1.3.1 Construction Stormwater Pollution Prevention Plan Template

To be covered under the Ohio Environmental Protection Agency’s (Ohio EPA) Construction General Permit (CGP), operators are required to develop a Stormwater Pollution Prevention Plan (SWP3) before submitting a Notice of Intent (NOI) for general permit coverage. Ohio EPA created this SWP3 template to help you develop a SWP3 that is compliant with the minimum requirements of Ohio EPA Permit No. OHC000006. Use of this template is voluntary and does not guarantee regulatory approval.

Read the Ohio EPA CGP thoroughly before you begin preparation of the SWP3 to ensure that you have a working understanding of the permit’s underlying requirements. While Ohio EPA has made every effort to ensure this SWP3 template reflects the requirements of the CGP, it is the CGP that determines the actual obligations. The template organizes content common to most SWP3s. It may not cover all of the content required for a specific project, for example documentation of compliance with applicable local stormwater regulations or content required for projects seeking to utilize alternatives such as off-site mitigation of post-construction stormwater management controls. The template may not be suitable for all projects.

The template must be modified to address the specific needs of the construction activity it covers. It is provided as editable document file so that you can easily add, delete, or modify text and tables. Blue text indicates fields where project-specific text must be entered. Tables organized throughout the document are prepopulated with commonly used controls for your convenience, but all controls must be individually identified by the SWP3 writer as they see applicable for the project. Prompts identified with green text should be deleted from the final submittal.

[Delete this page from the SWP3 submittal]

**Stormwater Pollution Prevention Plan**

**(SWP3)**

For Construction Activities At:

Insert Project Name

Insert Project Site Location/Address

Insert City, State, Zip Code

SWP3 Prepared For:

Insert Operator Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email

SWP3 Prepared By:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email

SWP3 Preparation Date:

Insert Date

**Estimated Project Start Date:**

Insert Date

**Estimated Project Completion Date:**

Insert Date

**Spill Emergency**

Spills or other unintended releases in excess of reportable quantities that discharge hazardous substances into surface waters of the state shall be contained and reported as required within section 40 of the Code of Federal Regulations Part 117 and Part 302. Spills are to be immediately reported to the **Ohio EPA Emergency Spill Hotline (1-800-282-9378).** Petroleum product spills of 25 gallons or more shall be immediately reported to the Ohio EPA and the local fire department.

**Plan Availability**

This plan shall be kept onsite and shall be made available immediately upon request of the Ohio EPA director or his authorized representative and MS4 operators or their authorized representative during working hours.

The permittee must provide the most recent copy of the SWP3 within 7 days upon written request by the Ohio EPA director or the director’s authorized representative; the local agency approving sediment and erosion plans, grading plans, or stormwater management plans; or in the case of a stormwater discharge associated with construction activity which discharges through a municipal separate storm sewer system with an NPDES permit, to the operator of the system.

Notice to the public: All NOIs, general permit approval for coverage letters, and SWP3s are considered reports that shall be available to the public in accordance with the Ohio Public Records law. The permittee shall make documents available to the public upon request or provide a copy at public expense, at cost, in a timely manner. However, the permittee may claim to Ohio EPA any portion of an SWP3 as confidential in accordance with Ohio law**.**

**Amendment Log**

This SWP3 shall be amended whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to surface waters of the state or if the SWP3 proves to be ineffective in achieving the general objectives of controlling pollutants in stormwater discharges or to correct deficiencies as directed by Ohio EPA or the local MS4. The signature of the authorized operator attests that the amendment information is true and accurate. Previous authors are not responsible for the revisions by operators.

| **No.** | **Description of the Amendment** | **Date of Amendment** | **Amendment Prepared by**  **[Name and Title]** |
| --- | --- | --- | --- |
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# SECTION 1: CONTACT INFORMATION

| **Operator(s):** |
| --- |
| Insert Company or Organization Name |
| Insert Name |
| Insert Address |
| Insert City, State, Zip Code |
| Insert Telephone Number |
| Insert Email |
| Insert area of control (if more than one operator) |
| *[Repeat as necessary.]* |

| **Subcontractor(s):** |
| --- |
| Insert Company or Organization Name |
| Insert Name |
| Insert Address |
| Insert City, State, Zip Code |
| Insert Telephone Number |
| Insert Email |
| Insert area of control (if more than one operator) |
| *[Repeat as necessary.]* |

| **SWP3 Coordinator/Primary Contact:** |
| --- |
| Insert Company or Organization Name |
| Insert Contact Name |
| Insert Telephone Number |
| Insert Email |

| **Project Emergency 24-Hour Contact:** |
| --- |
| Insert Company or Organization Name |
| Insert Name |
| Insert Telephone Number |

