



accenaGroup

# Stormwater Pollution Prevention Plan Manual

For Sites Covered Under the Construction General Permit

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## **Introduction**

The following manual is a step-by-step walkthrough of the template found on the Utah Department of Water Quality's website for a Stormwater Pollution Prevention Plan (SWPPP) for sites covered under the Construction General Permit (CGP). Changes and updates are made periodically to the template, so the sections may not line up exactly if you are using an older version of this manual or the SWPPP template.

Spanish Fork, under the clean water permit the city holds with the State of Utah, requires you to submit a SWPPP for review and make any necessary changes identified in the review prior to the approval of any construction permits. Spanish Fork's goal and the requirements under which the city operates are to keep each site in compliance. Meeting this goal begins with having a compliant SWPPP. Even after the SWPPP is approved, it is important to note that the SWPPP is a living document that needs to be updated throughout construction. Having a SWPPP and the supporting paperwork in order will protect you, both owners and operators, from construction delays, fines, and possible prosecution by the State of Utah and the U.S. Environmental Protection Agency.

## **Section 1: Contact Information/Responsible Parties**

### **1.1 Owner(s) & Contractors**

The contact information for these individuals needs to be included. The contact information needs to include the proper parties' correct title, phone, and email address. The subcontractor is optional and only needs to be included if they need to be held accountable for their portion of the project.

### **1.2 Storm Water Team**

The stormwater team information needs to contain the individuals who cover the main areas of responsibility for stormwater: SWPPP writer, inspections, BMP installation and maintenance, and taking corrective actions. Each person's responsibilities must be listed and one person may have more than one responsibility.

## **Section 2: Site Evaluation, Assessment, & Planning**

### **2.1 Project/Site Information**

All this information needs to be provided, although you only need to provide one form of latitude and longitude. The UPDES project or permit tracking number will be the NOI number in most cases.

### **2.2 Nature of Construction Activity**

When describing the general scope of the work for the project, be specific. Include activities such as clearing and grubbing, grading, installing utilities, laying asphalt, pouring concrete, excavating for foundations, vertical construction, and any other activities that may apply. Also include the lots you will be working on and the different phases of construction.



If you plan on having any off-site support activities (e.g. stockpiling at a different location or an asphalt batch plant that is not covered under another permit), these must be explained in this section. This off-site location counts as part of your site and as you write the SWPPP, you are required to provide all the same explanations, documentation, controls, and considerations for the off-site location as you do for the construction site itself.

Once you have described the nature of construction activity, mark all the function boxes that apply. If you select “Other” for the function of the construction activity, be sure to specify the function. Then, include the estimated project start and completion dates.

### **2.3 Construction Site Estimates**

Include the estimates for the construction site. The “construction site area to be disturbed” line refers to the total area to be disturbed over the course of the project. One estimate that is required, but is not in the template, is the estimated area to be disturbed at any one time; you will need to add a line that includes that estimate in acres. This distinction is important if you rely on phasing to reduce the amount of disturbed soils and soil erosion as outlined in section 5.1.

Next, include the runoff coefficients before and after construction for your site. The coefficient is a representation of how much stormwater, and water in general, will be transported off your site. Impervious surfaces will increase this value, so it is required to show how your construction will affect the runoff in the area. The EPA has developed a guide for runoff coefficients in appendix C of their guide *Developing Your Stormwater Pollution Prevention Plan*, which shows the typical runoff coefficients represented in decimal form. You can find the document at: <https://www.epa.gov/npdes/developing-stormwater-pollution-prevention-plan-swppp>. To use the table, find the proper description of your site before and after construction, convert them to percentages, and include them on the proper line of this section.

### **2.4 Soils, Slopes, Vegetation, and Current Drainage Patterns**

In this section, you are illustrating the soil conditions at the site to illustrate its erodibility. Include soil types, slopes before and after grading (including gradient and length), drainage patterns for the site, vegetation, and any other factors that may illustrate soil conditions. The regulations require this information because they were written to prevent erosion and keep sediment on site.

### **2.5 Emergency Related Projects**

This section only applies if your project is in response to a public emergency. It gives you the ability to complete the SWPPP within 30 days after earth disturbing activities have begun so that you can address the public emergency in a timely manner. If you can address the public emergency in less than 30 days, you do not have to submit an NOI or prepare a SWPPP, but you must submit a report to the DWQ within 45 days. See section 1.2.1 of the CGP for the details required in the report.

### **2.6 Phase/Sequence of Construction Activity**

Describe the various phases of your construction activity. If your construction activity will only consist of a single phase, you may show so in this section. Be sure to list the BMPs that you will be using in each phase and any stabilization, temporary or permanent, that will take place. Be sure to indicate during which phase stormwater controls will be removed as it is a requirement before the NOT can be filed.



## 2.7 Site Features and Sensitive Areas to be Protected

Describe any site features that are sensitive or may need protection under the CGP or other applicable laws such as the Endangered Species Act and the National Historic Preservation Act. Some of these items may not exist on your site, in which case you would indicate so in this section; not mentioning them does not meet the requirement.

Wetlands and streams count as surface waters and will need to be protected if they are within 50 feet of your project's earth disturbances. See section 4.3 for details on the requirements for providing natural buffers for surface waters. Both waterbodies are particularly susceptible to pollutant discharge. You will need to illustrate their location on the site map as well as the buffers and BMPs you will use to protect them. You can find the surface waters around your site on Utah's Surface Water Quality website:

<http://mapserv.utah.gov/surfacewaterquality/>. Take note of whether or not the stream is impaired as you will need to include the specifics in section 3.4, have additional stabilization requirements as described in section 5.12 & 5.13, and you will be required to increase the inspection frequency as detailed in section 7.1.1.

Natural vegetation should be shown on the map, including any specimen trees that will be preserved. A specimen tree is one of particular size or import as large, established trees are effective at reducing soil erosion and difficult to replace once removed. For these reasons, they should be preserved wherever feasible. Other vegetation that should be preserved is any around water bodies as this provides protection from sediment and other pollutants, including thermal pollution due to increased exposure to sunlight. Also note other areas of beneficial or desirable natural vegetation that could be preserved.

Steep slopes and highly erodible soils are susceptible to erosion, particularly when the natural vegetation has been removed. Indicate how you will protect them from stormwater runoff to prevent erosion.

Endangered species, plant, animal, and otherwise, are protected by the Endangered Species Act (ESA) and severe penalties can be incurred from disturbing, harming, or destroying endangered species. Information regarding the presence of endangered species can be found at: <https://ecos.fws.gov/ecp/>. You can also contact the Utah Division of Wildlife for more information at: <https://wildlife.utah.gov/about-us/contact-us.html>.

