Construction Stormwater Pollution Prevention Plan Template

To be covered under the U.S. Environmental Protection Agency's (EPA) Construction General Permit (CGP), all construction operators are required to develop a "Stormwater Pollution Prevention Plan" (or "SWPPP") prior to submitting a Notice of Intent (NOI) for permit coverage. EPA created this SWPPP Template to help you develop a SWPPP that is compliant with the minimum requirements of Part 3 of EPA's 2018 Construction General Permit ("2018 CGP"), and is customizable to your specific project and site.

Instructions for Using the SWPPP Template

Each section of the SWPPP Template includes instructions and space for your project and site information. Read the instructions for each section before you complete that section. Specific instructions on what information to include is indicated in each text field in blue text. Click on the blue text and the instructions will disappear once you start typing. The SWPPP Template is an editable document file so that you can easily add tables and additional text, and delete unneeded or non-applicable fields. Note that some sections may require only a brief description while others may require several pages of explanation.

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

- Read the 2018 CGP thoroughly before you begin preparation of your SWPPP to ensure that you have a working understanding of the permit's underlying requirements. You will also need to consult Part 9 of the permit to determine if your state or tribe has included additional requirements that affect you.
- Complete the SWPPP prior to submitting your Notice of Intent (NOI) for permit coverage. This is required in Parts 1.4 and 7.1.
- If you prepared a SWPPP under a previous version of EPA's CGP, you must update your SWPPP to ensure that the 2018 CGP requirements are addressed prior to submitting your NOI.
- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Once EPA has provided you coverage under the CGP, include your NOI, your authorization email, and a copy of the CGP as attachments to the SWPPP. See Appendices B and C of the SWPPP Template.

While EPA has made every effort to ensure the accuracy of all instructions contained in the SWPPP Template, it is the permit, not the template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between the SWPPP Template and any corresponding provision of the 2018 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the SWPPP Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Stormwater Pollution Prevention Plan (SWPPP)

For Construction Activities At:

Westview Lofts
XXXX Kinna Drive
Tipp City, OH

SWPPP Prepared For:

Westview Lofts
GLR, Inc
Brandon Shoup
3795 Wyse Rd
Dayton, OH 45414
937-890-0510
Brandon@glrinc.net

SWPPP Prepared By:

Leesman Engineering & Associates
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SWPPP Preparation Date:

06/06/2023
Revised –
Estimated Project Dates:

Project Start Date: 07/15/2023

Project Completion Date: 12/31/2024

Contents

SECTION 1: CONTACT INFORMATION/RESPONSIBLE PARTIES

1.1 Operator(s) / Subcontractor(s)

Instructions (see definition of "operator" at CGP Part 1.1.1):

- Identify the operator(s) who will be engaged in construction activities at the site. Indicate respective responsibilities, where appropriate. Also include the 24-hour emergency contact.
- List subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- Consider using Subcontractor Agreements such as the type included as a sample in Appendix G of the Template.

Operator(s):

Westview Lofts
GLR, INC.
Brandon Shoup
3795 Wyse Rd
Dayton, OH 45414

Subcontractor(s):

TBD

Emergency 24-Hour Contact:

TBD
TBD
TBD

1.2 Stormwater Team

Instructions (see CGP Part 7.2.2):

- Identify the individuals (by name or position) that are part of the project's stormwater team, their individual responsibilities, and which members are responsible for inspections. At a minimum the stormwater team is comprised of individuals who are responsible for overseeing the development of the SWPPP, any later modifications to it, and for compliance with the permit requirements (i.e., installing and maintaining stormwater controls, conducting site inspections, and taking corrective actions where required).
- Each member of the stormwater team must have ready access to either an electronic or paper copy of applicable portions of the 2018 CGP and the SWPPP.

Stormwater Team		
Name and/or position, and contact	Responsibilities	I Have Read the CGP and Understand the Applicable Requirements
(Subcontractor)	Site Superintendent	☒ Yes Date: 6/6/2023

SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING

2.1 Project/Site Information

Instructions (see "Project/Site Information" section of Appendix J – NOI form):

- In this section, you are asked to compile basic site information that will be helpful when you file your NOI.

