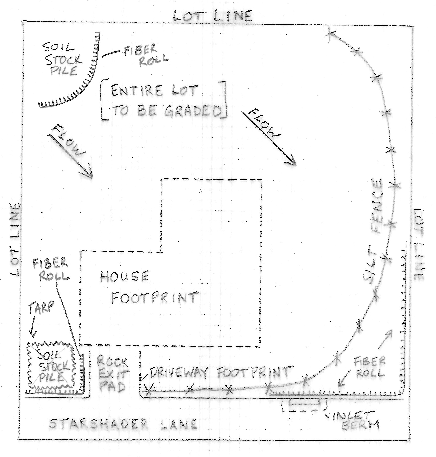
* + - 1. Potential Pollutant Sources and Discharge Locations – Construction Phase



Notes:

Site may include two soil stockpiles during construction phase.

* + - 1. Stormwater Controls – Construction Phase

****

Notes:

Soil stockpiles will be covered by tarps and surrounded by fiber roll.

# APPENDIX E – COPY OF THE CONSTRUCTION GENERAL PERMIT

Find the 2022 CGP here <https://www.epa.gov/npdes/2022-construction-general-permit-cgp> or if you are maintaining a hard copy of this plan, attach a copy of EPA’s 2022 CGP here.

# APPENDIX F – COPY OF NOI AND EPA AUTHORIZATION EMAIL

Attach a copy of your complete NOI form and EPA’s authorization email providing coverage under the CGP.

# APPENDIX G – INSPECTION REPORTS

Use the following 2022 CGP inspection report templates found at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#inspection>.

## **Site Inspection Report**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NPDES ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section A – General Information**  (If necessary, complete additional inspection reports for each separate inspection location.) | | | | | | |
| **Inspector Information** | | | | | | |
| **Inspector Name:** | | | | **Title:** | | |
| **Company Name:** | | | | **Email:** | | |
| **Address:** | | | | **Phone Number:** | | |
| **Inspection Details** | | | | | | |
| **Inspection Date:** | | | | **Inspection Location:** | | |
| **Inspection Start Time:** | | | | **Inspection End Time:** | | |
| **Current Phase of Construction:** | | | | **Weather Conditions During Inspection:** | | |
| **Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.5?**  Yes  No  **If “Yes,” provide the following information:**  Location of unsafe conditions:  The conditions that prevented you inspecting this location: | | | | | | |
| **Indicate the required inspection frequency:** (Check all that apply. You may be subject to different inspection frequencies in different areas of the site.) | | | | | | |
| **Standard Frequency (CGP Part 4.2)**:  At least once every 7 calendar days; **OR**  Once every 14 calendar days *and* within 24 hours of the occurrence of either:   * A storm event that produces 0.25 inches or more of rain within a 24-hour period, or * A snowmelt discharge from a storm event that produces 3.25 inches or more of snow within a 24-hour period | | | | | | |
| **Increased Frequency (CGP Part 4.3.1)** (If site discharges to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3):  Once every 7 calendar days *and* within 24 hours of the occurrence of either:   * A storm event that produces 0.25 inches or more of rain within a 24-hour period, or * A snowmelt discharge from a storm event that produces 3.25 inches or more of snow within a 24-hour period | | | | | | |
| **Reduced Frequency (CGP Part 4.4)**:  For stabilized areas: Twice during first month, no more than 14 calendar days apart; then once per month after first month until permit coverage is terminated  For stabilized areas on “linear construction sites”: Twice during first month, no more than 14 calendar days apart; then once more within 24 hours of the occurrence of either:   * A storm event that produces 0.25 inches or more of rain within a 24-hour period, or * A snowmelt discharge from a storm event that produces 3.25 inches or more of snow within a 24-hour period   For arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought: Once per month and within 24 hours of the occurrence of either:   * A storm event that produces 0.25 inches or more of rain within a 24-hour period, or * A snowmelt discharge from a storm event that produces 3.25 inches or more of snow within a 24-hour period   For frozen conditions where construction activities are being conducted: Once per month | | | | | | |
| **Was this inspection triggered by a storm event producing 0.25 inches or more of rain within a 24-hour period?**  Yes  No  **If “Yes,” how did you determine whether the storm produced 0.25 inches or more of rain?**  On-site rain gauge  Weather station representative of site.  Weather station location:  **Total rainfall amount that triggered the inspection (inches):** | | | | | | |
| **Was this inspection triggered by a snowmelt discharge from a storm event producing 3.25 inches or more of snow within a 24-hour period?**  Yes  No  **If “Yes,” how did you determine whether the storm produced 3.25 inches or more of snow?**  On-site rain gauge  Weather station representative of site.  Weather station location:  **Total snowfall amount that triggered the inspection (inches):** | | | | | | |
| **Section B – Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.2)**  (Insert additional rows if needed) | | | | | | |
| **Type and Location of E&S Control** | **Conditions Requiring Routine Maintenance?1** | **If “Yes,” How Many Times (Including This Occurrence) Has This Condition Been Identified?** | **Conditions Requiring Corrective Action?2, 3** | | **Date on Which Condition First Observed (If Applicable)?** | **Description of Conditions Observed** |
| **1.** | Yes  No |  | Yes  No | |  |  |
| **2.** | Yes  No |  | Yes  No | |  |  |
| **3.** | Yes  No |  | Yes  No | |  |  |
| **4.** | Yes  No |  | Yes  No | |  |  |
| **5.** | Yes  No |  | Yes  No | |  |  |
| **If the same routine maintenance was found to be necessary three or more times for the same control at the same location (including this occurrence), follow the corrective action requirements and record the required information in your corrective action log, or describe here why you believe the specific condition should still be addressed as routine maintenance:** | | | | | | |