Historical sites are protected by the National Historic Preservation Act. This information needs to be included in the SWPPP to show that your construction activities including storm water systems and BMPs, will not damage any historical property. More information can be obtained from the Utah Division of State History at <https://heritage.utah.gov/history/historic-buildings>.

## 2.8 Maps

This section references the map, but the map itself should be placed in Appendix B. More information on creating the maps can be found in the appendix B of this manual.

# Section 3: Water Quality

## 3.1 UIC Class 5 Injection Wells

Underground Injection Control (UIC) class 5 injection wells are any system that collects water underground for infiltration into the ground. French drains, drywells, seepage pits, improved sinkholes, R-tanks, Storm Tech Systems, etc. all qualify. Spanish Fork City will register UICs put in public right of ways, such as R-tanks beneath sidewalks and park strips. All you need to do in that case is put the information of what type of UICs will be installed in this



section, explain that Spanish Fork will be registering them, and then include BMP specifications in appendix M.

For UIC wells that will be installed in private areas, such as beneath commercial parking lots, you will need to contact the Department of Water Quality and register the injection well with the state. To get the information necessary to register, go to:

<https://deq.utah.gov/ProgramsServices/programs/water/uic/>. In section 3.1, describe the type of class 5 injection well you will install and include the contact information for whomever you spoke with at the DWQ. Include the completed registration form in appendix L of the SWPPP and BMP specs for the class 5 injection well in appendix M. The location where the UIC will be installed needs to be shown on the site map. Also, the UIC will need to be included in the Long Term Stormwater Management Plan (LTSMP).

### **3.2 Discharge Information**

The Municipal Separate Storm Sewer System (MS4) to which your site discharges will be Spanish Fork if your site is within Spanish Fork's city limits. In any case where your site discharges any stormwater into Spanish Fork's storm sewer, you will need to select "Yes" and list Spanish Fork as the MS4 that receives discharge from the construction project.

For the surface water, refer to Utah's Department of Water Quality website, <http://mapserv.utah.gov/surfacewaterquality/>, to see if there is a surface water within 50 feet of your construction disturbances. If there is, mark "Yes" and list the water body, or bodies. If there is not, you must mark "No" to meet the requirement.

### **3.3 Receiving Waters**

The receiving water for your site is the first water body that receives stormwater discharge from your site. If your site has numerous discharge points, particularly if they are headed in different directions, you may have more than one receiving water. To find out what your receiving waters are, refer to the Surface Water Quality website above and find the first surface water that is down gradient of your discharge point. That will usually be the receiving water from your site. You are also responsible for noting the receiving waters for your site even after they flow through the storm sewer. This will still usually be the next surface water downstream of your site, although in some situations you may need to consult with the MS4 regulators to see where the storm drain discharges.

Once you have found the water body, click on it. The water body's name will be listed near the top next to the label Stream. If no name is listed or it is listed as "null," the waterbody is considered an unnamed tributary. In that case, list the waterbody as an unnamed tributary of whatever waterbody is listed in the Assessment Units Section. For example, if Stream read Null and Assessment Units read Utah Lake, you would list the waterbody as an unnamed tributary of Utah Lake. You will need to repeat the processes outlined for 3.4 and 3.5 for each water body you identify.

Spanish Fork has developed maps that show the storm sewer system and you can use these to help you find the appropriate waterbody. Go to: <http://spanishfork.org/dept/pubworks/engineering/maps/> and choose the stormwater map to see the storm sewer system. Used in conjunction with Utah's Surface Water Map and your knowledge of the slopes, you can more accurately determine the receiving water.

### **3.4 Impaired Waters**

Once you have identified the receiving waters and listed them, you will need to fill out the appropriate information on this table. To find if it is impaired, select the water body and look for the 2016 Assessment section on the left side of the screen where the information for the water



body is listed. If it is impaired, it will say Impaired in this section and you will need to mark it in the column.

The box labeled TMDL Required: 303d Cause of Impairment will state the cause of impairment. Enter that information into the table in the relevant column.

The box labeled TMDL Approved: Cause of Impairment, will list a TMDL if it has been approved. If it has been, check yes for that water body and then list the TMDL. If it has not been, check no and then continue.

If the waterbody is impaired, there will be additional requirements for stabilization, as outlined in section 5.12 & 5.13, and an increased inspection frequency, as outlined in section 7.1.2.

### **3.5 High Water Quality**

With the water body selected, look on the left side in the section labeled Anti-Degradation Category. If it is listed as category 1 or 2, indicate on the table in the SWPPP that it is and then mark the appropriate category. If the category is listed as 3, then indicate that it is not High Water Quality on the map.

### **3.6 Dewatering Practices**

If you will be discharging stormwater from your site that has been removed from excavations, trenches, foundations, vaults, or other similar points of accumulation, you will need to include information on the dewatering practices in this section. Once you have listed the dewatering you will perform and the BMPs to prevent the discharge of pollutants, include BMP design specifications for the BMPs you will use to prevent the water from transporting pollutants from your site. You will also need to include the dewatering permit you obtained from the state in the SWPPP. Information on dewatering permits can be found at: <https://deq.utah.gov/Permits/water/contractordewatering/index.htm>. You will be required to take weekly samples for lab analysis while you are dewatering and send the results to the state. Indicate the location of dewatering practices and BMPs you use to prevent the discharge of pollutants on the site map in appendix B.

If you can keep all the dewatering waters on your site and allow it to percolate back into the ground or evaporate, you do not need to obtain a permit. In this case, you will need to specify how you will prevent discharges from dewatering practices. You will also be required to indicate the location of the dewatering and the controls on the site map in appendix D.

If you do not plan on conducting any dewatering on your site, state so in this section to meet the requirement. Leaving the section blank does not meet the requirement.

### **3.7 Control Storm Water Flowing onto and through the Project**

In this section, describe any practices you will be using to divert, retain, detain, or otherwise limit runoff. Examples will be if you plan on diverting stormwater running onto your site via a compacted berm, diversion, or ditch around your site or away from certain areas of your site. Other examples would be sediment basins to capture sediment before it leaves your site or retention and detention ponds designed to capture water. You will need to provide BMP specs for these controls and place them in appendix M and indicate their location on the site map in appendix B.

### **3.8 Protect Storm Drain Inlets**

List here the BMPs you will be using to protect storm drain inlets. Examples of approved controls are gravel bags, different types of drop inlet bags, dandy bags, and other properly





designed BMPs. Straw bales, straw wattle, and sand bags are not acceptable controls for inlets as they rupture or otherwise lose material to stormwater discharge.

Depending on the conditions of your site, you may need to provide multiple types of inlet protection. For example, if your site contains both curb inlets and area drains, a dandy bag designed for a curb inlet would not function on the area drain. Be sure to include BMP specifications in appendix M and indicate the location of the inlets and the protection that will protect them on the site map in appendix B.