Project Name and Address

Project/Site Name: Westview Lofts-Tipp City
Project Street/Location: XXXX Kinna Drive
City: Tipp City
State: Ohio
ZIP Code: 45371
County or Similar Subdivision: Miami County

Business days and hours for the project: Business Hours: M-F 8am-6pm, Sat 8am-4pm / Construction Mon-Sat. 7am-7pm

Site Information

Disturbed Area (Ac.): 14.5 Acres
Prior Land Use: Farm Land and Vacant Land

Project Latitude/Longitude

Latitude: 39.95878 (decimal degrees)
Longitude: -84.19569 (decimal degrees)

Latitude/longitude data source:

☐ Map ☐ GPS ☒ Other (please specify): Online Source

Horizontal Reference Datum:

☐ NAD 27 ☒ NAD 83 ☐ WGS 84

Additional Project Information

Are you requesting permit coverage as a "federal operator" as defined in Part VII of the 2018 CGP?	☐ Yes	☒ No
Is the project/site located on Indian country lands, or located on a property of religious or cultural significance to an Indian tribe?	☐ Yes	☒ No

If yes, provide the name of the Indian tribe associated with the area of Indian country (including the name of Indian reservation if applicable), or if not in Indian country, provide the name of the Indian tribe associated with the property: N/A

If you are conducting earth-disturbing activities in response to a public emergency, document the cause of the public emergency *(e.g., natural disaster, extreme flooding conditions)*, information substantiating its occurrence *(e.g., state disaster declaration)*, and a description of the construction necessary to reestablish effective public services: N/A

2.2 Discharge Information

Instructions (see "Discharge Information" section of Appendix J – NOI form):

- In this section, include information relating to your site's discharge. This information corresponds to the "Discharge Information" section of the NOI form.
- List all of the stormwater points of discharge from your site. Identify each point of discharge with a unique 3-digit ID (e.g., 001, 002).
- For each unique point of discharge you list, specify the name of the first water of the U.S. that receives stormwater directly from the point of discharge and/or from the MS4 that the point of discharge discharges to. You may have multiple points of discharge that discharge to the same receiving water.
- Next, specify whether any waters of the U.S. that you discharge to are listed as "impaired" as defined in Appendix A, and the pollutants causing the impairment. Identify any Total Maximum Daily Loads (TMDL) that have been completed for any of the waters of the U.S. that you discharge to and the pollutants for which there is a TMDL. For more information on impaired waters and TMDLs, including a list of TMDL contacts and links by state, visit https://www.epa.gov/tmdl.
- Finally, indicate whether any water of the U.S. that you discharge to is designated as a Tier 2, Tier 2.5, or Tier 3 water and if so, what the designation is (2, 2.5, or 3). A list of Tier 2, 2.5, and 3 waters is provided in Appendix F.

Does your project/site discharge stormwater into a Municipal Separate Storm Sewer System (MS4)? ☐ Yes ☒ No

Are there any waters of the U.S. within 50 feet of your project's earth disturbances? ☐ Yes ☒ No

For each point of discharge, provide a point of discharge ID (a unique 3-digit ID, e.g., 001, 002), the name of the first water of the U.S. that receives stormwater directly from the point of discharge and/or from the MS4 that the point of discharge discharges to, and the following receiving water information, if applicable:								
Point of Discharge ID	Name of receiving water:	Is the receiving water impaired (on the CWA 303(d) list)?	If yes, list the pollutants that are causing the impairment:	Has a TMDL been completed for this receiving waterbody?	If yes, list TMDL Name and ID:	Pollutant(s) for which there is a TMDL:	Is this receiving water designated as a Tier 2, Tier 2.5, or Tier 3 water?	If yes, specify which Tier (2, 2.5, or 3)?
[001]	Great Miami River	☐ Yes ☒ No		☐ Yes ☒ No			☐ Yes ☒ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]
[002]		☐ Yes ☐ No		☐ Yes ☐ No			☐ Yes ☐ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]
[003]		☐ Yes ☐ No		☐ Yes ☐ No			☐ Yes ☐ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]
[004]		☐ Yes ☐ No		☐ Yes ☐ No			☐ Yes ☐ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]
[005]		☐ Yes ☐ No		☐ Yes ☐ No			☐ Yes ☐ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]
[006]		☐ Yes ☐ No		☐ Yes ☐ No			☐ Yes ☐ No	[INSERT "Tier 2", "Tier 2.5", or "Tier 3"]

[Include additional rows or delete as necessary.]

