



accenaGroup

Stormwater Pollution Prevention Plan Manual

For Single Lot Residential Projects

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Introduction

The following manual is a step-by-step walkthrough of the template included in this electronic packet for a Stormwater Pollution Prevention Plan (SWPPP) for sites covered under the General Storm Water Permit for Construction Activity Connected with Single Lot Housing Projects (Common Plan Permit or CPoD.) Changes and updates are made 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.

Construction sites that are less than one acre, part of a common plan of development, and are a single lot residential project can obtain permit coverage under the Common Plan Permit. If not covered under the Common Plan Permit, the site must be covered under the Construction General Permit, which has stricter requirements and a different template.

Section 1. Contact Information/Responsible Parties

1.1 Project Information

The site information needs to be placed in the top section. Be sure to include the project name, address, latitude and longitude, and the UPDES Permit Tracking Number, which is the number provided when you filed the NOI.

1.2 Owner Information

The owner's name, title, company, address, and contact information all need to be included in this section. In the case of some owner builders, the title and company may not apply, but all the other information would still be required.

1.3 Operator Information

The operator needs to include the same information in this section as the owner had to include for section 1.2. The operator is normally the general contractor or the owner. If the owner and operator are the same, you may place "Same as Owner" in this section to meet the requirement.

1.4 Allowable Non-Stormwater Discharge Management

A non-stormwater discharge is any discharge of water that is not in relation to rain or snow melt. Most of the non-stormwater discharges are outlined in this table. If they will be present on your site, you need to mark "YES." If they will not be present on your site, you need to mark "NO." Dewatering and vehicle and wheel washing are other allowable non-stormwater discharges, but are not listed in this section because they have their own sections, 2.7 and 2.8.1 respectively.



Once you have selected your non-stormwater discharges, you must describe the controls you will use to prevent the transport of pollutants from your site. You may be required to copy and paste the control block below the table multiple times to describe all the controls.

Water used to control dust is a common example and present on most construction sites regardless of size. In this case, you could explain the pollutant control was water used to control dust, the phase of construction/timing of installation could be throughout construction while disturbed areas exist. The location could be undisturbed areas and the description could be whatever device you are using, such as a water hose or a water truck and that you will not overwater, which would create water flow and discharge. How to maintain would be to apply the water before disturbed soils are likely to create dust.

The one exception to the rule of providing controls is discharges from emergency fire-fighting activities. Due to the exceptional and unpredictable nature of the need for such activities, you do not need to provide controls for them. For most projects, you will want to select “YES” to this line, in case the need arises.

1.5 NOI Posting/Site Notice

Nothing needs to be added to this section. It is to inform you of the requirements for the SWPPP sign that must be on your site. A site notice with the appropriate information will be provided for you on complianceGO in the Documents/Permits section.

1.6 Sequence of Construction Activity

Describe the sequence of your construction activity and give estimated dates for the various steps of construction. Include activities such as clearing, grading, excavating, pouring the foundation, vertical construction, etc. Be sure to list the BMPs that you will be using during each step 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.

Section 2. Best Management Practices

2.1 Structural Controls

2.1.1 Stockpile Material

Indicate the control you will use to 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 placed down gradient of the stockpile. Indicate the location of the stockpiles in appendix B and include a BMP spec for the control in appendix J. See those two appendices in this manual for more details.

If the materials are used on the same day they are delivered, you are not required to install a stockpile control, but if they will be in place for more than a day, you are required to have one. If it is the case that materials will be used before the end of the day on which they are delivered, you must specify so in this section to meet the requirement.

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.

2.1.2 Perimeter Controls

Indicate how you will filter or trap sediment at the boundaries of your site that will discharge stormwater. 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 J.

2.1.3 Inlet Protection

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. Once you have indicated the proper BMPs in this section, indicate their location, and the inlets they will protect, on the site map in appendix B and include BMP specifications in appendix J.

2.2 Sensitive Features Control

2.2.1 Wetlands

The Fish and Wildlife Service has provided the National Wetlands Inventory as a planning tool to aid in the identification of wetlands. You can access the wetlands inventory at: <https://www.fws.gov/wetlands/data/Mapper.html>. This mapper is a planning tool only, and does not definitively identify the presence of wetlands on site. If any portion of your site has a green outline indicating the possible presence of wetlands, or if such an area will be affected by discharge from your site, a Wetlands Delineation Report will need to be obtained and included in appendix I of the SWPPP.