# SECTION 2: SITE AND CONSTRUCTION ACTIVITY ASSESSMENT

## 2.1 SITE LOCATION

| **Project Name and Address** |
| --- |
| Project/Site Name: Insert Text Here |
| Street Address or Physical Location: Insert Text Here |
| City/Township: Insert Text Here, Ohio |
| County: Insert Text Here |

| **Project Latitude/Longitude** | |
| --- | --- |
| Latitude: \_\_ \_\_. \_\_ \_\_ \_\_ \_\_º N  (decimal degrees) | Longitude: - \_\_ \_\_. \_\_ \_\_ \_\_ \_\_ º W  (decimal degrees) |
|  | |
| **Project Location Map** | |
| [Insert map or delete as necessary.] | |

## 2.2 SITE DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Prior and Existing Land Use** | | | | | |
| Insert Text Here | | | | | |
|  | | | | | |
| **Description of Existing Site Drainage** | | | | | |
| Insert Text Here | | | | | |
|  | | | | | |
| **Description of Soil Types and Conditions** | | | | | |
| Insert Text Here | | | | | |
|  |  | | | | | |
| **Soil Map Unit** | | **HSG** | **Hydric Rating** | **Soil Erosion K Factor** | **Flooding Freq. Class** | |
| Insert Soil Map Unit | |  |  |  |  | |
| Insert Soil Map Unit | |  |  |  |  | |
| Insert Soil Map Unit | |  |  |  |  | |
| [Add or delete rows as necessary.] | | | | | | |
|  |  | | | | | |
| **Contaminated Soils** | | | | | |
| Construction activities on sites with soil contamination from previous activities may result in stormwater discharges exceeding Ohio Water Quality Standards. Such discharges are not authorized under the NPDES general permit.  Describe any known or probable contaminated soils on site. Indicate their location on the map in Appendix B and appropriate BMPs in Section 8. | | | | | |
| **Description of On-site Streams** | | | | | |
| Insert Text Here | | | | | |
|  | | | | | |
| **Description of On-site Wetlands** | | | | | |
| Insert Text Here | | | | | |
|  | | | | | |
| **Surface Water Protection**  Sections 404 and 401 of the Clean Water Act (CWA) regulate the discharge of dredged or fill material into surface waters and the impacts of such activities on water quality, respectively. Construction activities in surface waters may be subject to CWA regulation and/or state isolated wetland permit requirements. The following activities require authorization under Section 401 and are subject to an antidegradation review by Ohio EPA: | | | | | |
| Identify activities requiring authorization under Section 404 or 401 and documentation of approvals received | | | | | |

## 2.3 RECEIVING WATERS

|  |  |
| --- | --- |
| Point of Discharge ID as reflected in the plans | The name or description of the first receiving surface water or MS4 and first named surface water that receives stormwater directly from the point of discharge and/or from the MS4 that the point discharges into. |
| Insert Text | Insert Text |

*[Add rows as necessary.]*

|  |
| --- |
| **Receiving Municipal Separate Storm Sewer System (MS4)?** |
| Insert Name of MS4 Owner | |
| Insert MS4 Contact Name and Phone Number | |

*[Delete if necessary.]*

## 2.4 CONSTRUCTION ACTIVITY DETAILS

|  |  |
| --- | --- |
| **Type of construction:** | New development |
|  | Redevelopment of existing impervious surfaces originally constructed: Insert Date |
|  | |
| **General Description of the Construction Activity** | |
| Describe the General Nature and Type of the Construction Activity | |
|  | |

| **Construction Site Summary** | |
| --- | --- |
| **Size of Property** | Insert Size Of Property (in acres) |
| **Total Area Expected to be Disturbed by Construction Activities** | Insert Total Area Of Construction Disturbances (to the nearest hundredth of an acre) |
| **Maximum area expected to be disturbed at any one time (including on-site and off-site construction support areas)** | Insert Maximum Area To Be Disturbed At Any One Time (in acres) |
| **impervious area before construction** | Insert Size Of Property (in acres) |
| **Runoff coefficient (Rv) before construction** | Insert Rv |
| **Proposed on-site impervious area** | Insert Size Of Property (in acres) |
| **Proposed runoff coefficient (Rv)** | Insert Rv |

| **Construction Support Activities** *(if applicable)* |
| --- |
| Describe any off-site construction support activities for the project (concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas, etc.) and contact information. |

## 2.5 IDENTIFICATION OF POTENTIAL SOURCES OF POLLUTION

The following sources of pollution may affect the quality of stormwater discharges from the site. Operators shall implement the Best Management Practices (BMPs) described later in this SWP3 to reduce the pollutants and impact of stormwater discharges during construction and pollutants associated with the post-construction land use to ensure compliance with ORC Section 6111.04, OAC Chapter 3745-1 and Ohio EPA’s NPDES Construction Stormwater General Permit.

| **Pollutant-Generating Construction Activity**  (e.g., grading, paving, painting, roofing, landscaping operations) | **Pollutants or Pollutant Sources**  (e.g., sediment, fertilizers, pesticides, paints, caulks, sealants, solvents, fuels) |
| --- | --- |
| Insert Pollutant-Generating Activity | Insert Pollutant(s) |
| Insert Pollutant-Generating Activity | Insert Pollutant(s) |
| Insert Pollutant-Generating Activity | Insert Pollutant(s) |

[ Add or delete rows as necessary.]