2.3 Nature of the Construction Activities

Instructions (see CGP Parts 1.2.1.c and 7.2.3):

- Provide a general description of the nature of the construction activities at your site.
- Describe the size of the property (in acres or in miles if a linear construction site), the total area expected to be disturbed by the construction activities (to the nearest quarter acre or quarter mile if a linear construction site), and the maximum area expected to be disturbed at any one time.
- Indicate the type of construction site, whether there will be certain demolition activities, and whether the predevelopment land use was for agriculture.
- Provide a list and description of all pollutant-generating activities (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal; and dewatering operations) and indicate for each activity the type of pollutant that will be generated (e.g., sediment, fertilizers, pesticides, paints, caulks, sealants, fluorescent light ballasts, contaminated substrates, solvents, fuels) and could be discharged in stormwater from your site.
- Describe the construction support activities covered by this permit (see Part 1.2.1.c of the permit).

General Description of Project

Provide a general description of the nature of your construction activities, including the age dates of past renovations for structures that are undergoing demolition:

- Install erosion control measures prior to stripping of topsoil
- Grade site and stockpile topsoil
- Install all underground utilities including storm sewer
- Complete grading and install permanent seeding
- When all construction activity is complete and the site is stabilized, remove erosion control measures and reseed any areas disturbed by their removal

Type of Construction Site *(check all that apply):*

☐ Single-Family Residential ☒ Multi-Family Residential ☐ Commercial ☐ Industrial

☐ Institutional ☐ Highway or Road ☐ Utility ☐ Other _____

Will there be demolition of any structure built or renovated before January 1, 1980?	☐ Yes	☒ No	
If yes, do any of the structures being demolished have at least 10,000 square feet of floor space?	☐ Yes	☐ No	☒ N/A
Was the pre-development land use used for agriculture (see Appendix A for definition of "agricultural land")?	☐ Yes	☒ No	

Pollutant-Generating Activities

List and describe all pollutant-generating activities and indicate for each activity the type of pollutant that will be generated. Take into account where potential spills and leaks could occur

that contribute pollutants to stormwater discharges, and any known hazardous or toxic substances, such as PCBs and asbestos, that will be disturbed during construction.

Pollutant-Generating Activity (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal; and dewatering operations)	**Pollutants or Pollutant Constituents** (e.g., sediment, fertilizers, pesticides, paints, caulks, sealants, fluorescent light ballasts, contaminated substrates, solvents, fuels)
Concrete	Concrete
Grading	Diesel, Gasoline
Underground Utilities	Diesel, Gasoline

Construction Support Activities *(only provide if applicable)*

Describe any construction support activities for the project (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas):

Temporary staging area for construction activites

Contact information for construction support activity:

TBD

2.4 Sequence and Estimated Dates of Construction Activities

Instructions (see CGP Part 7.2.5):

- Describe the intended construction sequence and duration of major activities.
- For each portion or phase of the construction site, include the following:
  - ✓ Commencement and duration of construction activities, including clearing and grubbing, mass grading, demolition activities, site preparation (i.e., excavating, cutting and filling), final grading, and creation of soil and vegetation stockpiles requiring stabilization;
  - ✓ Temporary or permanent cessation of construction activities;
  - ✓ Temporary or final stabilization of areas of exposed soil. The dates for stabilization must reflect the applicable deadlines to which you are subject to in Part 2.2.14; and
  - ✓ Removal of temporary stormwater controls and construction equipment or vehicles, and cessation of any pollutant-generating activities.
- The construction sequence must reflect the following requirements:
  - ✓ Part 2.1.3 (installation of stormwater controls); and
  - ✓ Parts 2.2.14 (stabilization deadlines).

Phase I

Install Erosion Control Measures & Clear Site	
Estimated Start Date of Construction Activities for this Phase	7/17/2023

Estimated End Date of Construction Activities for this Phase	8/14/2023
Estimated Date(s) of Application of Stabilization Measures for Areas of the Site Required to be Stabilized	Max. 14 after completion *[Add additional dates as necessary]*
Estimated Date(s) when Stormwater Controls will be Removed	12/31/2024 *[Add additional dates as necessary]*

Phase II

Mass Grading and Underground Utilities	
Estimated Start Date of Construction Activities for this Phase	8/14/2023
Estimated End Date of Construction Activities for this Phase	11/1/2023
Estimated Date(s) of Application of Stabilization Measures for Areas of the Site Required to be Stabilized	11/2/2023 *[Add additional dates as necessary]*
Estimated Date(s) when Stormwater Controls will be Removed	11/30/2024 *[Add additional dates as necessary]*

[Repeat as needed.]