1 Routine maintenance includes minor repairs or other upkeep performed to ensure that the site’s stormwater controls remain in effective operating condition, not including significant repairs or the need to install a new or replacement control. Routine maintenance is also required for specific conditions: (1) for perimeter controls, whenever sediment has accumulated to half or more the above-ground height of the control (CGP Part 2.2.3.c.i); (2) where sediment has been tracked-out from the site onto paved roads, sidewalks, or other paved areas (CGP Part 2.2.4.d); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.2.10.b); and (4) for sediment basins, as necessary to maintain at least half of the design capacity of the basin (CGP Part 2.2.12.f)

2 Corrective actions are triggered only for specific conditions (CGP Part 5.1):

1. A stormwater control needs a significant repair or a new or replacement control is needed, or, in accordance with Part 2.1.4.c, you find it necessary to repeatedly (i.e., three (3) or more times) conduct the same routine maintenance fix to the same control at the same location (unless you document in your inspection report under Part 4.7.1.c that the specific reoccurrence of this same problem should still be addressed as a routine maintenance fix under 2.1.4); or
2. A stormwater control necessary to comply with the requirements of this permit was never installed, or was installed incorrectly; or
3. Your discharges are not meeting applicable water quality standards; or
4. A prohibited discharge has occurred (see CGP Part 1.3); or
5. During the discharge from site dewatering activities:
   1. The weekly average of your turbidity monitoring results exceeds the 50 NTU benchmark (or alternate benchmark if approved by EPA pursuant to Part 3.3.2.b); or
   2. You observe or you are informed by EPA, State, or local authorities of the presence of the conditions specified in Part 4.6.3.e.

3 If a condition on your site requires a corrective action, you must also fill out a corrective action log found at https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates. See CGP Part 5.4 for more information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section C – Condition and Effectiveness of Pollution Prevention (P2) Practices and Controls (CGP Part 2.3)**  (Insert additional rows if needed) | | | | | |
| **Type and Location of P2 Practices and Controls** | **Conditions Requiring Routine Maintenance?1** | **If “Yes,” How Many Times (Including This Occurrence) Has This Condition Been Identified?** | **Conditions Requiring Corrective Action?2, 3** | **Date on Which Condition First Observed (If Applicable)?** | **Description of Conditions Observed** |
| **1.** | Yes  No |  | Yes  No |  |  |
| **2.** | Yes  No |  | Yes  No |  |  |
| **3.** | Yes  No |  | Yes  No |  |  |
| **4.** | Yes  No |  | Yes  No |  |  |
| **5.** | Yes  No |  | Yes  No |  |  |
| **If the same routine maintenance was found to be necessary three or more times for the same control at the same location (including this occurrence), follow the corrective action requirements and record the required information in your corrective action log, or describe here why you believe the specific condition should still be addressed as routine maintenance:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section D – Stabilization of Exposed Soil (CGP Part 2.2.14)**  (Insert additional rows if needed) | | | | | |
| **Specific Location That Has Been or Will Be Stabilized** | **Stabilization Method and Applicable Deadline** | **Stabilization**  **Initiated?** | **Final Stabilization Criteria Met?** | **Final Stabilization Photos Taken?** | **Notes** |
|  |  | Yes  No  If “Yes,” date initiated: | Yes  No  If “Yes,” date criteria met: | Yes  No |  |
|  |  | Yes  No  If “Yes,” date initiated: | Yes  No  If “Yes,” date criteria met: | Yes  No |  |
|  |  | Yes  No  If “Yes,” date initiated: | Yes  No  If “Yes,” date criteria met: | Yes  No |  |
|  |  | Yes  No  If “Yes,” date initiated: | Yes  No  If “Yes,” date criteria met: | Yes  No |  |
|  |  | Yes  No  If “Yes,” date initiated: | Yes  No  If “Yes,” date criteria met: | Yes  No |  |

|  |  |
| --- | --- |
| **Section E – Description of Discharges** **(CGP Part 4.6.2)**  (Insert additional rows if needed) | |
| **Was a discharge (not including dewatering)** **occurring from any part of your site at the time of the inspection?4**  Yes  No  **If “Yes,” for each point of discharge, document the following:**   * The visual quality of the discharge. * The characteristics of the discharge, including color; odor; floating, settled, or suspended solids; foam; oil sheen; and other indicators of stormwater pollutants. * Signs of the above pollutant characteristics that are visible from your site and attributable to your discharge in receiving waters or in other constructed or natural site drainage features. | |
| **Discharge Location** | **Observations** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