If the report identifies wetlands on site, you will need to make a note of them in this section and treat them as surface waters for the purpose of natural buffers as outlined in section 2.3.5. You will also need to indicate the location of the wetlands on the site map in appendix B.

If no wetlands are on your site or will be affected by your site, indicate so in this section to meet the requirement. If you have been informed by Spanish Fork's Engineering Department that there are no wetlands on site, specify so in this section and include documentation of this communication in appendix I.

2.2.2 Other Sensitive Areas

Include in this section any other sensitive areas that may need to be protected. Natural vegetation is one example, 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.

Once you have identified and noted these sensitive areas, show them on the site map in appendix B. Include BMP specs for any controls you will use in appendix J. If no sensitive areas exist on your site, indicate so in this section to meet the requirement.

2.3 Minimize Sediment Transport Offsite

2.3.1 Minimize Soil Disturbance

You are required to minimize the disturbed area on your site or explain why it is infeasible. Minimizing the area of disturbance reduces soil erosion, which will make it easier to prevent sediment transport from your site. If you are minimizing the area of disturbance, indicate how you will clearly designate areas that are not to be disturbed. If you cannot minimize the



area of disturbance, explain why the construction will require you to disturb the entire area or remove the natural features.

Once you have explained your methods, include the relevant BMP specs in appendix J and indicate locations not to be disturbed on the site map in appendix B if applicable.

2.3.2 Steep Slopes

Describe the controls you will use to protect any slopes greater than 3% 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 cat tracking, erosion control blankets, and tackifiers. Once you have identified the controls in this section, include BMP specs in appendix J. Then, indicate their location on the site map in appendix B.

If you have no slopes over 3% on your site, you can specify so in this section to meet the requirement.

2.3.3 Minimize Soil Erosion

Indicate how you will minimize stormwater discharge from your site and allow it to infiltrate into the ground. These efforts are required to protect streams and other waterbodies from an overabundance of water that they would not normally have because of the increase in impervious surfaces caused by development. If the volume of the stream grows too large, it can cause stream bank erosion and other adverse effects. Normally, swales are placed on the downslope portions of the construction project and cut-back curbs or sidewalks placed on those areas that would drain into a storm drain or curb and gutter. Indicate the location of the controls on the site map in appendix B and include BMP specs in appendix J.

2.3.4 Channel Erosion, Stream Bank Erosion, and Scour

If there is the potential for excessive erosion, hillside or impoundment collapse, environmental or safety hazards, or other site problems in the immediate vicinity of discharge points due to peak flowrates and total stormwater volume, a professional engineer needs to be consulted. If such conditions exist, then you need to briefly explain the plan the P.E. created to prevent these issues. Then, you need to show the location of the controls used to prevent the problems on the site map in appendix B and include BMP specs for each control you use in appendix J.

If there is no potential for such problems, indicate so in this section to meet the requirement.

2.3.5 Maintain 30' Natural Buffer

Streams, irrigation ditches, wetlands, and other water bodies must be protected by an undisturbed natural buffer or equivalent controls if they are within 30' of your project's earth disturbances. A useful tool for finding if a surface water is within 30' of your disturbance boundaries is to consult the Utah Department of Water Quality's surface water map at: <http://mapserv.utah.gov/surfacewaterquality/>. This map lists many, but not all waterbodies on it and you are required to identify other bodies of water such as irrigation ditches and retention or detention ponds.

If there are no such waterbodies within 30' of your project's boundaries, select "No" to the first question to meet the requirement and skip to the next section. If waterbodies do exist within 30' of your project's boundaries, select "Yes" and continue through this section.

If you choose to provide a 30' undisturbed natural buffer, the buffer area needs to be comprised of undisturbed natural vegetation and must remain undisturbed for as long as you wish to count it for the sake of meeting the requirements. If you can provide a 30' undisturbed natural buffer, you do not need to provide any additional controls. However, you do still need to



provide a perimeter control on your project's side of the buffer as outlined in section 2.1.2 regardless of the buffer you install. If at any time the buffer is disturbed, you will be required to note the disturbance in the SWPPP and explain how your stormwater controls will be changed to compensate for the reduction in the buffer caused by the disturbances. If this is the option you choose, select the option to have no earth disturbances taking place within 30' of the waterbody and skip to the next section.

If you cannot provide a 30' undisturbed natural buffer, select the option to provide additional perimeter controls. You will then have to describe the controls you will use to achieve the sediment removal of the missing undisturbed natural buffer. One option is to provide one additional row of effective perimeter control for every 9 full feet of missing buffer. Alternately, you can use the USDA's RUSLE2 or WEPPP model or by using SEDCAD, SEDIMOT, or other similar models. Once you have decided which controls to use, indicate the location on the site map in appendix B, and include the BMP specs in appendix J.