2.5 Authorized Non-Stormwater Discharges

Instructions (see CGP Parts 1.2.2 and 7.2.5):

- Identify all authorized sources of non-stormwater discharges. The authorized non-stormwater discharges identified in Part 1.B.4 of the 2018 CGP include:
  - ✓ Discharges from emergency fire-fighting activities;
  - ✓ Fire hydrant flushings;
  - ✓ Landscape irrigation;
  - ✓ Waters used to wash vehicles and equipment, provided that there is no discharge of soaps, solvents, or detergents used for such purposes;
  - ✓ Water used to control dust;
  - ✓ Potable water including uncontaminated water line flushings;
  - ✓ External building washdown, provided soaps, solvents and detergents are not used, and external surfaces do not contain hazardous substances (e.g., paint or caulk containing PCBs);
  - ✓ Pavement wash waters provided spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and detergents are not used. You are prohibited from directing pavement wash waters directly into any water of the U.S., storm drain inlet, or stormwater conveyance, unless the conveyance is connected to a sediment basin, sediment trap, or similarly effective control;
  - ✓ Uncontaminated air conditioning or compressor condensate;
  - ✓ Uncontaminated, non-turbid discharges of ground water or spring water;
  - ✓ Foundation or footing drains where flows are not contaminated with process materials such as solvents or contaminated ground water; and
  - ✓ Construction dewatering water discharged in accordance with Part 2.4.

List of Authorized Non-Stormwater Discharges Present at the Site

Type of Authorized Non-Stormwater Discharge	**Likely to be Present at Your Site?**
Discharges from emergency fire-fighting activities	☐ Yes ☒ No
Fire hydrant flushings	☒ Yes ☐ No
Landscape irrigation	☐ Yes ☒ No
Waters used to wash vehicles and equipment	☐ Yes ☒ No
Water used to control dust	☒ Yes ☐ No
Potable water including uncontaminated water line flushings	☒ Yes ☐ No
External building washdown (soaps/solvents are not used and external surfaces do not contain hazardous substances)	☒ Yes ☐ No
Pavement wash waters	☒ Yes ☐ No
Uncontaminated air conditioning or compressor condensate	☐ Yes ☒ No
Uncontaminated, non-turbid discharges of ground water or spring water	☐ Yes ☒ No
Foundation or footing drains	☒ Yes ☐ No
Construction dewatering water	☒ Yes ☐ No

(Note: You are required to identify the likely locations of these authorized non-stormwater discharges on your site map. See Section 2.6, below, of the SWPPP Template.)

2.6 Site Maps

Instructions (see CGP Part 7.2.4):

- Attach site maps in Appendix A of the Template. For most projects, a series of site maps is necessary and recommended. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or, for more complicated sites, show the major phases of development.

These maps must include the following features:

- Boundaries of the property and of the locations where construction will occur, including:
  - ✓ Locations where earth-disturbing activities will occur, noting any phasing of construction activities and any demolition activities;
  - ✓ Approximate slopes before and after major grading activities. Note areas of steep slopes, as defined in CGP Appendix A;
  - ✓ Locations where sediment, soil, or other construction materials will be stockpiled;
  - ✓ Locations of any crossings of waters of the U.S.;
  - ✓ Designated points where vehicles will exit onto paved roads;
  - ✓ Locations of structures and other impervious surfaces upon completion of construction; and
  - ✓ Locations of on-site and off-site construction support activity areas covered by this permit (see Part 1.2.1.c).
- Locations of all waters of the U.S., including wetlands, on your site and within one mile downstream of the site's discharge point. Indicate which waterbodies are listed as impaired, and which are identified by your state, tribe, or EPA as Tier 2, Tier 2.5, or Tier 3 waters.
- Areas of federally-listed critical habitat for endangered or threatened species within the site and/or at discharge locations.
- Type and extent of pre-construction cover on the site (e.g., vegetative cover, forest, pasture, pavement, structures)
- Drainage pattern(s) of stormwater and authorized non-stormwater before and after major grading activities.
- Stormwater and authorized non-stormwater discharge locations, including:
  - ✓ Locations where stormwater and/or authorized non-stormwater will be discharged to storm drain inlets; and
  - ✓ Locations where stormwater or allowable non-stormwater will be discharged to waters of the U.S. (including wetlands).
- Locations of all potential pollutant-generating activities.
- Locations of stormwater controls, including natural buffer areas and any shared controls utilized to comply with the permit.
- Locations where polymers, flocculants, or other treatment chemicals will be used and stored.