4 If a dewatering discharge was occurring, you must conduct a dewatering inspection pursuant to CGP Part 4.3.2 and complete a separate dewatering inspection report.

|  |  |
| --- | --- |
| **Section F – Signature and Certification (CGP Part 4.7.2)** | |
| “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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.” | |
| **MANDATORY: Signature of Operator or “Duly Authorized Representative:”** | |
| **Signature:** | **Date:** |
| **Printed Name:** | **Affiliation:** |
| **OPTIONAL: Signature of Contractor or Subcontractor** | |
| **Signature:** | **Date:** |
| **Printed Name:** | **Affiliation:** |

**General Tips for Using This Template**

This Site Inspection Report Template is provided to assist you in preparing site inspection reports for EPA’s 2022 Construction General Permit (CGP). If you are covered under the 2022 CGP, you can use this template to create a site inspection report form that is customized to the specific circumstances of your site and that complies with the minimum reporting requirements of Part 4.7 of the permit. Note that the use of this form is optional; you may use your own site inspection report form provided it includes the minimum information required in Part 4.7 of the CGP.

This template does not address the CGP’s inspection reporting requirements related to dewatering activities. A separate inspection template has been developed specifically for dewatering activities and is available at https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates.

Keep in mind that this document is a template and not an “off-the-shelf” inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into the blank fields, you may use this form to complete inspection reports.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

* **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP’s Part 4 inspection requirements. This will ensure that you have a working understanding of the permit’s underlying inspection requirements.
* **Complete all required blank fields.** Fill out all blank fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may delete these or cross them off as you see fit. Or, if you need more space to document your findings, you may insert additional rows in the electronic version of this form or use the bottom of the page in the field version of this form.)
* **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
* **Complete the inspection report within 24 hours of completing a site inspection.** You must complete an inspection report in accordance with Part 4.7.1 of the CGP.
* **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.7.e of the CGP.
* **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.7.3 of the CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated in accordance with the requirements in Part 4.7.4 of the CGP.

**Instructions for Section A**

**Inspector Name**

Enter the name of the person that conducted the inspection. Include the person’s contact information (title, affiliated company name, address, email, and phone number).

**Inspection Date and Time**

Enter the date you performed the inspection and the time you started and ended the inspection.

**Weather Conditions During Inspection**

Enter the weather conditions occurring during the inspection, e.g., sunny, overcast, light rain, heavy rain, snowing, icy, windy.

**Current Phase of Construction**

If this project is being completed in more than one phase, indicate which phase it is currently in.

**Inspection Location**

If your project has multiple locations where you conduct separate inspections, specify the location where this inspection is being conducted. If only one inspection is conducted for your entire project, enter “Entire Site.” If necessary, complete additional inspection report forms for each separate inspection location.

**Unsafe Conditions for Inspection** (CGP Part 4.5.7)

Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. These conditions should not regularly occur and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as “Entire Site.”

**Inspection Frequency**

Check all the inspection frequencies that apply to your project. Note that you may be subject to different inspection frequencies in different areas of your site.

**Inspection Triggered by a Storm Event**

If you were required to conduct this inspection because of a storm event that produced 0.25 inches or more of rain within a 24-hour period, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

If you were required to conduct this inspection because of a snowmelt discharge from a storm event that produced 3.25 inches or more of snow within a 24-hourperiod, then indicate whether you relied on an on-site measurement or a nearby weather station (and where the weather station is located). Also, specify the total amount of snowfall for this specific storm event.

**Instructions for Section B**

**Type and Location of Erosion and Sediment (E&S) Controls**

Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 2.2. Include also any natural buffers established under CGP Part 2.2.1. Buffer requirements apply if your project’s earth-disturbing activities will occur within 50 feet of a discharge to receiving water. You may group your E&S controls on your form if you have several of the same type of controls (e.g., you may group “Inlet Protection Measures,” “Perimeter Controls,” and “Stockpile Controls” together on one line), but if there are any problems with a specific control, you must separately identify the location of the control, whether routine maintenance or corrective action is necessary, and in the notes section you must describe the specifics about the problem you observed.

**Conditions Requiring Routine Maintenance?**

Answer “Yes” if the E&S control requires routine maintenance as defined in footnote 1 of this template. Note that in many cases, “Yes” answers are expected and indicate a project with an active operation and maintenance program. You should also answer “Yes” if work to fix the problem is still ongoing from the previous inspection, though necessary work must be initiated immediately and completed by the end of the next business day or within seven calendar days if documented in accordance with CGP Part 2.1.4.b.

**If “Yes,” How Many Times (Including this Occurrence) Has this Condition Been Identified?**

Indicate how many times the routine maintenance has been required for the same control at the same location.

**Conditions Requiring Corrective Action?**

Answer “Yes” if you found any of the conditions listed in footnote 2 in this template to be present during your inspection (CGP Part 5.1). If you answer “Yes,” you must take corrective action and complete a corrective action log, found at https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates. You should also answer “Yes” if work to fix the problem from a previous inspection is still ongoing, though the operator must comply with the corrective action deadlines in CGP Part 5.2.