## Section 4: Pollution Prevention Standards

### 4.1 Potential Sources of Pollution

Identify all sources of pollution and what pollutants they will generate in this table. Once you have done that, give a general description of the location on site of the activity. Listed below are some common examples:

1. *Activity:* clearing, grading, excavating, and unstabilized areas.
  - a. *Pollutants:* sediment, trash, debris, solids.
  - b. *Location:* unstabilized areas.
2. *Activity:* paving operations.
  - a. *Pollutants:* sediment, oil, grease.
  - b. *Location:* areas to be covered with pavement.
3. *Activity:* concrete washout, stucco and cement waste.
  - a. *Pollutants:* heavy metals, pH (acids and bases), trash, debris, solids.
  - b. *Location on site:* concrete washout, vertical construction where concrete and stucco are being used.
4. *Activity:* structure construction, painting, cleaning
  - a. *Pollutants:* heavy metals, ph(acids and bases), trash, debris, solids, other pollutants.
  - b. *Location on site:* paint washout, vertical construction where paints and cleaning is present.
5. *Activity:* demolition and debris disposal.
  - a. *Pollutants:* sediment, trash, debris, solids.
  - b. *Location:* areas where demolition will take place.
6. *Activity:* dewatering operations.
  - a. *Pollutants:* sediment, trash, debris, solids.
  - b. *Location:* areas where dewatering will take place.
7. *Activity:* waterline flushing.
  - a. *Pollutants:* sediment, nutrients, ph(acids and bases), trash, debris, solids, other pollutants.
  - b. *Location:* areas where utility installation is taking place.
8. *Activity:* material delivery and storage.
  - a. *Pollutants:* sediment, nutrients, heavy metals, ph(acids and bases), oil, grease, trash, debris, solids, other pollutants.
  - b. *Location:* material storage area.
9. *Activity:* material use during building process.
  - a. *Pollutants:* nutrients, heavy metals, ph(acids and bases), oil, grease, trash, debris, solids, other pollutants.
  - b. *Location:* material storage area, areas where vertical construction takes place.
10. *Activity:* solid waste disposal.
  - a. *Pollutants:* trash, debris, solids, other pollutants.



- b. *Location*: dumpster, trash receptacles.
- 11. *Activity*: hazardous waste, contaminated spills.
  - a. *Pollutants*: heavy metals, ph(acids and bases), pesticides, herbicides, oil, grease, other pollutants.
  - b. *Location*: material storage, vehicle/equipment fueling and maintenance areas, areas where leaks or spills have taken place.
- 12. *Activity*: sanitary waste.
  - a. *Pollutants*: nutrients, ph(acids and bases), bacteria, viruses.
  - b. *Location*: portable toilets, sanitary facilities.
- 13. *Activity*: vehicle/equipment fueling, maintenance, use, and storage.
  - a. *Pollutants*: oil, grease, trash, debris, solids, other pollutants.
  - b. *Location*: vehicle/equipment fueling and maintenance.
- 14. *Activity*: landscaping operations.
  - a. *Pollutants*: sediment, nutrients, pesticides, herbicides, trash, debris, solids, other pollutants.
  - b. *Location*: areas where landscaping will take place

#### **4.2 Non-Storm Water Discharges**

A non-stormwater discharge is any discharge of water that is not in relation to rain or snow melt. Many of the allowed non-stormwater discharges are mentioned in this section of the state template. The first thing you are required to show in this section is which non-stormwater discharges will be on site. Do not list non-stormwater discharges that will not be present on your site as the intent with the list is to illustrate which ones will be on your site.

Once you have your stormwater discharges in place, you need to specify in the comments and the BMP blocks how you will prevent the non-stormwater discharges from transporting pollutants from your site. Even though these discharges are allowed under the permit, you must ensure they do not transport pollutants off your site.

One example of non-stormwater discharges is the above-mentioned dewatering. You would need to specify in this section again the dewatering that is taking place and how you will prevent the discharge of pollutants. Examples include filter bags or frac tanks. Once you have selected the BMPs, include specs in appendix M.

Another example is water used to control dust. A good control for this is to prevent overwatering and creating water flow, which would result in a discharge.

Vehicle washing is an allowed discharge so long as no detergents are used. However, you will need to provide a sediment basin or similar control to catch all the wash water and allow sediment to drop out of the water before it discharges. You will also need to include a BMP spec in appendix M for the control you select. Vehicle and equipment vehicle/washing must also be covered in section 6.6.

Unlike the previous sections, if a discharge will not occur on site, you can leave it off this section. However, almost all sites will have at least one of the non-stormwater discharges taking place. Normally, it is water used to control dust.

#### **4.3 Natural Buffers or Equivalent Sediment Controls**

The buffer area needs to be comprised of undisturbed natural vegetation and must remain undisturbed for so long as you wish to follow the buffer options outlined in this section. If at any time the buffer is disturbed, you will be required to note the disturbance in the SWPPP and how your stormwater controls will be changed to compensate for the reduction in the buffer.

If you have no water bodies on or within 50 feet of your site, be sure to select no in the first section. Otherwise, you need to select yes and then decide whether you want to provide a



50-foot buffer, provide a buffer less than 50 feet supplemented by additional controls, provide no buffer, or that you qualify for an exception to the buffer rule.

If you are providing a 50-foot buffer, you will need to select the first box and show the buffer on the map. Any discharge will still need to pass through your perimeter erosion and sediment controls before entering the natural buffer, which you will need to indicate on the map. The reason for this requirement is that concentrated amounts of sediment or high velocity water can degrade the effectiveness of the natural buffer. The advantage to providing the 50-foot buffer is that you only need to provide one layer of erosion and sediment controls as opposed to the two or more that may be required if you are providing less than a 50-foot buffer.

If you are providing a buffer less than 50 feet and supplementing it with additional erosion and sediment controls, you need to select the second box. In the fields below, include the width of the buffer first. Next, you will need to determine the sediment removal from a 50-foot buffer; Utah requires the RUSLE or RUSLE2 equation be used and you must include your calculations in the SWPPP. Then, indicate the BMPs that you will use to provide the equivalent of the 50-foot buffer. You will need to specify the tool you used to estimate the sediment load reductions from the combined buffer and BMPs and include the results of all calculations that show it will equal the sediment removal efficiency of the 50-foot undisturbed buffer. Normally, a double layer of BMPs, spaced 5 feet apart, will be needed between your site and the surface water.

If you think it is infeasible to provide any undisturbed natural buffer, select the third box. The first thing you must do is explain why it is infeasible to provide an undisturbed natural buffer. You will need to conduct the same calculations outlined above both to determine the sediment removal of a 50-foot buffer and how the BMPs you have selected will provide the equivalent sediment removal.