SECTION 3: DOCUMENTATION OF COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

3.1 Endangered Species Protection

Instructions (see CGP Parts 1.1.5, 7.2.9.a, Appendix D, and the "Endangered Species Protection" section of the Appendix J – NOI form):

Using the instructions in Appendix D of the permit, determine under which criterion listed below (A-F) you are eligible for coverage under this permit with respect to the protection of endangered species. To make this determination, you must use information from **BOTH** the National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (USFWS). Both the NMFS and USFWS maintain lists of Endangered Species Act-listed (ESA-listed) species and designated critical habitat. Operators must consult both when determining their eligibility.

- Check only 1 box, include the required information and provide a sound basis for supporting the criterion selected. Select the most conservative criterion that applies
- Include documentation supporting your determination of eligibility.
- A step-by-step guide and flow-chart on ESA provisions for EPA's CGP is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#species

Eligibility Criterion

Under which criterion listed in Appendix D are you eligible for coverage under this permit?

☒ **Criterion A**: No ESA-listed species and/or designated critical habitat present in action area. Using the process outlined in Appendix D of this permit, you certify that ESA-listed species and designated critical habitat(s) under the jurisdiction of the USFWS or NMFS are not likely to occur in your site's "action area" as defined in Appendix A of this permit.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion A should identify the USFWS and NMFS information sources used. Attaching aerial image(s) of the site to your NOI is helpful to EPA, USFWS, and NMFS in confirming eligibility under this criterion. Please Note: NMFS' jurisdiction includes ESA-listed marine and estuarine species that spawn in inland rivers. Check the applicable source(s) of information you relied upon:

☐ Specific communication with staff of the USFWS and/or NMFS. INSERT DATE OF COMMUNICATION AND WHO YOU SPOKE WITH

☒ Species list from USFWS and/or NMFS. See the CGP ESA webpage, Step 2 for available websites. https://www.epa.gov/npdes/stormwater-discharges-construction-activities#species

☐ **Criterion B:** Eligibility requirements met by another operator under the 2018 CGP. The construction site's discharges and discharge-related activities were already addressed in another operator's valid certification of eligibility for your "action area" under eligibility Criterion A, C, D, E, or F of the 2018 CGP and you have confirmed that no additional ESA-listed species and/or designated critical habitat under the jurisdiction of USFWS and/or NMFS not considered in the that certification may be present or located in the "action area." To certify your eligibility under this criterion, there must be no lapse of NPDES permit coverage in the other CGP operator's certification. By certifying eligibility under this criterion, you agree to comply with any conditions upon which the other CGP operator's certification was based. You must include in your NOI the NPDES ID from the other 2018

CGP operator's notification of authorization under this permit. If your certification is based on another 2018 CGP operator's certification under criterion C, you must provide EPA with the relevant supporting information required of existing dischargers in criterion C in your NOI form.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion B should identify the eligibility criterion of the other CGP NOI, the authorization date, and confirmation that the authorization is effective.

- ✓ Provide the 9-digit NPDES ID number from the other operator's NOI under the 2018 CGP: __ __ __ __ __ __ __ __ __
- ✓ Authorization date of the other 2018 CGP operator: INSERT AUTHORIZATION DATE OF OTHER OPERATOR
- ✓ Eligibility criterion of the other 2018 CGP operator: ☐A ☐C ☐D ☐E ☐F
- ✓ Provide a brief summary of the basis the other operator used for selecting criterion A, C, D, E, or F: INSERT TEXT HERE