**Date on Which Condition First Observed (If Applicable)?**

Provide the date on which the condition that triggered the need for routine maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition’s discovery.

**Description of Conditions Observed**

For each E&S control and the area immediately surrounding it, describe whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Indicate also whether a new or modified control is necessary to comply with the permit. Describe any problem condition(s) you observed such as the following:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls, including in receiving waters, or on nearby streets, curbs, or open conveyance channels
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion or sedimentation at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site’s sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance
8. Other incidents of noncompliance

Describe also why you think the problem condition(s) occurred as well as actions (e.g., routine maintenance or corrective action) you will take or have taken to fix the problem.

For buffer areas, make note of whether they are marked off as required, whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

If routine maintenance or corrective action is required, briefly note the reason. If routine maintenance or corrective action has been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action log describing the condition and your work to fix the problem*.

**Routine Maintenance Need Has Been Found to be Necessary Three (3) or More Times for the Same Control at the Same Location (Including this Occurrence)**

If routine maintenance has been required three (3) or more times for the same control at the same location, the permit requires (CGP Part 2.1.4.c) you to fix the problem using the corrective action procedures in CGP Part 5 or to document why you believe the reoccurring problem can be addressed as a routine maintenance fix. If you believe the problem can continue to be fixed as routine maintenance, describe why you believe the specific condition should still be addressed as routine maintenance.

**Instructions for Section C**

**Type and Location of Pollution Prevention (P2) Practices and Controls**

Provide a list of all pollution prevention (P2) practices and controls that are implemented at your site. This list must include all P2 practices and controls required by CGP Part 2.3 and those that are described in your SWPPP.

**Conditions Requiring Routine Maintenance?**

Answer “Yes” if the P2 practice or control requires routine maintenance as defined in footnote 1of this template. Note that in many cases, “Yes” answers are expected and indicate a project with an active operation and maintenance program. You should also answer “Yes” if work to fix the problem is still ongoing from the previous inspection, though necessary work must be initiated immediately and completed by the end of the next business day or within seven calendar days if documented in accordance with CGP Part 2.1.4.b.

**If “Yes,” How Many Times (Including this Occurrence) Has this Condition Been Identified?**

Indicate how many times the routine maintenance has been required for the same practice or control at the same location.

**Conditions Requiring Corrective Action?**

Answer “Yes” if you found any of the conditions listed in footnote 2 in this template to be present during your inspection (CGP Part 5.1). If you answer “Yes,” you must take corrective action and complete a corrective action log, found at https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates. You should also answer “Yes” if work to fix the problem from a previous inspection is still ongoing, though the operator must comply with the corrective action deadlines in CGP Part 5.2.

**Date on Which Condition First Observed (If Applicable)?**

Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition’s discovery.

**Description of Conditions Observed**

For each P2 control and the area immediately surrounding it, describe whether the control is properly installed, and whether it appears to be working to minimize or eliminate pollutant discharges. Indicate also whether a new or modified control is necessary to comply with the permit. Describe any problem condition(s) you observed such as the following:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 control is no longer working due to lack of maintenance
7. Other incidents of noncompliance

Describe also why you think the problem condition(s) occurred as well as actions (e.g., routine maintenance or corrective action) you will take or have taken to fix the problem.

If routine maintenance or corrective action is required, briefly note the reason. If routine maintenance or corrective action has been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action log describing the condition and your work to fix the problem*.

**Routine Maintenance Need Was Found to be Necessary Three (3) or More Times for the Same Control at the Same Location (Including this Occurrence)**

If routine maintenance has been required three (3) or more times for the same control at the same location, the permit requires (CGP Part 2.1.4.c) you to fix the problem using the corrective action procedures in CGP Part 5 or to document why you believe the reoccurring problem can be addressed as a routine maintenance fix. If you believe the problem can continue to be fixed as routine maintenance, describe why you believe the specific condition should still be addressed as routine maintenance.

**Instructions for Section D**

**Specific Location That Has Been or Will Be Stabilized**

List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented (CGP Part 2.2.14).

**Stabilization Method and Applicable Deadline**

For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).

Specify also which of the following stabilization deadlines apply to this location:

1. 5 acres or less of land disturbance occurring at any one time at site: Complete no later than 14 calendar days after stabilization initiated.
2. More than 5 acres of land disturbance occurring at any one time at site: Complete no later than 7 calendar days after stabilization initiated.
3. Arid, semi-arid, and drought-stricken areas: See CGP Part 2.2.14.b.i.
4. Unforeseen circumstances: See CGP Part 2.2.14.b.ii.
5. Discharges to a sediment- or nutrient-impaired water or to a water identified as Tier 2, 2.5, or 3 for antidegradation purposes: Complete no later than 7 days after stabilization initiated.

**Stabilization Initiated?**

For each area, indicate whether stabilization has been initiated. If “Yes,” then enter the date stabilization was initiated.

**Final Stabilization Criteria Met?**

For each area, indicate whether the final stabilization criteria in CGP Part 2.2.14.c have been met. If “Yes,” then enter the date final stabilization criteria were met.