## 2.6 Authorized Non-Stormwater Discharges

All discharges must be composed entirely of stormwater except for the following authorized non-stormwater discharges. Discharges of material other than stormwater or the authorized non-stormwater discharges listed above must comply with an individual NPDES permit or an alternative NPDES general permit issued for the discharge. All authorized non-stormwater discharges must be discharged in a manner that will not cause erosion and will not come into contact with other pollutant sources.

| **Authorized Non-Stormwater Discharge** | **Proposed BMP to address Discharge** |
| --- | --- |
| Fire hydrant flushing | Insert BMP(s) or "Not Expected to Occur" |
| Landscape irrigation and lawn watering | Insert BMP(s) or "Not Expected to Occur" |
| Water used to wash vehicles and equipment (soaps/solvents are not used) | Insert BMP(s) or "Not Expected to Occur" |
| Water used to control dust | Insert BMP(s) or "Not Expected to Occur" |
| Potable water including uncontaminated water line flushing | Insert BMP(s) or "Not Expected to Occur" |
| Routine external building washdown (soaps/solvents are not used and external surfaces do not contain hazardous substances) | Insert BMP(s) or "Not Expected to Occur" |
| Pavement wash waters  (where spills or leaks of toxic or hazardous materials have not occurred unless all spilled material has been removed and where detergents are not used) | Insert BMP(s) or "Not Expected to Occur" |
| Uncontaminated air conditioning or compressor condensate | Insert BMP(s) or "Not Expected to Occur" |
| Uncontaminated, non-turbid discharges of groundwater or spring water | Insert BMP(s) or "Not Expected to Occur" |
| Foundation or footing drains where flows are not contaminated with process materials such as solvents | Insert BMP(s) or "Not Expected to Occur" |
| Uncontaminated construction trench, excavation, or well point dewatering water | Insert BMP(s) or "Not Expected to Occur" |

## 2.7 sequence of major construction operations and BMP Implementation Schedule

This BMP implementation schedule describes the sequence of major construction operations and the BMPs that are to be implemented during each operation in the sequence. See sections 3 through 8 for detailed descriptions of each BMP.

|  |  |
| --- | --- |
| **Estimated Timeline** | **Construction Operation and description of BMPS to be implemented** |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |
| Insert Timeline | **Insert Construction Operation** |
|  | 1. Insert BMP Description |

*[Add, repeat, or delete rows as necessary.]*

# SECTION 3: PRESERVATION METHODS

Operators shall minimize the disturbed area and preserve the natural features and soil as much as feasible. Describe the preservation plan here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BMP** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Soil Restoration** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Stream Setback** | Brief description of how and where the practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Wetland Setback** | Brief description of how and where the practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete BMP rows as necessary.]

# SECTION 4: EROSION CONTROLS AND SOIL STABILIZATION

## 4.1 VEHICLE TRACKOUT CONTROL

Operators shall control the trackout of dirt and mud from the site onto paved roads, sidewalks, or other paved areas outside of the site by vehicles to the extent feasible. Remove any track-out that occurs by sweeping, shoveling, or vacuuming these surfaces, or by using other similarly effective means of sediment removal. Operators are prohibited from hosing or sweeping trackout sediment into any constructed or natural site drainage feature, storm drain inlet, or receiving water. [Add text as necessary]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BMP** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Construction Entrance** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Street Sweeping** | Brief description of how and where the practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete BMP rows as necessary.]

## 4.2 DUST CONTROL

Operators shall control fugitive dust from leaving the site to the extent feasible. Operators are prohibited from using oil as dust control. [Add text as necessary]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BMP** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Insert Text Here** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete BMP rows as necessary.]

## 4.3 SOIL STABILIZATION

The operator shall re-establish vegetation or suitable cover on all disturbed areas of the site in accordance with the methods and timeframes below.

|  |  |  |
| --- | --- | --- |
| **TEMPORARY STABILIZATION** | | |
| **Description** | Description of how the practice is applied (including locations or plan sheet references) | |
| **Installation Timing** | Any disturbed areas within 50 feet of a surface water of the state and not at final grade | Within two days of the most recent disturbance if the area will remain idle for more than 14 days |
| Any disturbed areas that will be dormant for more than 14 days but less than one year, and not within 50 feet of surface waters of the state | Within seven days of the most recent disturbance within the area  For residential subdivisions, disturbed areas must be stabilized at least seven days prior to transfer of permit coverage for the individual lot(s). |
| Disturbed areas that will be idle over winter | Prior to the onset of winter weather |
| **Maintenance** | Insert Maintenance Requirements for the Practice | |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance | |
| **Areas likely to require temporary stabilization during site development:** | | |
| Operators shall make use of erosion controls that provide cover over all disturbed areas of the site. Describe the erosion control and stabilization plan here. | | |
| **Guidance as to which stabilization method will be employed according to time of the year:** | | |
| Operators shall make use of erosion controls that provide cover over all disturbed areas of the site. Describe the erosion control and stabilization plan here. | | |

|  |  |  |
| --- | --- | --- |
| **PERMANENT STABILIZATION** | | |
| **Description** | Description of how the practice is applied (including locations or plan sheet references) | |
| **Installation Timing** | Any areas that will lie dormant for one year or more | Within seven days of the most recent disturbance |
| Any areas within 50 feet of surface waters of the state and at final grade | Within two days of reaching final grade |
| Other areas at final grade | Within seven days of reaching final grade within that area |
| **Maintenance** | Insert Maintenance Requirements for the Practice | |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance | |

**STABILIZATION OF CRITICAL EROSION AREAS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BMP** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Conveyance Channel Stabilization** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Outfall Stabilization** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Soil Stockpile Stabilization** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Slope Stabilization** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete BMP rows as necessary.]

# SECTION 5: RUNOFF CONTROLS

The operator shall control the flow of runoff from disturbed areas to prevent erosion from occurring. The following runoff control practices shall be implemented. [Add text as necessary]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Controls / BMPs** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Check Dams** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Temporary Diversions**  (redirect clean runoff away from disturbed areas) | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Outfall Velocity Dissipation** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete BMP rows as necessary.]

# SECTION 6: SEDIMENT CONTROLS

Structural practices shall be used to trap sediment in stormwater runoff. Sediment control practices must be capable of ponding runoff to be considered functional. [Add text as necessary]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Controls / BMPs** | **Description** | **Installation Timing** | **Maintenance** | **Responsible Party** |
| **Sediment Barrier** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Sediment Pond** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Temporary Diversion**  (route sediment-laden runoff to a settling pond) | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |
| **Storm Drain Inlet Protection** | Briefly describe how and where this practice will be used. Reference applicable drawings. | Insert Description of Installation Timing | Insert Maintenance Requirements for the Practice | Insert Party Responsible for Installation and Maintenance |

[Add, repeat, or delete rows as necessary.]

## 6.1 SEDIMENT POND SPECIFICATIONS

|  |  |
| --- | --- |
| SEDIMENT POND ID | |
| **Contributing Drainage Area to the BMP** | Insert Text Here Acres |
| **Disturbed Drainage Area to the BMP** | Insert Text Here Acres |
| **Required Dewatering (detention) Volume** | Insert Text Here Acre-Feet |
| **Required Sediment Storage Volume** | Insert Text Here Acre-Feet |
| **Provided Dewatering (detention) Volume** | Insert Text Here Acre-Feet |
| **Provided Sediment Storage Volume** | Insert Text Here Acre-Feet |
| **Length to Width Ratio** | Insert Text Here |
| **Dewatering Time** | Insert Text Here Hours |
| **Skimmer Size** | Insert Text Here |

[Repeat or delete table as necessary.]

# SECTION 7: POST-CONSTRUCTION STORMWATER MANAGEMENT

Post-construction stormwater practices provide long-term management of runoff quality and quantity so that the receiving stream’s physical, chemical, and biological characteristics are protected, and stream functions are maintained.

## 7.1 General Post-Construction Stormwater Management Plan

Describe the plan for post-construction stormwater management

## 7.2 Selected BMPs for Post-Construction Stormwater Management

| **Selected Post-Construction Stormwater Management Control** | | | |
| --- | --- | --- | --- |
|  | Wet Extended Detention Basin |  | Bioretention |
|  | Extended Detention Constructed Wetland |  | Infiltration Basin |
|  | Dry Extended Detention Basin with Forebay and Micropool |  | Infiltration Trench |
|  | Permeable Pavement – Extended Detention |  | Permeable Pavement – Infiltration |
|  | Underground Storage Facility– Extended Detention |  | Underground Storage Facility – Infiltration |
|  | Sand Filter - Extended Detention |  | Other BMP on disturbance less < 2 acres:  Describe BMP |
| **Rationale for Practice Selection** | | | |
| The rationale shall address the anticipated impacts on the channel and floodplain morphology, hydrology, and water quality | | | |
|  | | | |

# SECTION 8: OTHER POLLUTANT CONTROLS

No solid (other than sediment) or liquid waste, including building materials, shall be discharged in stormwater runoff. BMPs must be implemented to prevent the discharge of non-sediment pollutants to the drainage system of the site or surface waters of the state or an MS4 as follows.