☐ **Criterion C:** Discharges not likely to adversely affect ESA-listed species and/or designated critical habitat. ESA-listed species and/or designated critical habitat(s) under the jurisdiction of the USFWS and/or NMFS are likely to occur in or near your site's "action area," and you certify to EPA that your site's discharges and discharge-related activities are not likely to adversely affect ESA-listed threatened or endangered species and/or designated critical habitat. This certification may include consideration of any stormwater controls and/or management practices you will adopt to ensure that your discharges and discharge-related activities are not likely to adversely affect ESA-listed species and/or designated critical habitat. To certify your eligibility under this criterion, indicate 1) the ESA-listed species and/or designated habitat located in your "action area" using the process outlined in Appendix D of this permit; 2) the distance between the site and the listed species and/or designated critical habitat in the action area (in miles); and 3) a rationale describing specifically how adverse effects to ESA-listed species will be avoided from the discharges and discharge-related activities. You must also include a copy of your site map from your SWPPP showing the upland and in-water extent of your "action area" with this NOI.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion C should identify the information resources and expertise (e.g., state or federal biologists) used to arrive at this conclusion. Any supporting documentation should explicitly state that both ESA-listed species and designated critical habitat under the jurisdiction of the USFWS and/or NMFS were considered in the evaluation.

- ✓ Resources used to make determination: INSERT RESOURCES YOU USED TO DETERMINE THAT DISCHARGES ARE NOT LIKELY TO ADVERSELY AFFECT ESA-LISTED SPECIES OR DESIGNATED CRITICAL HABITAT
- ✓ ESA-listed Species/Critical Habitat in action area: INSERT LIST OF ESA-LISTED SPECIES OR DESIGNATED CRITICAL HABITAT LOCATED IN YOUR ACTION AREA
- ✓ Distance between site and ESA-listed Species/Critical Habitat: INSERT DISTANCE BETWEEN YOUR SITE AND THE ESA-LISTED SPECIES OR CRITICAL HABITAT (in miles)
- ✓ How adverse effects will be avoided: DESCRIBE SPECIFICALLY HOW ADVERSE EFFECTS TO ESA-LISTED SPECIES WILL BE AVOIDED FROM THE DISCHARGES AND DISCHARGE-RELATED ACTIVITIES

☐ **Criterion D**: Coordination with USFWS and/or NMFS has successfully concluded.

Coordination between you and the USFWS and/or NMFS has concluded. The coordination must have addressed the effects of your site's discharges and discharge-related activities on ESA-listed species and/or designated critical habitat under the jurisdiction of USFWS and/or NMFS, and resulted in a written concurrence from USFWS and/or NMFS that your site's discharges and discharge-related activities are not likely to adversely affect listed species and/or critical habitat. You must include copies of the correspondence with the participating agencies in your SWPPP and this NOI.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion D should identify whether USFWS or NMFS or both agencies participated in coordination, the field office/regional office(s) providing that coordination, and the date that coordination concluded.

- ✓ Agency coordinated with: ☐USFWS ☐ NMFS
- ✓ Field/regional office(s) providing coordination: INSERT FIELD/REGIONAL OFFICE(S) PROVIDING COORDINATION
- ✓ Date coordination concluded: INSERT DATE COORDINATION CONCLUDED
- ✓ Attach copies of any letters or other communication between you and the U.S. Fish & Wildlife Service or National Marine Fisheries Service concluding coordination activities.

☐ **Criterion E:** ESA Section 7 consultation has successfully concluded. Consultation between a Federal Agency and the USFWS and/or NMFS under section 7 of the ESA has concluded. The consultation must have addressed the effects of the construction site's discharges and discharge-related activities on ESA-listed species and/or designated critical habitat under the jurisdiction of USFWS and/or NMFS. To certify eligibility under this criterion, Indicate the result of the consultation:

- ☐ Biological opinion from USFWS and/or NMFS that concludes that the action in question (taking into account the effects of your site's discharges and discharge-related activities) is not likely to jeopardize the continued existence of listed species, nor the destruction or adverse modification of critical habitat; or
- ☐ Written concurrence from USFWS and/or NMFS with a finding that the site's discharges and discharge-related activities are not likely to adversely affect ESA-listed species and/or designated critical habitat. You must include copies of the correspondence between yourself and the USFWS and/or NMFS in your SWPPP and this NOI.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion E should identify the federal action agency(ies) involved, the field office/regional office(s) providing that consultation, any tracking numbers of identifiers associated with that consultation (e.g., IPaC number, PCTS number), and the date the consultation was completed.