**Final Stabilization Photos Taken?**

Answer “Yes” if you have taken photos before and after meeting the stabilization criteria as required in CGP Part 8.2.1.a.

**Notes**

For each area where stabilization has been initiated, describe the progress that has been made and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated and the date it is to be completed.

**Instructions for Section E**

You are only required to complete this section if a discharge is occurring at the time of the inspection (CGP Part 4.6.2).

**Was a discharge (not including dewatering) occurring from any part of your site at the time of the inspection?**

During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If a dewatering discharge was occurring, you must conduct a dewatering inspection pursuant to CGP Part 4.3.2. If there is a discharge, answer “Yes” and complete the questions below regarding the specific discharge. If there is not a discharge, answer “No” and skip to the next page.

**Discharge Location** (Repeat as necessary if there are multiple points of discharge.)

Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

**Observations**

Document the visual quality of the discharge and take note of the characteristics of the stormwater discharge, including color; odor; floating, settled, or suspended solids; foam; oily sheen; and other indicators of stormwater pollutants. Also, document signs of these same pollutant characteristics that are visible from your site and attributable to your discharge in receiving waters or in other constructed or natural site drainage features.

**Instructions for Section F**

Each inspection report must be signed and certified to be considered complete (CGP Part 4.7.2).

**Operator or “Duly Authorized Representative” – MANDATORY** (CGP Appendix G Part G.11.2 and CGP Appendix H Section X)

At a minimum, the site inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply:

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

* *For a corporation*: By a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
* *For a partnership or sole proprietorship*: By a general partner or the proprietor, respectively.
* *For a municipality, State, Federal, or other public agency*: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a Federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

The authorization is made in writing by the person who signed the NOI (see above);

The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Sign, date and print your name and affiliation.

**Contractor or Subcontractor - OPTIONAL**

Where you rely on a contractor or subcontractor to complete the site inspection report, you should consider requiring the individual(s) to sign and certify each report. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the site inspection report as well. If applicable, sign, date, and print your name and affiliation.

**Note**

While EPA has made every effort to ensure the accuracy of all instructions contained in this template, it is the permit, not this template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between this template and any corresponding provision of the CGP, you must abide by the requirements in the permit. EPA welcomes comments on this Site Inspection Report Template at any time and will consider those comments in any future revision. You may contact EPA for CGP-related inquiries at [cgp@epa.gov](mailto:cgp@epa.gov)

## **Dewatering Inspection Report**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NPDES ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Section A – Dewatering Discharges (CGP Part 4.6.3)**  Complete this section within 24 hours of completing the inspection.  (If necessary, complete additional inspection reports for each separate inspection location.) | |
| **Inspector Information** | |
| **Inspector Name:** | **Title:** |
| **Company Name:** | **Email:** |
| **Address:** | **Phone Number:** |
| **Inspection Details** | |
| **Inspection Date:** | **Inspection Location:** |
| **Discharge Start Time:** | **Discharge End Time:** |
| **Rate of Discharge (gallons per day):** | **Corrective Action Required?1**  Yes  No |
| **Describe Indicators of Pollutant Discharge at Point of Dewatering Discharge:1** | |
| **Attach Photographs of:**   1. Dewatering water prior to treatment by a dewatering control(s) and the final discharge after treatment; and 2. Dewatering control(s); and 3. Point of discharge to any receiving waters flowing through or immediately adjacent to the site and/or to constructed or natural site drainage features, storm drain inlets, and other conveyances to receiving waters. | |

**1** If you observe any of the following indicators of pollutant discharge, you are required to take corrective action under Part 5.1.5.b:

* a sediment plume, suspended solids, unusual color, presence of odor, decreased clarity, or presence of foam; or
* a visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water.

|  |  |
| --- | --- |
| **Section B – Signature and Certification (CGP Part 4.7.2)** | |
| “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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.” | |
| **MANDATORY: Signature of Operator or “Duly Authorized Representative:”** | |
| **Signature:** | **Date:** |
| **Printed Name:** | **Affiliation:** |
| **OPTIONAL: Signature of Contractor or Subcontractor** | |
| **Signature:** | **Date:** |
| **Printed Name:** | **Affiliation:** |

**General Tips for Using This Template**

This Dewatering Inspection Report Template is provided to assist you in preparing dewatering inspection reports for EPA’s 2022 Construction General Permit (CGP). If you are covered under the 2022 CGP, you can use this template to create a dewatering inspection report form that complies with the minimum reporting requirements of Part 4.6.3 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.6.3 of the CGP.

This template is for dewatering inspections only. A separate site inspection report template that does not include dewatering inspections and complies with the minimum reporting requirements of Part 4.7 of the permit is available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>.

If you are covered under a State CGP, this template may be helpful in developing a report that can be used for that permit; however, it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

* **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP’s Part 4 inspection requirements. This will ensure that you have a working understanding of the permit’s underlying inspection requirements.
* **Complete all required blank fields.** Fill out all blank fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may delete these as you see fit. Or, if you need more space to document your findings, you may insert additional rows in the electronic version of this form or use the bottom of the page in the field version of this form.)
* **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
* **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.7.e of the CGP.
* **Retain copies of all inspection reports with your records.** You must also retain copies of all inspection reports in your records in accordance with the requirements in Part 4.7.3 of the CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated in accordance with the requirements in Part 4.7.4 of the CGP.