Then, if your slopes are less than 10%, mark the appropriate box and skip to the next section. On some sites, you may have areas with varied slopes. In that case, you will have to indicate how you will protect each area.

If you have slopes that are between 10% and 30%, you will need to provide 5 feet of surface stabilization between each perimeter control you are using to make up for the missing buffer. Stabilization could be mulch, hydromulch, wood chips, bark, compost, erosion mat, or another similar control. Mark the appropriate box and then describe the control you will use to provide the stabilization. Then, indicate the location of the controls on the site map in appendix B and include a BMP spec in appendix J. You can then skip to the next section.

If you have slopes that are greater than 30%, you must provide 6 feet of surface stabilization between each perimeter control. Indicate what controls you will use for stabilization, indicate the location of the stabilization on the site map in appendix B, and include the BMP specs in appendix J.

2.4 Good Housekeeping Measures

2.4.1 Track Out

Indicate what sort of control you will use (e.g. stabilized construction exit, track out pad, or mud mat) to prevent tracking from your site. Also, indicate non-structural controls you will be using (e.g. having subcontractors park on the street and limiting non-essential traffic to a stabilized drive approach where the driveway will be) On single lots, these types of controls may be more feasible than a full 50' long stabilized construction exit. If you rely on these non-structural efforts, you will also need to provide a secondary control to contain sediment on site. An example of an appropriate secondary control is to visually inspect tires before the vehicle leaves the site and remove sediment from the tires with a broom or shovel.

Sediment cannot be allowed to accumulate in the street and must be removed every day if it is transported into the street. Indicate in this section how you will remove any sediment that does escape into the street via track out or other means. Include BMP specs for any BMPs you will use in appendix J. Common items, such as brooms and shovels, do not need BMP specs, but you must indicate they will be used any day that sediment has escaped into the street. Water cannot be used to clean streets. You are not required to remove the microscopic particles that are left over after sweeping that appear as a stain on the street.

2.4.2 Curb Ramps

Indicate whether curb ramps will be used on the site. Curb ramps cannot be constructed from dirt or sediment, but can be made from stone, metal, or plastic. If you plan on using curb ramps, you must also indicate how you will prevent the discharge of pollutants from any pieces



that may break off the curb ramp. Then, indicate the location of the curb ramps on the site map in appendix B and include a BMP spec in appendix J. If you are not using curb ramps, you must indicate so in this section to meet the requirement.

2.4.3 Waste and Debris

Two major types of waste need to be addressed in this section: construction waste and lightweight trash. 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. Explain how you will accomplish these two requirements in this section. A BMP spec for the dumpster does not need to be added if you explain the size and emptying schedule of the dumpster. The dumpster and any other trash receptacles need to be indicated on the site map in appendix B.

2.4.4 Sanitary Waste

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 J that outlines how you will prevent it from tipping or otherwise discharging pollutants and includes a service plan. Portable toilets must be on a pervious surface and 10' back from an 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 J that shows how often they will be maintained and how the discharge of pollutants will be prevented. The portable toilets need to be shown on the site map in appendix B.

2.4.5 Concrete, Stucco, and Paint

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 at strategic areas around the site. Concrete can be washed out either in a portable sealed container or in a lined and bermed pit on site. If portable containers are used, you will also need to indicate how pump trucks will be washed out, since they often cannot do so in most of the portable versions. You must specify, either in this section or the BMP spec to be included in appendix J, 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.

Also, indicate how you will prevent the discharge of pollutants during concrete cutting both from dust and slurry. Using water while cutting to control dust is normal and a variety of cutters with that capability are available. However, you cannot allow the water from these cutters to transport concrete 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, of a gutter check made of gravel bags. The combined dirt and slurry can then be removed with a shovel and deposited in the concrete washout. You must indicate where the concrete cutting will take place on the site map in appendix B and include BMP specs for any controls you use, such as the gravel bag gutter check in the example above. If you do not intend to do any concrete cutting, you must specify so in this section. Leaving it out of this section does not meet the requirement.

Paint, stucco, and other construction materials can be washed out in the concrete washout with the exception of 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 washed out in the concrete or stucco washout. If you are using a different washout for these materials, describe the washout and include a BMP spec in appendix J. 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 material and include a BMP spec for the container in appendix J.