## 8.1 DEWATERING AND GROUNDWATER CONTROL

There shall be no turbid discharges to surface waters of the state resulting from dewatering activities. Trench or groundwater that contains sediment shall pass through a sediment settling pond, filter bag, or other equally effective sediment control device. Groundwater that does not contain sediment or other pollutants is not required to be treated prior to discharge; however, care must be taken that discharging groundwater does not become pollutant-laden by traversing over disturbed soils or other pollutant sources.

|  |  |
| --- | --- |
| **Description** | Insert Description of Dewatering and Groundwater Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.2 Washout of Concrete, Stucco, Paint, AND Other Materials

Under no circumstance shall wastewater from the washout of concrete trucks, stucco, paint, form release oils, curing compounds, and other construction materials be discharged directly into a drainage channel, storm sewer, or surface waters of the state.

|  |  |
| --- | --- |
| **Description** | Insert Description of Washout Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.3 Fueling and Maintenance of Equipment or Vehicles

No pollutants from vehicle fuel, oils, or other fluids can be discharged to surface waters of the state.

|  |  |
| --- | --- |
| **Description** | Insert Description of Vehicle Fluid Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.4 Storage, Handling, and Disposal of Construction Wastes and Trash

The operator must minimize the exposure of construction wastes and trash (e.g., packaging materials, scrap construction materials, demolition debris, and other trash or discarded materials to precipitation, stormwater runoff, and snow melt.

Waste disposal by open burning is prohibited.

|  |  |
| --- | --- |
| **Description** | Insert Description of Construction Waste Control Pla (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.5 Storage, Handling, and Disposal of Pesticides, Herbicides, Insecticides, and Fertilizers

The operator must minimize the exposure of fertilizers, pesticides, insecticides, and herbicides, to precipitation, stormwater runoff, and snow melt. No exposure to stormwater is recommended.

|  |  |
| --- | --- |
| **Description** | Insert Description of Pesticide, Herbicide, Insecticide, and Fertilizer Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.6 Storage, Handling, and Disposal of Diesel Fuel, Oil, Hydraulic Fluids, and Other Petroleum Products

|  |  |
| --- | --- |
| **Description** | Insert Description of Petroleum Product Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.7 Storage, Handling, and Disposal of Hazardous or Toxic Chemicals

The operator must minimize the exposure of hazardous or toxic chemicals (e.g., paints, caulks, sealants, fluorescent light ballasts, solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) to precipitation, stormwater runoff, and snow melt.

|  |  |
| --- | --- |
| **Description** | Insert Description of Hazardous or Toxic Chemical Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.8 Sanitary Waste

The operator must minimize the exposure of sanitary waste to precipitation, stormwater runoff, and snow melt.

|  |  |
| --- | --- |
| **Description** | Insert Description of Sanitary Waste Control Plan (including locations or plan sheet references) |
| **Installation Timing** | Insert Description of Installation Timing |
| **Maintenance** | Insert Maintenance Requirements for the Practice |
| **Responsible Party** | Insert Party Responsible for Installation and Maintenance |

## 8.9 Spill Prevention and Response

The operator shall use measures to prevent and respond to chemical spills and leaks as identified in Insert Spill Prevention Control and Countermeasure (SPCC) plans, spill control programs, Safety Response Plans, etc.. A copy of the plan shall be kept on site*.*

Insert spill prevention and response procedures here

# SECTION 9: INSPECTION, MAINTENANCE, AND CORRECTIVE ACTION

## 9.1 INSPECTION PERSONNEL

The operator shall assign qualified inspection personnel to conduct inspections to ensure that the control practices directed under this SWP3 are functional, adequate, and properly implemented or whether additional control measures are required.

Inspection personnel shall be knowledgeable in the principles and practice of erosion and sediment controls, possessing the skills to assess all conditions at the construction site that could impact stormwater quality and the effectiveness of any sediment and erosion control measures selected to control the quality of stormwater discharges from the construction activity.

## 9.2 INSPECTION SCHEDULE

At a minimum, all controls on the site must be inspected:

* after any storm event greater than one-half inch of rain per 24-hour period by the end of the next calendar day, excluding weekends and holidays unless work is scheduled; and
* once every seven calendar days.

The inspection frequency may be reduced to at least once every month for dormant sites if the entire site is temporarily stabilized or runoff is unlikely due to weather conditions for extended periods (e.g., the site is covered with snow or ice, or the ground is frozen). The beginning and ending dates of any reduced inspection frequency shall be documented in the grading and stabilization log.

Once a definable area has achieved final stabilization, the area may be marked on the SWP3, and no further inspection requirements shall apply to that portion of the site.

## 9.3 INSPECTION PROCEEDURE

At a minimum, the inspection shall include the following.

* Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of or the potential for pollutants entering the drainage system.
* Erosion and sediment control measures identified in this SWP3 shall be observed to ensure that those are operating correctly.
* Discharge locations shall be inspected to ascertain whether erosion and sediment control measures are effective in preventing significant impacts to the receiving waters.
* Locations where vehicles enter or exit the site shall be inspected for evidence of off-site vehicle tracking.

During each inspection, the checklist included in Appendix E must be completed and signed by the qualified inspection personnel representative. Inspection reports may be prepared, signed, and kept electronically, rather than in paper form, if the records are: (a) in a format that can be read similarly to a paper record; (b) legally dependable with no less evidentiary value than their paper equivalent; and (c) 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. For additional guidance on the proper practices to follow for the electronic retention of inspection report records, refer to this general permit’s Fact Sheet at https://epa.ohio.gov/divisions-and-offices/surface-water/permitting/storm-water-discharges-from-small-and-large-construction-activities--general-permit.