**Instructions for Section A**

**Inspector Name**

Enter the name of the person that conducted the inspection. Include the person’s contact information (title, affiliated company name, address, email, and phone number).

**Inspection Date**

Enter the date you performed the inspection.

**Inspection Location**

If your project has multiple locations where you conduct separate dewatering inspections, specify the location where this inspection is being conducted. Otherwise, you can enter “dewatering operation.”

**Discharge Start and End Times**

Enter the approximate time the dewatering discharge started and ended on the day of the inspection.

**Rate of Discharge**

Enter the rate of discharge in gallons per day on the day of inspection.

To estimate the approximate discharge rate on the day of dewatering inspection, one approach is to use the manufacturer’s design pump rating for the pump model in use. For example, a pump rated at 164 gpm (gallons per minute) by the manufacturer can be assumed to be discharging at 164 gpm in most cases. To convert to gallons per day, multiply the rate in gpm by the ratio of minutes in one-day (1,440 minutes per day), resulting in a discharge rate of 236,160 gallons per day.

In cases where the dewatering discharge is being pumped over long distances or a substantial distance uphill, which will result in a reduced pump rate relative to manufacturer’s specification, the operator may improve the accuracy of the estimate by estimating the time required to fill a container of a known volume. For example, if it takes 60 seconds to fill an empty 55-gallon barrel, the estimated discharge rate is 55 gpm, or 79,200 gallons per day.

**Indicators of Pollutant Discharge**

For the point of discharge, describe any observed sediment plume, suspended solids, unusual color, presence of odor, decreased clarity, or presence of foam; and/or a visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water.

**Corrective Action Required?**

Answer “Yes” if during your inspection you found any of the conditions listed above in the instructions for the Indicators of Pollutant Discharge section. If you answer “Yes,” you must take corrective action and complete a corrective action log, found at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>. Answer “No” if you did not observe any of the listed pollutant indicators.

**Photographs**

As required in CGP Part 8.2.1.a, attach photos of: (1) dewatering water prior to treatment by a dewatering control(s) and the final discharge after treatment; (2) the dewatering control(s); and (3) the point of discharge to any receiving waters flowing through or immediately adjacent to the site and/or to constructed or natural site drainage features, storm drain inlets, and other conveyances to receiving waters.

**Instructions for Section B**

Each inspection report must be signed and certified to be considered complete (CGP Part 4.7.2).

**Operator or “Duly Authorized Representative” – MANDATORY** (CGP Appendix G Part G.11.2 and CGP Appendix H Section X)

At a minimum, the dewatering inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply:

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

* *For a corporation*: By a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
* *For a partnership or sole proprietorship*: By a general partner or the proprietor, respectively.
* *For a municipality, State, Federal, or other public agency*: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a Federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

The authorization is made in writing by the person who signed the NOI (see above);

The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Sign, date and print your name and affiliation.

**Contractor or Subcontractor - OPTIONAL**

Where you rely on a contractor or subcontractor to complete the dewatering inspection report, you should consider requiring the individual(s) to sign and certify each report. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the dewatering inspection report as well. If applicable, sign, date, and print your name and affiliation.

**Note**

While EPA has made every effort to ensure the accuracy of all instructions contained in this template, it is the permit, not this template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between this template and any corresponding provision of the CGP, you must abide by the requirements in the permit. EPA welcomes comments on this Dewatering Inspection Report Template at any time and will consider those comments in any future revision. You may contact EPA for CGP-related inquiries at [cgp@epa.gov](mailto:cgp@epa.gov)

# APPENDIX H – CORRECTIVE ACTION LOG

Use the following 2022 CGP corrective action log template available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#inspection>.