- ✓ Federal agency(ies) involved: INSERT FEDERAL AGENCY(IES) INVOLVED
- ✓ Field/regional office(s) providing consultation: INSERT FIELD/REGIONAL OFFICE(S) PROVIDING CONSULTATION
- ✓ Tracking numbers associated with consultation: INSERT CONSULTATION TRACKING NUMBER(S)
- ✓ Date consultation completed: INSERT DATE CONSULTATION COMPLETED

- ✓ Attach copies of any letters or other communication between you and the U.S. Fish & Wildlife Service or National Marine Fisheries Service concluding consultation.

☐ **Criterion F:** Issuance of section 10 permit. Potential take is authorized through the issuance of a permit under section 10 of the ESA by the USFWS and/or NMFS, and this authorization addresses the effects of the site's discharges and discharge-related activities on ESA-listed species and designated critical habitat. You must include copies of the correspondence between yourself and the participating agencies in your SWPPP and your NOI.

Basis statement content/Supporting documentation: A basis statement supporting the selection of Criterion F should identify whether USFWS or NMFS or both agencies provided a section 10 permit, the field office/regional office(s) providing permit(s), any tracking numbers of identifiers associated with that consultation (e.g., IPaC number, PCTS number), and the date the permit was granted.

- ✓ Agency providing section 10 permit: ☐USFWS ☐NMFS
- ✓ Field/regional office(s) providing permit: INSERT FIELD/REGIONAL OFFICE(S) PROVIDING PERMIT
- ✓ Tracking numbers associated with consultation: INSERT CONSULTATION TRACKING NUMBER(S)
- ✓ Date permit granted: INSERT DATE PERMIT GRANTED
- ✓ Attach copies of any letters or other communication between you and the U.S. Fish & Wildlife Service or National Marine Fisheries Service.

3.2 Historic Preservation

Instructions (see CGP Part 1.1.6, 7.2.9.b, Appendix E, and the "Historic Preservation" section of the Appendix J – NOI form):

Follow the screening process in Appendix E of the permit for determining whether your installation of subsurface earth-disturbing stormwater controls will have an effect on historic properties.

- Include documentation supporting your determination of eligibility.
- To contact your applicable state or tribal historic preservation office, information is available at *www.achp.gov/programs/html*.

Appendix E, Step 1

Do you plan on installing any of the following stormwater controls at your site? Check all that apply below, and proceed to Appendix E, Step 2.

☐ Dike

☒ Berm

☒ Catch Basin

☒ Pond

☒ Stormwater Conveyance Channel (e.g., ditch, trench, perimeter drain, swale, etc.)

☐ Culvert

☒ Other type of ground-disturbing stormwater control:

(Note: If you will not be installing any ground-disturbing stormwater controls, no further documentation is required for Section 3.2 of the Template.)

Appendix E, Step 2

If you answered yes in Step 1, have prior surveys or evaluations conducted on the site already determined that historic properties do not exist, or that prior disturbances at the site have precluded the existence of historic properties? ☒ YES ☐ NO

- If yes, no further documentation is required for Section 3.2 of the Template.
- If no, proceed to Appendix E, Step 3.

Appendix E, Step 3

If you answered no in Step 2, have you determined that your installation of subsurface earth-disturbing stormwater controls will have no effect on historic properties? ☐ YES ☐ NO

If yes, provide documentation of the basis for your determination. INSERT REFERENCES TO DOCUMENTS, STUDIES, OR OTHER SOURCES RELIED UPON

If no, proceed to Appendix E, Step 4.

Appendix E, Step 4

If you answered no in Step 3, did the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Office (THPO), or other tribal representative (whichever applies) respond to you within 15 calendar days to indicate whether the subsurface earth disturbances caused by the installation of stormwater controls affect historic properties? ☐ YES ☐ NO

If no, no further documentation is required for Section 3.2 of the Template.

If yes, describe the nature of their response:

- ☐ Written indication that no historic properties will be affected by the installation of stormwater controls. INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE
- ☐ Written indication that adverse effects to historic properties from the installation of stormwater controls can be mitigated by agreed upon actions. INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE
- ☐ No agreement has been reached regarding measures to mitigate effects to historic properties from the installation of stormwater controls. INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE
- ☐ Other: INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE APPLICABLE SHPO, THPO, OR OTHER TRIBAL REPRESENTATIVE

3.3 Safe Drinking Water Act Underground Injection Control Requirements

Instructions (see CGP Part 7.2.9.c):

- If you will use any of the identified controls in this section, include documentation of contact between you and the applicable state agency or EPA Regional Office responsible for implementing the requirements for underground injection wells in the Safe Drinking Water Act and EPA's implementing regulations at 40 CFR Parts 144-147. \
- For state UIC program contacts, refer to the following EPA website: https://www.epa.gov/uic.