## 9.4 CORRECTIVE ACTION DEADLINES

If the inspection reveals that a control practice needs repair or maintenance, with the exception of a sediment settling pond, it shall be repaired or maintained within 3 days of the inspection. Sediment settling ponds shall be repaired or maintained within 10 days of the inspection.

If the inspection reveals that a control practice fails to perform its intended function and that another, more appropriate control practice is required, the SWP3 shall be amended, and the new control practice shall be installed within 10 days of the inspection.

If the inspection reveals that a control practice has not been implemented in accordance with this SWP3, the control practice shall be implemented within 10 days from the date of the inspection. If the inspection reveals that the planned control practice is not needed, the record shall contain a statement of explanation as to why the control practice is not needed.

## 9.5 RECORD KEEPING

The NPDES permittee shall maintain for three years following the submittal of a notice of termination form, a record summarizing the results of the inspection, names(s), and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the SWP3 and a certification as to whether the facility complies with the SWP3 and the permit and identify any incidents of non-compliance. The record and certification shall be signed.

# SECTION 10: 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 submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify this document complies with the requirements of the stormwater management plan of Insert Name of Local Regulated MS4 (if applicable).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Title: |  | | |
| Signature: | |  | | | Date: |  |

# SWP3 APPENDICES

**Appendix A – NOI and Ohio EPA Authorization Email**

**Appendix B – Site Maps and Drawings**

**Appendix C – BMP Design Calculations**

**Appendix D – Grading and Stabilization Activities Log**

**Appendix E – Site Inspection Forms**

**Appendix F – Corrective Action Log**

**Appendix G – Subcontractor Certifications/Agreements**

**Appendix H – Delegation of Authority**

**Appendix I – SWP3 Training Log**

**Appendix J – Operation and Maintenance Plan for Post-Construction BMP**

*[Add or delete appendix as necessary.]*

**Appendix A – NOI and Ohio EPA Approval Letter**

**Appendix B – Site Maps and Drawings**

**Appendix C – Design Calculations**

Design calculations and data support the preparer’s decisions and demonstrate regulatory compliance to reviewers. Ohio EPA recommends the use of its data sheets and spreadsheets to exhibit compliance with BMP design requirements including storage volumes and drawdown requirements. [delete from submittal]

**Appendix D – Grading and Stabilization Activities Log**

Insert Project Name

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

[This form is a sample. It may be modified or replaced by the SWP3 writer as necessary]

**Appendix E – Site Inspection Forms**

[The following form is a sample. It may be modified or replaced by the SWP3 writer as necessary]

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A – General Information**  *(If necessary, complete additional inspection reports for each separate inspection location.)* | | | |
| **Inspector Information** | | | |
| **Inspector Name:** | | **Title:** | |
| **Qualifications:** | | **Email:** | |
| **Company Name and Address:** | | **Phone Number:** | |
| **Inspection Details** | | | |
| **Inspection Date:** | **Inspection Start Time:** | | **Inspection End Time:** |
| **Inspection Location:** | | | |
| **Current Phase of Construction:** | | | |
| **Weather Conditions for the period since the last inspection:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Storm Event Date** | **Storm Event Time** | **Storm Event Duration** | **Total Rainfall Amount (inches)** | **Discharge Occur?** | |  |  |  |  | Yes  No | |  |  |  |  | Yes  No | |  |  |  |  | Yes  No | | | | |
| **Weather Conditions During Inspection:** | | | |
| **Required Frequency Basis for Inspection:**  after any storm event greater than one-half inch of rain per 24-hour period (by the end of the next calendar day, excluding weekends and holidays unless work is scheduled)  As determined by  On-site rain gauge  Weather station report (Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  Total rainfall amount that triggered the inspection: \_\_\_\_\_\_\_\_\_ inches  once every seven calendar days  once every month for dormant sites (the entire site is temporarily stabilized)  once every month for dormant sites (runoff is unlikely due to extended periods of snow or ice cover or the ground is frozen) | | | |

1. *Describe the visual quality of the discharge including color; odor; floating, settled, or suspended solids; foam; oil sheen; and other indicators of stormwater pollutants. Include signs of the above pollutant characteristics that are visible from your site and attributable to your discharge.*

|  |  |  |
| --- | --- | --- |
| **Section B – Description of Discharges** | | |
| **Discharge Location** | **Is a discharge occurring at the time of the inspection?** | **Observations for each point of discharge1:** |
| **1.** | Yes  No |  |
| **2.** | Yes  No |  |
| **3.** | Yes  No |  |
| **4.** | Yes  No |  |
| **5.** | Yes  No |  |