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NPDES ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A – Individual Completing this Log** | | | | | |
| **Name:** | | | **Title:** | | |
| **Company Name:** | | | **Email:** | | |
| **Address:** | | | **Phone Number:** | | |
| **Section B – Details of the Problem (CGP Part 5.4.1.a)** Complete this section within 24 hours of discovering the condition that triggered corrective action. | | | | | |
| **Date problem was first identified**: | | | **Time problem was first identified**: | | |
| **What site conditions triggered this corrective action?** *(Check the box that applies. See instructions for a description of each triggering condition (1 thru 6).)*  1  2  3  4  5a  5b  6 | | | | | |
| **Specific location where problem identified:** | | | | | |
| **Provide a description of the specific condition that triggered the need for corrective action and the cause (if identifiable):** | | | | | |
| **Section C – Corrective Action Completion (CGP Part 5.4.1.b)** Complete this section within 24 hours after completing the corrective action. | | | | | |
| **For site condition # 1, 2, 3, 4, or 6 (those not related to a dewatering discharge) confirm that you met the following deadlines (CGP Part 5.2.1):** | | | | | |
| Immediately took all reasonable steps to address the condition, including cleaning up any contaminated surfaces so the material will not discharge in subsequent storm events. **AND** | | | | | |
| Completed corrective action by the close of the next business day, unless a new or replacement control, or significant repair, was required. **OR** | | | | | |
| Completed corrective action within seven (7) calendar days from the time of discovery because a new or replacement control, or significant repair, was necessary to complete the installation of the new or modified control or complete the repair. **OR** | | | | | |
| It was infeasible to complete the installation or repair within 7 calendar days from the time of discovery. Provide the following additional information: | | | | | |
| Explain why 7 calendar days was infeasible to complete the installation or repair: | | | | | |
| Provide your schedule for installing the stormwater control and making it operational as soon as feasible after the 7 calendar days: | | | | | |
| **For site condition # 5a, 5b, or 6 (those related to a dewatering discharge), confirm that you met the following deadlines:**  ☐ Immediately took all reasonable steps to minimize or prevent the discharge of pollutants until a solution could be implemented, including shutting off the dewatering discharge as soon as possible depending on the severity of the condition taking safety considerations into account.  ☐ Determined whether the dewatering controls were operating effectively and whether they were causing the conditions.  ☐ Made any necessary adjustments, repairs, or replacements to the dewatering controls to lower the turbidity levels below the benchmark or remove the visible plume or sheen. | | | | | |
| **Describe any modification(s) made as part of corrective action:** (Insert additional rows below if applicable) | **Date of completion:** | | | **SWPPP update necessary?** | **If yes, date SWPPP was updated:** |
| **1.** |  | | | Yes  No |  |
| **2.** |  | | | Yes  No |  |
| **Section D - Signature and Certification (CGP Part 5.4.2)** | | | | | |
| “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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.” | | | | | |
| **MANDATORY: Signature of Operator or “Duly Authorized Representative:”** | | | | | |
| **Signature:** | | **Date:** | | | |
| **Printed Name:** | | **Affiliation:** | | | |
| **OPTIONAL: Signature of Contractor or Subcontractor** | | | | | |
| **Signature:** | | **Date:** | | | |
| **Printed Name:** | | **Affiliation:** | | | |

**General Instructions**

This Corrective Action Log Template is provided to assist you creating a corrective action log that complies with the minimum reporting requirements of Part 5.4 of the EPA’s Construction General Permit (CGP). For each triggering condition on your site, you will need to fill out a separate corrective action log.

The entire form must be completed to be compliant with the requirements of the permit. (Note: In Section C, if you do not need the number of rows provided in the corrective action log, you may delete these or cross them off. Alternatively, if you need more space to describe any modifications, you may insert additional rows in the electronic version of this form or use the bottom of the page in the field version of this form.)

If you are covered under a State CGP, this template may be helpful in developing a log that can be used for that permit; however, you will likely need to modify this form to meet the specific requirements of any State-issued permit. If your permitting authority requires you to use a specific corrective action log, you should not use this template.

**Instructions for Section A**

**Individual completing this form** Enter the name of the person completing this log. Include the person’s contact information (title, affiliated company name, address, email, and phone number).

**Instructions for Section B**

You must complete Section B within 24 hours of discovering the condition that triggered corrective action. (CGP Part 5.4)

**When was the problem first discovered?**

Specify the date and time when the triggering condition was first discovered.

**What site conditions triggered this corrective action?** (CGP Parts 5.1 and 5.3)

Check the box corresponding to the numbered triggering condition below that applies to your site.

1. A stormwater control needs a significant repair or a new or replacement control is needed, or, in accordance with Part 2.1.4c, you find it necessary to repeatedly (i.e., 3 or more times) conduct the same routine maintenance fix to the same control at the same location (unless you document in your inspection report under Part 4.7.1c that the specific reoccurrence of this same problem should still be addressed as a routine maintenance fix under Part 2.1.4);
2. A stormwater control necessary to comply with the requirements of this permit was never installed, or was installed incorrectly;
3. Your discharges are not meeting applicable water quality standards;
4. A prohibited discharge has occurred (see Part 1.3);
5. During discharge from site dewatering activities:
6. The weekly average of your turbidity monitoring results exceeds the 50 NTU benchmark (or alternate benchmark if approved by EPA pursuant to Part 3.3.2b); or
7. You observe or you are informed by EPA, State, or local authorities of the presence of any of the following at the point of discharge to a receiving water flowing through or immediately adjacent to your site and/or to constructed or natural site drainage features or storm drain inlets:

* sediment plume
* suspended solids
* unusual color
* presence of odor
* decreased clarity
* presence of foam
* visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water

1. EPA requires corrective action as a result of permit violations found during an inspection carried out under Part 4.8.

**Provide a description of the problem** (CGP Part 5.4.1.a)

Provide a summary description of the condition you found that triggered corrective action, the cause of the problem (if identifiable), and the specific location where it was found. Be as specific as possible about the location; it is recommended that you refer to a precise point on your site map.

**Instructions for Section C**

You must complete Section C within 24 hours after completing the correction action. (CGP Part 5.4)

**Deadlines for completing corrective action for condition # 1, 2, 3, 4, or 6 (if not relating to a dewatering discharge)** (CGP Part 5.2.1)

Check the box to confirm that you met the deadlines that apply to each triggering condition. You are always required to check the first box (i.e., Immediately took all reasonable steps to address the condition, including cleaning up any contaminated surfaces so the material will not discharge in subsequent storm events.). Only one of the next three boxes should be checked depending on the situation that applies to this corrective action.