There are some exceptions to the above rules. If you select one of them you will need to check the fourth box and then the box of the buffer exception you chose.

1. The first possible exception is if there is no discharge to the surface water. An example situation would be if the surface water is up gradient of your site and there is no possibility of any discharge to that surface water.
2. The next exception is that no natural buffer exists because of preexisting development. This may be the case if a sidewalk or pedestrian trail is between your site and the water body. If this preexisting development occupies the entire 50 feet between you and the waterbody, no further documentation is needed. If it only occupies some of the 50 feet, you will need to provide the same calculations listed above for the compliance alternatives showing the sediment removal of a 50-foot undisturbed natural buffer and the BMPs to meet the equivalent. However, you do not have to compensate for the reduction in buffer function from the area covered by any preexisting disturbances. If you will disturb any portion of these preexisting disturbances, the area disturbed will be deducted from the area treated as natural buffer in your calculations. The calculations need to reflect the change and the amendment to the SWPPP noted.
3. For linear projects, site constraints may make it infeasible for you to provide any natural buffer. If this applies to your site, you need to explain why it is infeasible for you to provide a buffer and explain how you will provide the equivalent erosion and sediment removal, which will normally be the double layer of BMPs again.
4. If the project qualifies as a small residential lot, meaning it is a single lot residence less than 1 acre and part of a common plan of development, then the buffer requirements are reduced to 30 feet. This means if you can provide a 30-foot buffer, you will not need to provide any additional controls, although you will still be required to provide a perimeter control for any portion of your site from



- which stormwater will discharge. If your site meets these qualifications, you may want to submit a Common Plan of Development NOI and write a CPoD SWPPP instead of a General Permit SWPPP.
5. If you have obtained a Clean Water Act Section 404 permit from the Army Corps of Engineers, usually to alter a stream or wetland, then you may select this option. First describe the earth disturbances that will occur within the buffer area as allowed by the 404 permit. Then, include any documents and permits obtained from the state and the Army Corps of Engineers relevant to the Section 404 permit issuance in appendix L. If there are areas within 50 feet of a water body outside of the limits of disturbance authorized under section 404, you need to also indicate how you will protect those or what exceptions you will claim.
  6. If you are building a water dependent structure or water access area (e.g. a pier, boat ramp, or trail), you will need to describe the construction in this section. Then, you would need to describe the controls you will use to prevent the discharge of pollutants into the water body. The bank would need sediment and erosion controls as outlined in the buffer sections previous and to protect the waterbody in the water, you would need to install turbidity curtains or a similar control in the water to prevent the disturbed sediment from being dispersed into the water body. Also, before you could remove the curtain you may need to pump the water through filtration, a frac tank, or similar control to clean the water prior to removing the curtain. A better solution would be to dam the water and pump or otherwise divert it around the project. In addition to protecting the water body immediately around the water dependent structure, you will still be required to provide buffer documentation and the appropriate erosion and sediment control as outlined previously for those areas of your site that are not involved in the water dependent structure. All the controls you are using, both in and out of the water, must be indicated on the site map in appendix B.

## **Section 5: Erosion and Sediment Controls**

### **5.1 Minimize Disturbed Area and Protect Natural Features and Soil**

You are required to minimize the disturbed area and protect natural features and soil on your site or explain why it is infeasible. If you can do one or both, you should indicate that you will clearly designate areas that are not to be disturbed and explain how you will do so. If you cannot do one or either of these, explain why the construction will require you to disturb the entire area or remove the natural features. If you must disturb the entire area and your site is large, consider disturbing smaller portions of the site during various phases rather than clearing and grading the entire site at one time and then leaving bare soil for the duration of the project. Whatever you plan on doing, explain it and list any BMPs in this section, then include BMP specs in appendix M and indicate the location of the control on the site map in appendix B.

### **5.2 Establish Perimeter Controls and Sediment Barriers**

Indicate how you will filter or trap sediment at the boundaries of your site. You will need to describe any structural practices, such as silt fences, straw wattles, or other approved controls, and briefly describe where they will be. Then, indicate their location on the site map in appendix B and include a BMP spec for them in appendix M. Indicate their location on the site map in appendix B.



### **5.3 Retain Sediment On-Site**

This section seems similar to 5.2, but covers different requirements. What we are looking for specifically is if you are installing a sediment trap, sediment basin, or similar control to remove sediment from any concentrated discharge. This could be part of a vehicle washing installation, because you are required to trap the sediment from vehicle wash waters before discharging them from your site. First, describe the BMP and explain how and why it will be used. Then, indicate its location on the site map in appendix B and include a BMP spec that includes volumes, dimensions, and the design of the outlet structure in appendix M. Finally, indicate its location on the site map in appendix B.

### **5.4 Establish Stabilized Construction Exits**

Indicate where vehicles will enter and exit your site and how you will remove the sediment that has accumulated on the tires of vehicles before the vehicles leave your site. This section should include any stabilized construction exits, washing stations, and any other structures or practices you will use to avoid tracking sediment off-site. Be sure to include a BMP specification of any structures you will be using in appendix M.

For residential building, such as vertical construction on individual lots in a developed subdivision, you may not have sufficient room to provide a full stabilized construction exit. A track out pad, which is like a stabilized construction exit, but shorter, is one alternative as are mud mats, which are a combination of bamboo, or similar material, and fabric that serve a similar purpose. If controls such as those are infeasible, you could construct a stabilized drive approach, typically made from the base you will use for the driveway and in the same location. If the vehicles can be restricted to this area and not allowed to accumulate sediment on their tires, then it will provide effective control for sediment track out.

Street sweeping is a secondary control that will need to be referenced in this section in almost all cases. Explain what you will use to sweep the streets and how often you will do so. At a minimum, you must sweep the streets any time sediment is transported into the street.

Practices, such as restricting traffic to gravel or paved surfaces, need to be explained in detail. A secondary control, such as visually inspecting tires and removing accumulated sediment with brooms and shovels before leaving the site, may be an additional requirement if you cannot provide a stabilized construction exit, wheel wash, or similar primary control.

As always, indicate all controls on the site map in appendix B.

### **5.5 Protect Slopes**

Describe the controls you will use to protect any slopes within or that might be affected by your site. Slopes are particularly vulnerable to erosion and require special consideration. Examples of controls to protect slopes include erosion control blankets and tackifiers. Once you have identified the controls in this section, include BMP specs in appendix M. Then, indicate their location on the site map in appendix B.

If you have no slopes over 3% on your site, you can specify in this section that there are no slopes greater than 3% on your site. Once you have done so, the requirement is met and nothing further is needed in this section.