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

2.5 Soil Compaction / Top Soil

Indicate how you will prevent, minimize, or address soil compaction in those areas that will be covered by a pervious surface. Normally, these areas are landscaped or otherwise vegetated, 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 outlined in section 2.3.1.

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.

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 2.1.1) 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. If the responsibility to provide topsoil lies with the owner or another subcontractor, explain who is responsible for the final vegetative practices.

2.6 Stabilization

Two types of stabilization need to be covered in this section: temporary and permanent. Temporary stabilization only needs to take place if you plan on ceasing construction activities on your site for more than a few weeks. Measures including cover the area with mulch, an erosion control blanket, or similar erosion control, temporary seeding, particularly of native vegetation, and leaving any perimeter controls in place, such as swales and cut-back-curbs. You must also note the cessation in section 1.6 at the initial writing of the SWPPP if it is planned or when it occurs if it is unplanned. If you do not plan on temporarily ceasing activities, indicate so in this section to meet the requirement. If you temporarily cease activities later due to unforeseen circumstances, you must update the SWPPP to detail how you will temporarily stabilize the area and provide an estimate of how long you expect the temporary cessation to last.

The other requirement for this section is to describe the steps that will be taken for final stabilization. If you will be doing the landscaping for the lot, briefly describe how you will complete the landscaping (e.g. spreading topsoil, seeding, laying sod). If you will not be landscaping the site, indicate so and outline what controls you will leave in place to minimize the discharge of sediment until landscaping is complete. Then, explain who will be responsible for completing the landscaping to achieve final stabilization.

You must address both temporary and final stabilization in this section. If you will not be performing one or the other, you must indicate so in this section. Then, explain who will be responsible for completing the final stabilization. The front yard must be landscaped within one year of occupancy according to Spanish Fork Municipal Code 15.4.16.130. Also, the revegetation schedule must be approved by the City Engineer according to 13.16.070

2.7 Construction Dewatering

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 in appendix J. You will also need to include the dewatering permit you obtained from the state in appendix I of 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 and include BMP specifications in appendix J.

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 B.

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

2.8 Pollution Prevention Measures

2.8.1 Vehicle, Wheel, and Other Washing

You are permitted to discharge vehicle wash waters, but you must minimize the discharge of pollutants carried by the water. If you choose to wash vehicles on site, 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.

If you will not be doing equipment or vehicle washing on site, indicate so in this section to meet the requirement. Do not include washing chutes, applicators, and containers for concrete, paint, stucco, etc. as those are all covered in section 2.4.5.

2.8.2 Materials Exposure to Pollutants

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, and drywall. Solids and powders need to be stored either under cover that prevents contact with stormwater (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.

Liquid materials need to be stored under cover and with secondary containment capable of holding 110% of the capacity of the liquids stored. 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 will not be storing any materials on the site, briefly explain how you will ensure materials are not stored on site.

2.8.3 Leaks and Spills

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.

Next, indicate if vehicles or equipment will be fueled or maintained on site. If they 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 later in this section 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) 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.

If you will be storing fuels or oils, you will need to provide cover and secondary containment for them (e.g. a spill berm, containment pallets) 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 vandals cannot cause a spill or leak. If you will be storing more than 1320 gallons of fuel on site, you will need to develop a Spill Prevention Control and Countermeasure (SPCC) plan and include it in appendix I. 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.

All three of these requirements need to be addressed in this section to meet the requirement.

2.8.4 Dust Control

Describe how you will minimize dust on your construction site. Include such practices as water trucks, hoses, limited vehicle speed, unloading materials from the bottom, preventing tracking, etc. Part of the requirement from the Division of Air Quality is to obtain a Fugitive Dust Control Plan from the state and include it in appendix J. 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 your site or 20% or greater within the boundary of your site. The Fugitive Dust Control Plan requirements are listed in greater detail on the Division of Air Quality's website at: <https://deq.utah.gov/Compliance/compliance/air/stationarysource/dustcontrol.htm>

2.9 Potential Sources of Pollutants

Mark on the table all the pollutants generating activities that will be present on your site. You may leave blank the boxes of activities that will not be present on your site. If any pollutant generating activities will be present on your site that are not on the table, describe the activity and the pollutants it will generate. Once you have identified the pollutants, indicate the location of the pollutant generating activities on the site map in appendix B. General activities, such as the presence of vehicles and equipment, do not need to be shown on the map, but portable toilets, material storage, areas that will be cleared, graded, or excavated and other similar pollutant generating activities need to be shown on the site map.