Check the second box if the corrective action for this particular triggering condition does not require a new or replacement control, or a significant repair. These actions must be completed by the close of the next business day from the time of discovery of the condition.

Check the third box if the corrective action for this particular triggering condition requires a new or replacement control, or a significant repair. These actions must be completed by no later than seven calendar days from the time of discover of the condition.

Check the fourth box if the corrective action for this particular triggering condition requires a new or replacement control, or a significant repair, and if it is infeasible to complete the work within seven calendar days. Additionally, you will need to fill out the table below the checkbox that requires:

1. An explanation as to why it was infeasible to complete the installation or repair within seven calendar days of discovering the condition.
2. Provide the schedule you will adhere to for installing the stormwater control and making it operational as soon as feasible after the seventh day following discovery.

Note: Per Part 5.2.1.c, where these actions result in changes to any of the stormwater controls or procedures documented in your SWPPP, you must modify your SWPPP accordingly within seven calendar days of completing this work.

**Deadlines for completing corrective action for condition # 5a, 5b, or 6 related to a dewatering discharge** (CGP Part 5.2.2)

These deadlines apply to conditions relating to construction dewatering activities. Check the box to confirm that you met the deadlines that apply to each triggering condition. You are required to check all of the boxes in this section to indicate your compliance with the corrective action deadlines.

**List of modification(s) to correct problem**

Provide a list of modifications you completed to correct the problem.

**Date of completion**

Enter the date you completed the modification. The work must be completed by the deadline you indicated above.

**SWPPP update necessary?**

Check “Yes” or “No” to indicate if a SWPPP update is necessary consistent with Part 7.4.1.a in order to reflect changes implemented at your site. If “Yes,” then enter the date you updated your SWPPP. The SWPPP updates must be made within seven calendar days of completing a corrective action. (CGP Part 5.2.1.c)

**Instructions for Section D**

Each corrective action log entry must be signed and certified following completion of Section D to be considered complete. (CGP Part 5.4.2)

**Operator or “Duly Authorized Representative” – MANDATORY** (CGP Appendix G Part G.11.2 and CGP Appendix H Section X)

At a minimum, the corrective action log must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply:

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

* *For a corporation*: By a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
* *For a partnership or sole proprietorship*: By a general partner or the proprietor, respectively.
* *For a municipality, State, Federal, or other public agency*: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a Federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

The authorization is made in writing by the person who signed the NOI (see above);

The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Sign, date and print your name and affiliation.

**Contractor or Subcontractor - OPTIONAL**

Where you rely on a contractor or subcontractor to complete this log and the associated corrective action, you should consider requiring the individual(s) to sign and certify each log entry. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the log as well. If applicable, sign, date, and print your name and affiliation.

**Recordkeeping**

Logs must be retained for at least 3 years from the date your permit coverage expires or is terminated. (CGP Part 5.4.4)

Keep copies of your signed corrective action log entries at the site or at an easily accessible location so that it can be made immediately available at the time of an on-site inspection or upon request by EPA. (CGP Part 5.4.3) Include a copy of the corrective action log in your SWPPP. (CGP Part 7.2.7.e)

**Note**

While EPA has made every effort to ensure the accuracy of all instructions contained in this template, it is the permit, not this template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between this template and any corresponding provision of the CGP, you must abide by the requirements in the permit. EPA welcomes comments on this Corrective Action Log Template at any time and will consider those comments in any future revision. You may contact EPA for CGP-related inquiries at [cgp@epa.gov](mailto:cgp@epa.gov)

# APPENDIX I – DOCUMENTATION OF COMPLETED TRAINING FOR INSPECTORS

Attach documentation (e.g. completion of EPA construction inspection course, valid construction inspection certification) of completed training for persons conducting inspections.

1. If your answer is “false” for any question, you should not use this template. You may instead use EPA’s [general SWPPP template](https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#swppp). [↑](#footnote-ref-2)
2. Note: To find if your project discharges to an impaired water, you can conduct a search using EPA’s [discharge mapping tool](https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates#discharge). To determine if you discharge to a Tier 2, 2.5, or Tier 3 water, refer to the [list of tiered waters](https://www.epa.gov/system/files/documents/2022-01/2022-cgp_tier-3-tier-2-and-tier-2.5-waters.pdf) of the 2022 CGP or contact your State or Tribal authority. [↑](#footnote-ref-3)
3. You will know this is true if you can check Criterion A in the threatened and endangered species eligibility section of your NOI. See [Appendix D](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-appendix-d-endangered-species-protection.pdf) of the CGP for further details. [↑](#footnote-ref-4)
4. Refer to [Appendix E](https://www.epa.gov/system/files/documents/2022-01/2022-cgp-final-appendix-e-historic-properties.pdf) of the CGP to ensure you meet the eligibility requirements regarding the protection of historic properties. [↑](#footnote-ref-5)