### **5.6 Stockpiled Soil or Other Erodible Material**

Indicate the control that will prevent the discharge of pollutants from stockpiled soil or other erodible materials. The control you use must be separate from the perimeter control. Typically, a fiber roll, silt fence, or similar control is put in place around the stockpile. Include a BMP spec in appendix M. Indicate the location of stockpiles on the site map in appendix B.



If you are not stockpiling soil or other erodible materials for longer than 72 hours, state so in this section and describe how you will deal with soils or stockpiles. If you are removing soil and erodible materials from the site and storing them at another location, you need to identify the location, provide a map of the location, and indicate what controls you will use to prevent the discharge of pollutants just as if you stored them on site.

### **5.7 Minimize Dust**

Describe how you will minimize dust on your construction site. Include such practices as water trucks, hoses for demolition or house excavation, limited vehicle speed, unloading materials from the bottom, preventing tracking, etc. Part of the requirement is to obtain a Fugitive Dust Control Plan from the state and include it in appendix L. The Fugitive Dust Control Plan provides a list of controls and explanations and makes it easier to meet the requirement to minimize dust. As part of the Air Quality rules in Utah you must prevent dust from increasing the opacity of the air to 10% or greater at the boundary of the construction site.

If you are doing concrete, asphalt, or masonry cutting, you will also have to describe how you will prevent dust from these activities. Using water while cutting is normal and a variety of cutters with that capability are available. However, you cannot allow the water from these cutters to transport slurry into the storm drain. You will need to catch the slurry, remove it, and dispose of it properly. One way to catch the slurry is with dirt piled up on the inside, or up gradient, side of gravel bags. The combined dirt and slurry can then be removed with a shovel and deposited in the concrete washout.

Indicate where practices and controls to prevent dust will be used on the site map in appendix B.

### **5.8 Topsoil**

Topsoil is a limited resource and takes time and money to produce. It is easier and less expensive to preserve topsoil on site than to bring topsoil in from another location. Normally, the topsoil is removed to a stockpile on site (which must be protected, see section 5.6) and then spread and tilled into the soil in preparation for landscaping. If most of the site will be covered by an impervious surface, or for some other reason you cannot preserve the topsoil, explain why it is infeasible to preserve the topsoil and what you will do with the topsoil. If your site has no topsoil to preserve, explain why it has no topsoil and how you will provide topsoil for those areas to be vegetated.

### **5.9 Soil Compaction**

Indicate how you will prevent or minimize soil compaction in those areas that will be covered by a pervious surface. Normally this area is landscaped or otherwise vegetated areas, but it could also include areas where infiltration practices will occur. An easy way to minimize soil compaction is to limit the area of disturbance, as described in section 5.1.

If you cannot limit soil compaction, the other option is to condition the soil after it has been compacted. One method is to till the ground to a depth of twelve inches and work the topsoil into the subsoil. Whatever method you choose, explain it in this section.

### **5.10 High Altitude/Heavy Snows**

If your site is over 6,000 feet in elevation, you need to indicate how you will prepare for heavy snows, which is any snow fall that is over six inches and likely to stay on the ground for some time. This requires you to deploy stormwater controls prior to the first heavy snow that will provide appropriate measures to handle snow melt before the heavy snows occur. At high altitude conditions, deploying controls after the first heavy snows have fallen is infeasible, hence



the need for deploying them beforehand. You will also need to estimate the dates for when snow is expected and when you will install the controls. Heavy snow is any snow fall that is over six inches and that will most likely stay on the ground for some time.

As always, indicate which BMPs will be installed, include BMP specifications in appendix M, and indicate their location on the site map in appendix B.

### **5.11 Chemical Treatment**

If you plan on using treatment chemicals to remove sediment from the discharges from your site, you need to fill out all the parts of this section. The permissions you have received from the State of Utah to use treatment chemicals also needs to be included in appendix L and any relevant BMP specifications, including those for the treatment chemicals themselves, need to be filed in appendix M. You must indicate where you will be using treatment chemicals on the site map in appendix B.

If you are not using treatment chemicals on site, state so at the beginning of this section to meet the requirement.

### **5.12 Stabilize Soils**

Describe the controls you will undertake to stabilize soils upon the temporary cessation of construction activities for more than 21 days. If you plan on temporarily ceasing activities, the estimated dates need to be included in section 2.6 within the appropriate phase of construction. If it is unplanned, it must be documented in the SWPPP after the fact. You are required to initiate stabilization within 14 days of the cessation of construction activities and complete the stabilization within 14 days of initiation. For any portion of your site that discharges to a sensitive water, one that is impaired or listed as high water quality, you must complete stabilization within 7 days of the cessation of activities.

Methods of temporary stabilization include interim seeding with native vegetation, hydroseeding, and hydromulching among others. The purpose of temporary stabilization is to provide a long term control to reduce any sediment transport from your site via either wind or water. Be sure to describe all the stabilization measures you will undertake in this section, including those to control dust generation. Include BMP specs for all measures and controls in appendix M and be sure to indicate where temporary stabilization measures

### **5.13 Final Stabilization**

Indicate the steps you will undertake to complete final stabilization. Final stabilization has the same time requirements for initiation and completion as temporary stabilization. While final stabilization includes impervious surfaces (e.g. parking lots, roads, structures) the greater concern in this section is the vegetative practices (e.g. landscaping) that you will undertake to cover the exposed soils on site after construction has been completed. Explain what stabilization methods will be used, how the methods will stabilize the site, and be sure to indicate the phase of construction where the methods will be used in section 2.6. Before your site can be considered stabilized and you can file your NOT, the seed must be growing.

As final stabilization occurs, you will need to indicate where it has occurred on the site map. Include BMP specs for all measures and controls in appendix M.

## **Section 6: Pollution Prevention**



## **6.1 Spill Prevention and Response**

Indicate your plan to prevent and control spills on your site. The priority of considerations with spill plans are how you will protect people, property, and the environment, in that order. The most effective plans first try to stop the source of the spill, then contain the spill, and then finally focus on cleanup. The most common example of a spill on a construction site is a hydraulic line break, but they can come in numerous varieties. Once you have your plan designed, indicate where the spill kit will be kept on site, the spill kit's contents, who is responsible for spill prevention and response, and the contact phone number for the responsible individual. Be sure to indicate the location of the spill kit on the site map in appendix B.

If you will be storing more than 1320 gallons of fuel on site, you will need to develop a Spill Prevention Control and Countermeasure plan (SPCC) and include it in appendix L. You will also need to indicate the location of the fuel storage and any spill prevention and control measures on the site map in appendix B.

## **6.2 Construction and Domestic Waste**

Describe how you will deal with construction and domestic waste. Three major types of waste need to be addressed in this section: construction waste, lightweight trash, and sanitary waste. Construction waste is typically controlled with a dumpster, which needs to be emptied when the contents are visible above the rim. Lightweight trash needs to be collected and bagged before being put in the dumpster or otherwise removed from the site. Include a BMP spec for the dumpster in appendix M and indicate its location on the site map in appendix B.