Section 3. Inspections



3.1 Inspector

Indicate who will be conducting the weekly site inspections, who will be conducting the daily site check, and who will be addressing corrective actions. One person can function in all three roles, so long as all three roles are assigned to someone.

3.2 Inspections

Much of the information is already provided in this section for you. The inspection, site check, and corrective action schedules are required at the listed frequencies. Inspections and corrective actions need to be recorded and made available any time the SWPPP is reviewed as they are part of the SWPPP. You must also keep any oversight inspection reports with the SWPPP for successive inspections. If you are storing them electronically, be sure to include instructions on accessing the inspection reports along with the instructions to access the SWPPP in section 1.5.

You are required to keep all records and the SWPPP for 3 years after filing the NOT.

3.3 Training

Indicate who will be doing the training in this section and briefly explain the subject. At a minimum, you are required to ensure that each subcontractor or utility provider is aware of their responsibilities for keeping soil on the site and preventing pollution. Trainings can be simple affairs on site and last only a few minutes if needed.

Include the training documentation forms in appendix H. At first, the log will be blank, but it needs to be updated, either physical or electronically, to show trainings that are undertaken. Include the date, attendees, subjects covered, and length of training.

Section 4. Site Information

4.1 Site Maps

This section explains where the general location map and the site map should be filed. Instructions for completing the general location map and the site map can be found in appendix A and B of this manual.

4.2 Discharge Information

The receiving water is the first surface water to which your site discharges. You may have already found the information earlier when identifying if there are any surface waters within 30 feet of your site. To find the surface water to which your site discharges, go to <http://mapserv.utah.gov/surfacewaterquality/>, find your site, and select the nearest waterbody downgradient of your discharge points. That will usually be the receiving water for your site. You are responsible for noting the receiving waters for your site even after they flow through a storm sewer or other conveyance channel. The receiving water will still usually be the next surface water downgradient water of your site, although in some situations you may need to refer to Spanish Fork's stormwater map at <http://spanishfork.org/dept/pubworks/engineering/maps/>. This map shows the storm drain system and where the storm drain discharges to the various waterbodies in Spanish Fork.

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.



Once you have identified the receiving waters and listed them, you will need to include it in the appropriate column in the table. To find if the surface water 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 section labeled “TMDL Required: 303d Cause of Impairment” will state the cause of impairment. Enter the cause into the next column labeled “Pollutant”.

The box labeled “TMDL Approved: Cause of Impairment” will list a TMDL (Total Maximum Daily Load) if it has been approved. If it has been, check yes for that water body and then list the pollutants with a TMDL, including the TMDL itself. If it has not been, check no.

To find if the water body has a High Quality, look at the section labeled Anti-Degradation Category. If it is listed as category 1 or 2, select the “Yes” box and then select the appropriate category box. If it is listed as category 3, select the “No” box. In some cases, you may see category 1 or 2 that then references U.S. Forest Service land and is followed by a category 3 listing. In this case, the water is considered category 1 within Forest Service land, but outside it would be considered category 3.

In rare circumstances, a retention system may be in place that prevents your site from reaching any surface water. If this is the case, explain the system that will be receiving the water from your site.

4.3 Changes to the SWPPP

You will need to provide an amendment log for the SWPPP in appendix F. At first, it will be blank, but you will update it as the project progresses. If the amendment log is kept electronically, you must include instructions for accessing the amendment log on the SWPPP sign outlined in section 1.5. 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. Any other changes to the SWPPP.

4.4 Certification, Notifications and Delegation

Nothing needs to be added to this section. It simply shows where the relevant documents will be placed. See appendix G for more details on the certification, notification, and delegation requirements.

4.5 Underground Injection Controls (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. In this section, describe the type of class 5 injection well that will receive stormwater from your site and describe the controls you will use to protect the wells. The location of the injection well must be shown on the site map in appendix B and the BMP specs for your controls must be included in appendix J.

If you are installing an injection well that will service a commercial site, subdivision, or other site larger than a single lot residential site under one acre, you will need to register the UIC well. Go to <https://deq.utah.gov/ProgramsServices/programs/water/uic/> to register the well. You will also need to include the contact information for whomever you spoke with at the DWQ.



Include the complete registration form in appendix I of the SWPPP and BMP specs for the injection well in appendix J. Indicate where it will be installed on the site map in appendix B.

UIC wells that are installed to service a single lot do not need to be registered with the Department of Water Quality. You do still need to mention their installation, BMPs to protect them, indicate their location on the site map in appendix B and include BMP specs for the well and the controls to protect it in appendix J.