|  |  |  |
| --- | --- | --- |
| **Section C – Erosion and Sediment Controls** | | |
| **Construction Entrance** | | |
| **Description of Conditions Observed:** | | |
| **Is a construction entrance installed per plan?** | Yes  No | Notes: |
| **Does sediment need to be removed from the surface?** | Yes  No | Notes: |
| **Does the entrance drain properly runoff diverted away?** | Yes  No | Notes: |
| **Is sediment being tracked off-site?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |  |
| --- | --- | --- |
| **Temporary Stabilization** | | |
| **Description of Conditions Observed:** | | |
| **Are all disturbed areas of the site that will lie dormant for over 14 days temporarily stabilized?** | Yes  No | Notes: |
| **Have all stockpiles been temporarily stabilized?** | Yes  No | Notes: |
| **Does existing temporary stabilization provide sufficient and effective cover?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |  |
| --- | --- | --- |
| **Permanent Stabilization** | | |
| **Description of Conditions Observed:** | | |
| **Are all areas of the site at final grade permanently stabilized?** | Yes  No | Notes: |
| **Has proper seedbed preparation, fertilizer application, and mulching been conducted?** | Yes  No | Notes: |
| **Are conveyance channels stabilized?** | Yes  No | Notes: |
| **Are outflows stabilized?** | Yes  No | Notes: |
| **Are steep slopes stabilized?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |  |
| --- | --- | --- |
| **Sediment Pond** | | |
| **Description of Conditions Observed:** | | |
| **Does runoff enter the pond without causing erosion or bypassing the control?** | Yes  No | Notes: |
| **Are the banks stabilized?** | Yes  No | Notes: |
| **Is the skimmer functioning properly?** | Yes  No | Notes: |
| **Is the outlet free of obstructions?** | Yes  No | Notes: |
| **Does the pond have sediment storage capacity?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |  |
| --- | --- | --- |
| **Sediment Barriers** | | |
| **Description of Conditions Observed:** | | |
| **Are sediment barriers installed as planned in the SWP3?** | Yes  No | Notes: |
| **Are there other locations in need of a sediment barrier?** | Yes  No | Notes: |
| **Is the barrier sealed to the ground with ends upturned and without gaps or openings such that water ponds behind the barrier?** | Yes  No | Notes: |
| **Does captured sediment need to be removed from behind the barrier?** | Yes  No | Notes: |
| **Is the barrier falling over, flattened, or otherwise lost ponding depth?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |  |
| --- | --- | --- |
| **Storm Drain Inlet Protection** | | |
| **Description of Conditions Observed:** | | |
| **Is storm drain inlet protection installed as planned in the SWP3?** | Yes  No | Notes: |
| **Are all operating inlets receiving sediment-laden water protected?** | Yes  No | Notes: |
| **Does runoff bypass the device including through tears or holes?** | Yes  No | Notes: |
| **Does captured sediment need to be removed from the device?** | Yes  No | Notes: |
| **Is the device worn, damaged, or degraded such that it is no longer effective?** | Yes  No | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |
| --- | --- |
| **OTHER EROSION AND SEDIMENT CONTROL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Description of Conditions Observed:** | |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: |

|  |  |
| --- | --- |
| **OTHER EROSION AND SEDIMENT CONTROL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Description of Conditions Observed:** | |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: |

|  |  |  |
| --- | --- | --- |
| **Section D – Pollution Controls** | | |
| **Are all controls to prevent the following pollutants from entering the drainage system or discharging installed, maintained, and operating effectively?** | | |
| **Dewatering** | Yes  No  N/A | Notes: |
| **Washout of Concrete and other materials** | Yes  No  N/A | Notes: |
| **Fuel Storage & Handling** | Yes  No  N/A | Notes: |
| **Trash Storage & Handling** | Yes  No  N/A | Notes: |
| **Agrichemical Storage & Handling** | Yes  No  N/A | Notes: |
| **Petroleum Product Storage & Handling** | Yes  No  N/A | Notes: |
| **Toxic Materials Storage & Handling** | Yes  No  N/A | Notes: |
| **Sanitary Waste** | Yes  No  N/A | Notes: |
| **Requires Routine Maintenance?**  Yes  No | Describe Maintenance Items Needed: | |
| **Requires Corrective Action?**  Yes  No | Describe Actions Needed: | |

|  |  |
| --- | --- |
| **Section F – Signature and 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.” | |
| **Signature of Inspector or “Duly Authorized Representative:”** | |
| **Signature:** | **Date:** |
| **Printed Name:** | **Affiliation:** |

**When practices require repair or maintenance.** If the inspection reveals that a control practice needs repair or maintenance, with the exception of a sediment settling pond, it shall be repaired or maintained within 3 days of the inspection. Sediment settling ponds shall be repaired or maintained within 10 days of the inspection.

ii. **When practices fail to provide their intended function.** If the inspection reveals that a control practice fails to perform its intended function and that another, more appropriate control practice is required, the SWP3 shall be amended, and the new control practice shall be installed within 10 days of the inspection.

iii. **When practices depicted on the SWP3 are not installed.** If the inspection reveals that a control practice has not been implemented in accordance with the schedule contained in Part III.G.1.h of this permit, the control practice shall be implemented within 10 days from the date of the inspection. If the inspection reveals that the planned control practice is not needed, the record shall contain a statement of explanation as to why the control practice is not needed.