Sanitary waste normally includes a portable toilet, but could include access to other sanitary facilities. If a portable toilet is selected, a BMP spec must be included in appendix M that outlines how you will prevent it from tipping or otherwise discharging pollutants and a service plan. Portable toilets must be on a pervious surface and 10' back from any impervious surface or provided with secondary containment if they are on an impervious surface. If you are providing access to some other type of sanitary facilities, explain what they are in this section and include a BMP spec in appendix M that shows how often they will be maintained and how the discharge of pollutants will be prevented.

The trash receptacles for construction waste and lightweight trash as well as the sanitary facilities need to be indicated on the site map in appendix B.

## **6.3 Washing of Applicators and Containers used for Concrete, Paint or Other Materials**

Indicate how you will contain the waste waters from applicators and containers used for concrete, paint, or other materials. If applicators will be washed out away from the concrete washout, then containers may be needed on individual lots or at strategic areas around the site. Concrete can be washed out either in a portable steel bin or in a lined and bermed pit on site. If portable steel bins are used, you will also need to indicate how pump trucks will be washed out, since they do not fit in the standard metal bins. You must specify, either in this section or the BMP spec to be included in appendix M, that the concrete washout will be emptied once it reaches 75% capacity. Also in the BMP spec, include the installation and maintenance details for the washout you choose.

Paint, stucco, and other construction materials can be washed out in the concrete washout except for oil based paints. If your plan for these other construction materials is to wash them out in the concrete washout, specify so in this section, then that no oil based paints will be used if you are not using oil based paints. If you are using a different washout for these materials, describe the washout and include a BMP spec in appendix M. If you are using oil based paints, specify that they will be washed out in their own container, which will not be used for any other construction materials, and include a BMP spec for the container in appendix M.





All washouts are a possible source of pollution and need to be indicated on the site map in appendix B.

#### **6.4 Establish Proper Building Material Staging Areas**

Describe the construction materials that will be stored on site and any procedures you will undertake to minimize their exposure to stormwater. The materials of concern for this section are those that may discharge pollutants to stormwater. Examples include paint, concrete, stucco, drywall, etc. These materials need to be stored either under cover that prevents contact with rainwater (e.g. plastic covering or a temporary shelter) or in some other manner that will prevent the discharge of pollutants from the material storage area. Materials also need to be stored in designated locations when not in use to make sure all procedures outlined in the SWPPP are followed. The material storage areas need to be indicated on the site map in appendix B.

If you are not storing fuels or oils on site, be sure to indicate so in this section. If you will be storing fuels or oils, you will need to provide cover for them as well as secondary containment (e.g. a spill berm, containment pallets, etc.) or provide a similarly effective means to prevent the discharge of pollutants from the areas where they are stored. Additionally, you need to explain how you will secure the fuel tank so that vandals cannot cause a spill or leak. If you store more than 1320 gallons of fuel on site, you are required to develop an SPCC plan and include it in appendix L.

#### **6.5 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices**

If you will not be doing equipment or vehicle fueling and/or maintenance on site, indicate so in this section to meet the requirement. If you will be, you must indicate how you will prevent the discharge of pollutants from leaked or spilled chemicals. Methods for fueling include, but are not limited to, making sure the vehicle is attended and chocking the wheels to prevent rolling during fueling, and training personnel to not top off vehicles. You will also need to indicate if you are using an onsite fuel tank or mobile fueler. If it is an onsite fuel tank, you will need to follow the requirements outlined in 6.4 about storing fuel on site. Methods for maintenance include, but are not limited to, a designated maintenance area, secondary containment, drip pans, and spill kits. The purpose of these methods is to make sure that none of the pollutants associated with fueling and maintenance (e.g. fuel, oil, hydraulic fluid, antifreeze, etc.) will be carried off the site when a discharge occurs. If you are using a designated area, indicate its location on the site map in appendix B.

#### **6.6 Control Equipment/Vehicle Washing**

If you will not be doing equipment or vehicle washing on site, indicate so in this section to meet the requirement. This does not include washing of chutes, applicators, and containers for concrete, paint, stucco, etc. as those are all covered in section 6.3.

You are permitted to discharge vehicle wash waters, but you must minimize the discharge of pollutants from the wash waters. If you choose to wash vehicles on site, you will need to describe the methods you will use to capture the wash waters and remove pollutants from them before they discharge from your site. An example of an acceptable vehicle washing situation is to wash the vehicle without using soaps, solvents, or detergents and capture all wash waters within a sediment basin or trap that allows sediment to settle out before discharging from the site.



## **6.7 Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials**

In this section, explain how you will minimize discharges of the listed materials. The focus in this section is fertilizers that can discharge nutrients such as nitrogen or phosphorous. However, if you are using the other materials listed in the heading, you must specify so and indicate how you will store them to prevent the discharge of pollutants. See the details for section 6.4 for more instructions on how to store materials properly. If you are not using the materials, as previously, you must specify so to meet the requirement.

If you are using the materials, you must comply with the following requirements (found in section 2.3.5 of the Construction General Permit), and indicate how you will meet the requirements in this section of the SWPPP:

1. Apply at a rate and in amounts consistent with manufacturer's specifications, or document departures from the manufacturer specifications where appropriate in Part 7.2.6.b of the SWPPP;
2. Apply at the appropriate time of year for your location, and preferably timed to coincide as closely as possible to the period of maximum vegetation uptake and growth;
3. Avoid applying before heavy rains that could cause excess nutrients to be discharged;
4. Never apply to frozen ground;
5. Never apply to storm water conveyance channels with flowing water; and
6. Follow all other state, and local requirements regarding fertilizer application.

## **6.8 Other Pollution Prevention Practices**

This section is provided to allow you to describe any other means by which you will prevent the discharge of pollutants that may not fit in any of the other sections. If you have nothing to add to this section, briefly indicate that no additional pollution prevention practices will be needed.

# **Section 7: Inspections & Corrective Actions**

## **7.1 Inspections**

In this section, outline the specifics of your inspections. Any individual conducting inspections must be a "qualified person" according to Part 4 of the Construction General Permit. The following certifications are examples that qualify people to conduct stormwater inspections:

1. Utah Registered Stormwater Inspector (RSI)
2. Certified Professional in Erosion and Sediment Control (CPESC)
3. Certified Professional in Storm Water Quality (CPSWQ)
4. Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)
5. Certified Inspection of Sediment and Erosion Control (CISEC)
6. National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (NICET)
7. Utah Department of Transportation Environmental Control Supervisor (ECS)

**7.1.1:** List each individual who will be conducting stormwater inspections on site and indicate their qualifications as outlined above. Include proof of certification or qualification in Appendix L.