If you are not installing an injection well and there are none on your site or that receive stormwater discharge from your site, specify so in this section to meet the requirement.

Appendices

Appendix A: General Location Map

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

Appendix B: SWPPP 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. Be sure that the following items are placed on the map, if applicable, and clearly labeled:

1. Indicate the direction(s) of stormwater flow and approximate slopes. 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. Indicate the areas and timing of soil disturbance. A good place to start with this requirement is to show where grading, vertical construction, pouring driveway and sidewalks, landscaping, and other activities will take place. Then specify in section 1.6 when the activity will take place. Once you have done that, you should be able to show where other disturbances, such as roads and stabilized entrances/exits will take place.
3. Show 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. If you need to disturb the entire site, show the disturbances and that will meet the requirement.
4. Show 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, including 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 2.2.2. 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. Indicate where 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 money and time that would otherwise be spent cleaning up sediment 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. 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 30-foot undisturbed buffer of natural vegetation. See section 2.3.5 for details on the buffer requirements. Also, consider grading the site in such a way as to retain stormwater on site as an overabundance of water, even if it contains no pollutants, can overwhelm sensitive waterbodies, causing erosion and flooding. Grass swales around the perimeter of the site are an example of how you can retain stormwater and pollutants on site while keeping the water away from the residence.
 - d. 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. 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 if practicable. Once you have installed the BMPs, you need to indicate the date of installation on the SWPPP map.
 6. Indicate where the stabilization will take place. The timing of the stabilization should be outlined in section 1.6 and 2.9. Indicate on the site map the date once it has been initiated and then indicate when it was finished once it has been completed.
 7. Indicate the locations of off-site material, waste, borrow, or equipment storage areas. This requirement may prompt the need for a broader site map if the location is close by or multiple site maps if it is distant from your site. 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. The water bodies you identified in section 2.3.5 and 4.2 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. Indicate any 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 or near 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.
10. Indicate the location of storm drain inlets. Each storm drain inlet that will receive water from your site needs to be indicated on the map along with the BMP you will use to protect it. 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.

Appendix C: UPDES Permit(UTRH00000)

Include a copy of the General Permit for Construction Activity Connected with Single Lot Housing Projects so that anyone who needs to read the SWPPP has direct access to the requirements. You can obtain a copy of the permit from the DWQ's website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm> by clicking on the link "UPDES Common Plan Permit UTRH00000." You may include a link to the CPoD Permit instead of the permit itself to meet this requirement.

Appendix D: Permits; NOI, 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 the steps you will undertake before filing the Notice of Termination. The easiest way to meet this requirement is to include a blank copy of the NOT, which you can get from the DWQ's website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>.

Appendix E: Inspection-Maintenance-Correction Report

To start, include a sample inspection form in this section. Then, as inspection reports are completed, include them in this section of the SWPPP either physically or provide an electronic method for access. A sample inspection form may be downloaded from the DWQ's website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>. If you will be recording your inspections in complianceGO, indicate so in this section to meet this requirement and include a copy of the provided site notice in the SWPPP.

Appendix F: SWPPP Amendment Log

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. A sample amendment log can be found from the DWQ's website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>. If you are keeping the amendment log on complianceGO, indicate so in this section and include a copy of the provided site notice in the SWPPP.



Appendix G: 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 H: Training Log

Include the training log in this section and keep it up to date, either physically or electronically, as training occurs. If it is recorded electronically, indicate how the amendment log can be accessed. A sample training log may be downloaded from the DWQ's website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>. If you are keeping the training log on complianceGO, indicate so in this section and include a copy of the provided site notice in the SWPPP.

Appendix I: Additional Information

Place in this appendix any additional 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.

Discovery of Unknown Features

This section is for your information only and nothing needs to be added. You are not required to list the possibility of these types of features on your site, but you are required to abide by the steps if you discover these features on your site. If you want to learn more about the possibility of historical property on your site, you can reference the Utah Division of State History's website at <https://heritage.utah.gov/history/historic-buildings>.

Spill Response Information

This section provides information on reportable quantities for spills. If a spill occurs and the quantity is greater than the listed quantity, you must follow the directions to document the spill and report it to the National Response Center and the Utah Division of Water Quality. It also outlines a plan to address any spills on site. This information is given for your benefit and nothing needs to be added.

Appendix J: BMP Specifications and Details

All BMP specifications 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. Common BMP spec sheets can be found on the DWQ website at: <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>.