**Appendix F – Corrective Action Log**

Insert Project Name

| **Date of Inspection** | **Description of**  **Corrective Action** | **Date Completed** | **Completed by**  **[Name(s) and Title]** |
| --- | --- | --- | --- |
|  |  |  |  |
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[This form is a sample. It may be modified or replaced by the SWP3 writer as necessary]

**Appendix G – Subcontractor Certifications/Agreements**

SUBCONTRACTOR CERTIFICATION

STORMWATER POLLUTION PREVENTION PLAN

Project Number: ­­

Project Title:

Operator(s):

As a subcontractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWP3) for any work that you perform on-site. Any person or group who violates any condition of the SWP3 may be subject to substantial penalties or loss of contract. You are encouraged to advise each of the employees working on this project of the requirements of the SWP3. A copy of the SWP3 is available for review at the office trailer.

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

**I certify under the penalty of law that I have read and understand the terms and conditions of the SWP3 for the above designated project and agree to follow the practices described in the SWP3.**

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

Company:

Address:

Telephone number:

Type of construction service to be provided:

Signature:

Title:

Date:

**Appendix H – Delegation of Authority Form**

Delegation of Authority

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of person or position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city, state, zip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone)

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Part V.G.2 of Ohio EPA’s CGP.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I 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:**

**Company:**

**Title:**

**Signature:**

**Date:**

**APPENDIX I – SWP3 Training Log**

Insert Project Name

| **Date of Training** | **Description of Training** | **Attendees** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[This form is a sample. It may be modified or replaced by the SWP3 writer as necessary]

**Appendix J - Post-Construction Operation and Maintenance Plan**

[The following form is a sample. It may be modified or replaced by the SWP3 writer as necessary]

**STORMWATER MANAGEMENT SYSTEM**

**OPERATION AND MAINTENANCE PLAN**

**FOR**

Insert Project/Site Name

Insert Project Site Location/Address

Insert City, State, Zip Code

Insert Operator Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email

Prepared By:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email

**Table of Contents**

1. Designated Entity Responsible for Maintenance #
2. Stormwater Management System Overview #
3. Inspection Procedure #
4. Maintenance Tasks #
5. Legal Documents #
6. As-Built Construction Drawing #
7. Location and Access Map #
8. Pollutant Removal and Disposal Procedure #

**1.0 DESIGNATED ENTITY RESPONSIBLE FOR MAINTENANCE**

*[Identify the entity designated to conduct/oversee inspections and maintenance responsibilities of the stormwater management system after construction. This entity may be the post-construction operator, owner, or a contracted party. Include their contact information such as name, mailing address, phone, and email.]*

**2.0 STORMWATER MANAGEMENT SYSTEM OVERVIEW**

*[Detail the post-construction stormwater management system describing all the stormwater management practices including any riparian setback areas, mitigation areas, disconnection areas, or conservation areas. If multiples of the same practice exist (i.e., two stormwater ponds), make sure they are consistently and clearly labeled in the narrative, construction drawings, and site maps.]*

**3.0 INSPECTION PROCEDURE**

*[Describe the inspection procedure for each stormwater management practice and the frequency at which the inspections should occur. This may involve the creation of an inspection checklist and the specifications for reports if required locally.]*

**4.0 MAINTENANCE TASKS AND SCHEDULE**

*[For each stormwater management practice identified in Section 3.0, list the routine and non-routine maintenance tasks that must be performed to ensure proper function of the BMP and the approximate frequency at which the task is expected to occur. Additionally, detail any other indicators of maintenance needs (i.e., accumulated sediment depth). Maintenance tasks should be specific to each type of BMP.]*

**5.0 LEGAL DOCUMENT**

*[Include a copy of any legal documents associated with the stormwater management practices including easements, maintenance agreements, environmental covenants, or deed restrictions.]*

**6.0 AS-BUILT CONSTRUCTION DRAWINGS**

*[Include a copy of the as-built construction drawings (spec. sheets, shop drawings) of the stormwater management system. Details pertaining to the specific design of each BMP should be present and summary information should be present. For example, this may include basin outlet drawings that specify invert elevations and sizes, as well as summary tables that identify basin capacity and orifice size.]*

**7.0 LOCATION AND ACCESS MAP**

*[Describe both in narrative and visual form the preferred access routes to the BMPs. This prevents trespass and encourages safety. A map should be included to help identify the site, the BMP locations, and the route to access each BMP.]*

**8.0 POLLUTANT REMOVAL AND DISPOSAL PROCEDURE**

All pollutants collected within structural post-construction practices shall be disposed of in accordance with local, state, and federal regulations.

*[Describe the planned procedure to remove and dispose of captured pollutants such as accumulated sediment, trash, and harvested vegetation. If on-site disposal is planned, provide detailed instructions.]*