**7.1.2:** Choose one of the two options for inspection schedule. If your site discharges to an impaired water, you will be required to choose the third option outlined



in section 5.12, which is to conduct inspections weekly and within 24 hours of a rain of 0.5 inches or greater.

### **7.2 Corrective Actions**

The corrective action log needs to be included in appendix F. At first, the log will be blank, but it needs to be updated either physically or electronically to show action items and corrective actions taken.

### **7.3 Delegation of Authority**

If the individuals conducting stormwater inspections do not have signatory power by virtue of their company for the owner or operator, the delegation of authority form needs to be completed and signed by someone who does.

## **Section 8: Training and Recordkeeping**

### **8.1 Training**

Include the training documentation forms in appendix J. At first, the log will be blank, but it needs to be updated, either physically or electronically to show trainings that are undertaken. Include the date, attendees, subjects covered, and length of training. At a minimum, the following personnel must receive training:

1. Personnel who are responsible for the design, installation, maintenance, and/or repair of storm water controls (including pollution prevention measures);
2. Personnel responsible for the application and storage of treatment chemicals (if applicable);
3. Personnel who are responsible for conducting inspections as required in Part 4.1.1; and
4. Personnel who are responsible for taking corrective actions as required in Part.

Trainings can be simple affairs that are on site and last only a few minutes if needed. They can cover a variety of topics such as general BMP awareness (e.g. avoid running over the silt fence or gravel bags), installation of BMPs (e.g. how to properly install the silt fence), BMP maintenance (e.g. when to remove the sediment accumulated on or around the inlet protection), and whatever other topics you deem necessary.

### **8.2 Recordkeeping**

This section lists a few of the things that need to be included in the SWPPP. Nothing needs to be placed in this section, but you are required to keep a record according to the rest of the sections of this SWPPP and include those records in the appropriate sections or appendices.

### **8.3 Log of Changes to the SWPPP**

You will need to provide an amendment log for the SWPPP. At first, it will be blank, but you will update it as the project progresses. The log can be placed either here or in appendix G. The following are examples of amendments to the SWPPP that need to be recorded:

1. Addition of new BMPs.
2. Replacement of failed BMPs.
3. Significant changes in the activities or their timing on the project.
4. Changes in personnel.



5. Changes in inspection and maintenance procedures.
6. Updates to the site map.
7. And any other changes to the SWPPP.

## Section 9: Certification

The SWPPP must be signed and certified by the owner and the general contractor (operator). The individual signing the certification must have signatory power for the entity for which he or she is signing. The subcontractor certification is only required if the owner or operator wish for the subcontractor to be held accountable for the SWPPP document. Once the certifications have been signed, they can be filed in appendix H.

If you file for a transfer of responsibility from one general contractor to another during the project, you must include a copy of the Notice of Permit Transfer signed by the owner, original general contractor, and new general contractor, in appendix H.

## SWPPP Appendices

### Appendix A – General Location Map

Include a map of the general area and indicate on it the location of the site. A map a few miles in diameter with a pin showing the location of the map is the most common example.

### Appendix B – Site Maps

The SWPPP map will be the most frequently changed part of the SWPPP as you are required to update it during each site inspection when any BMPs or the location of dumpsters, portable toilets, and other items have changed. This includes showing completed phases, sold lots, and stabilization practices, both temporary and permanent. You may need to create multiple maps, particularly if your project has multiple major phases. Be sure that the following items are placed on the map and clearly labeled:

1. *Direction(s) of stormwater flow and approximate slopes before and after major grading.* Topographic lines work best, but arrows showing the direction of flow with an estimated slope will also work. The important thing you need to represent with this requirement is where the stormwater will flow on your site and where it will discharge from your site.
2. *Areas and timing of soil disturbance.* A good place to start with this requirement is to show where grading, vertical construction, pouring parking lots and sidewalks, landscaping and other activities you know will take place. Then specify in section 2.6 during which phase each of the activities you listed in section 2.2 will be undertaken. Once you have done that, you should be able to then show where other disturbances, such as roads and stabilized entrances/exist that will exist only during construction will take place.
3. *Areas that will not be disturbed.* Once you have the areas that will be disturbed on the map, the rest should be the area that will remain undisturbed. Indicate the area on the site map and label it clearly.
4. *Natural Features to be preserved.* Natural features that need to be preserved are areas such as specimen trees and other native vegetation as well as water bodies such as small water bodies and wetlands, which are particularly sensitive.



- a. Specimen trees are trees that are of significant or impressive age and size. A simple guide is the trunk will be about twelve inches in diameter. These trees take a long time to replace and are valuable for preventing erosion on your site, which will mean less work in preventing sediment from leaving your site. They provide this benefit both during and after construction. The trees will need to be indicated on the map and then you will need to specify how you will protect them in section 5.1. Typically, orange construction fence or a similar easily visible indicator is used. The tree will need to be protected all the way out to the drip line (the furthest extent to which the branches reach) as it is difficult for trees to survive if the roots within that area are damaged or destroyed.
  - b. Natural vegetation. Indicate anywhere you will be preserving the natural vegetation on your site. Natural vegetation may not seem of great importance, but it is valuable in preventing erosion, which will save you time and money cleaning up dirt that is transported by runoff. This is a simple requirement to meet as you can simply leave native shrubs and grasses in place until you need to disturb them. For example: if you are developing a subdivision of three phases, consider clearing and grubbing one phase and completing the development before moving on to the second phase and disturbing that area. If you are doing the vertical construction, considering leaving native vegetation on the lots where there is no construction currently progressing. See section 5.12 for information on how to temporarily stabilize those areas of your site that have been graded, but where there is no active construction. For smaller sites, it may not be feasible to do much more than preserve the native vegetation around the perimeter of your site, but it will still provide some benefit.
  - c. Streams, creeks, ditches, ponds, and other small water bodies are particularly susceptible to pollution. They will need to be clearly marked on the map if they are on your site. The best, and least expensive way to preserve them is to provide a 50-foot undisturbed buffer of natural vegetation, which will need to be indicated on the map. If you choose to provide less than a 50-foot buffer, you will need to install a double layer of BMPs to protect the waterbody, which is far more expensive and time consuming. Also, when designing the site, be sure to consider these waterbodies as they will need to be protected from oil, metal, and rubber running off parking lots and other pollutants after construction is complete for the lifetime of the structure. Consider installing a 50-foot buffer of vegetation even if it is not natural (i.e. landscaping) or providing some other means to prevent pollutants from entering the water body. Grading the parking lot to ensure the stormwater enters the drains instead of flowing toward the water body or installing a grass swale between the parking lot and the water body are all examples.
  - d. Wetlands: Wetlands have the same concerns as the water bodies listed in the previous section. The wetlands need to be clearly indicated on the map in a way that is easily decipherable to anyone looking at the SWPPP map.
5. *Locations of major structural and non-structural BMPs identified in the SWPPP.* Indicate where you will be putting your swales, compacted berms, silt fence, fiber rolls, inlet protection, and all other BMPs you will put in place to prevent the discharge of pollutants. Any object, structure, or practice you mention in the SWPPP needs to be



shown on the map at its relevant location. Once you have installed the BMPs, you need to indicate the date of installation on the SWPPP map.

6. *Locations and timing of stabilization measures.* Indicate where the stabilization will take place. The timing of the stabilization before it is done should be outlined in section 2.6 and then 5.12 for temporary stabilization or 5.13 for permanent. Indicate on the site map the date once it has been initiated and then indicate when it was finished once it has been.
7. *Locations of off-site material, waste, borrow, or equipment storage areas.* This requirement may prompt the need for a broader location map rather than the site map if you are using a location that is some distance away from your construction activities. Be sure to indicate what will be done at the off-site location and what controls are going to be in place to prevent the discharge of pollutants.
8. *Locations of all waters of the United States, including wetlands.* The water bodies you identified in section 2.7 need to be indicated on the map along with any natural buffers and BMPs you will be using to protect them. If the water body is near the site, but outside of the boundaries, then describing its location in relation to the site on the site map is sufficient (e.g. Dry Creek runs between 20 and 40 feet of the eastern boundary of the site.)
9. *Locations where stormwater discharges to a surface water.* Once you have marked the topography/slopes you should be able to follow them to see where the site discharges to any surface waters on your site. This requirement is to ensure that anyone looking at the SWPPP map can easily identify those areas of most concern in relation to the water bodies on or near your site.
10. *Locations of storm drain inlets.* Each storm drain inlet that will receive water from your site need to be indicated on the map along with the BMP you will be using to protect them. If the scale and scope of your map does not allow them to be shown on the map themselves, for example if they are fifty yards beyond the limit of your project, indicate their location with an arrow pointing in its direction, an estimated distance, and the BMP you are using to protect it. You are responsible for protecting any storm drain that receives discharge from your site even if it is outside of the limits of your project.
11. *Areas where final stabilization has been accomplished.* This will not be on your map initially, but you will be required to update the map as final stabilization is completed on areas of your site. Be sure to indicate the dates when the final stabilization was completed to fully meet the requirement.

### **Appendix C – Construction General Permit**

Include a copy of the Construction General Permit so that anyone who needs to read the SWPPP has direct access to the requirements. You may include a link to the CGP instead of the permit itself to meet this requirement.



## **Appendix D – NOI, Local, County and other State Permits, and Acknowledgement Letter from EPA/State/MS4**

The NOI needs to be included in this section after it has been signed by the owner and the operator. Also include signed copies of any city, county, state, or EPA permits and acknowledgement letters from the same entities, if applicable. Also include a copy of Spanish Fork's stormwater ordinance in chapter 13.16 of the Municipal Code at: <http://spanishfork.org/dept/admin/code.php>.

## **Appendix E – Inspection Reports**

To start, include a sample inspection form in this section. Then, as inspections reports are completed, include them in this section of the SWPPP either physically or provide an electronic method for access. If you will be recording your inspections in complianceGO, indicate so in this section to meet this requirement.

## **Appendix F – Corrective Action Log (see CGP 5.4)**

To start, include a sample corrective action log. Then, as corrective action items are completed, record them in the log in this section of the SWPPP either physically or provide an electronic method for access. If you are conducting your inspections in complianceGO, the action log is included with the inspection report. All you need to do is indicate that the action log will be kept on complianceGO.

## **Appendix G – SWPPP Amendment Log (see CGP 7.4.3)**

To start, include a sample SWPPP amendment log. Then, as amendments are made, update the log either physically or provide an electronic method for access. Indicate how the amendment log can be accessed if it is stored electronically.

## **Appendix H – Subcontractor Certifications/Agreements/Delegation of Authority**

Include the owner, operator, subcontractor (if any), certifications as well as the delegation of authority if required in this SWPPP. Also include the Notice of Permit Transfer if you change the general contractor during the project.

## **Appendix I – Grading and Stabilization Activities Log (see CGP 7.2.4.b)**

Include the grading and stabilization activities log in this section. It will be blank at first, but must be filled out as grading and stabilization activities are conducted. The log may be kept either physically, or in electronic format. If it will be recorded on the mapping system in complianceGO, or another electronic system, indicate so in this section and explain how to access the log.

## **Appendix J – Training Log (see CGP 6)**

Include the training log in this section and keep it up to date, either physically or electronically, as trainings are conducted. If it is recorded electronically, indicate how the amendment log can be accessed.

## **Appendix K – Construction Plans**

Include construction plans that show the scope of construction in this section.



### **Appendix L – Additional Information (e.g., Other permits such as dewatering, stream alteration, wetland; and out of date swppp documents)**

This appendix will be where you put any other information that is required, but does not have a section requesting it elsewhere in the SWPPP. One item that should always be included in this section is the Fugitive Dust Control Plan. Other items that should be included as applicable are dewatering permits, UIC registration forms, stream alteration or wetland permits, and any out of date SWPPP documents that no longer apply because of amendments that were made.

### **Appendix M – BMP Instruction and Detail Specifications**

All BMP specification should be included in this section. A BMP spec should indicate the BMP that will be used, including any material specifications (e.g. pea gravel to be used in gravel bags), as well as installation instructions, maintenance requirements and directions, and instructions for removal.

### **Appendix N – Long Term Storm Water Management Plan**

Appendix N is not in the state template, but it is required by Spanish Fork City. In this appendix, you will need to place the information regarding the Long Term Storm Water Management Plan that will be relevant to your construction activities.

The appendix should first list all the controls that will be utilized in the LTSWMP and their location on site. These include detention/retention ponds, UIC Class 5 Injection Wells, landscaping, catch basins, and any other control or measure designed to prevent the discharge of pollutants via runoff or otherwise control stormwater runoff for the structure, subdivision, etc. Once you have the list created, you need to include specifications, similar to the BMP specs in appendix M, for installation and design, including the dimensions, volume, and other pertinent information regarding each control. Then, indicate where the controls will be installed on the site map in appendix B.

Lastly, you need to include the information for the party that will assume responsibility for the controls after construction is complete. This includes the entity and a contact person with their name, title, phone number, and email. This may be a business owner, a Home Owner Association (HOA), or similar entity. Some entities, such as HOAs, may not form or be known until near the completion of the project. If that is the case, explain what entity will eventually have responsibility for the controls and then amend the SWPPP once the contact information is known.

Further details on all these items will be required in the LTSWMP itself, which is covered in the LTSWMP manual that is also available.