Do you plan to install any of the following controls? Check all that apply below.

☐ Infiltration trenches (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)

☒ Commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate stormwater flow

☐ Drywells, seepage pits, or improved sinkholes (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)

IF YES, INSERT COPIES OF LETTERS, EMAILS, OR OTHER COMMUNICATION BETWEEN YOU AND THE STATE AGENCY OR EPA REGIONAL OFFICE

SECTION 4: EROSION AND SEDIMENT CONTROLS

General Instructions (See CGP Parts 2.2 and 7.2.6):

- Describe the erosion and sediment controls that will be installed and maintained at your site.
- Describe any applicable stormwater control design specifications (including references to any manufacturer specifications and/or erosion and sediment control manuals/ordinances relied upon).
- Describe any routine stormwater control maintenance specifications.
- Describe the projected schedule for stormwater control installation/implementation.

4.1 Natural Buffers or Equivalent Sediment Controls

Instructions (see CGP Parts 2.2.1 and 7.2.6.b.i, and Appendix G):

This section only applies to you if a water of the U.S. is located within 50 feet of your site's earth disturbances. If this is the case, consult CGP Part 2.2.1 and Appendix G for information on how to comply with the buffer requirements.

- Describe the compliance alternative (CGP Part 2.2.1.a.i, ii, or iii) that was chosen to meet the buffer requirements, and include any required documentation supporting the alternative selected. The compliance alternative selected must be maintained throughout the duration of permit coverage. However, if you select a different compliance alternative during your period of permit coverage, you must modify your SWPPP to reflect this change.
- If you qualify for one of the exceptions in CGP Part 2.2.1.b, include documentation related to your qualification for such exceptions.

Buffer Compliance Alternatives

Are there any waters of the U.S. within 50 feet of your project's earth disturbances? ☐ YES ☒ NO

(Note: If no, no further documentation is required for Part 4.1 in the SWPPP Template. Continue on to Part 4.2.)

Check the compliance alternative that you have chosen:

☐ (i) I will provide and maintain a 50-foot undisturbed natural buffer.

(Note (1): You must show the 50-foot boundary line of the natural buffer on your site map.)

(Note (2): You must show on your site map how all discharges from your construction disturbances through the natural buffer area will first be treated by the site's erosion and sediment controls. Also, show on the site map any velocity dissipation devices used to prevent erosion within the natural buffer area.)

☐ (ii) I will provide and maintain an undisturbed natural buffer that is less than 50 feet and is supplemented by additional erosion and sediment controls, which in combination achieves the sediment load reduction equivalent to a 50-foot undisturbed natural buffer.

(Note (1): You must show the boundary line of the natural buffer on your site map.)

(Note (2): You must show on your site map how all discharges from your construction disturbances through the natural buffer area will first be treated by the site's erosion and sediment controls. Also, show on the site map any velocity dissipation devices used to prevent erosion within the natural buffer area.)

- INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED
- INSERT EITHER ONE OF THE FOLLOWING:

  (1) THE ESTIMATED SEDIMENT REMOVAL FROM A 50-FOOT BUFFER USING APPLICABLE TABLES IN APP. G, ATTACHMENT 1. INCLUDE INFORMATION ABOUT THE BUFFER VEGETATION AND SOIL TYPE THAT PREDOMINATE AT YOUR SITE

  OR

  (2) IF YOU CONDUCTED A SITE-SPECIFIC CALCULATION FOR THE ESTIMATED SEDIMENT REMOVAL OF A 50-FOOT BUFFER, PROVIDE THE SPECIFIC REMOVAL EFFICIENCY, AND INFORMATION YOU RELIED UPON TO MAKE YOUR SITE-SPECIFIC CALCULATION.
- INSERT DESCRIPTION OF ADDITIONAL EROSION AND SEDIMENT CONTROLS TO BE USED IN COMBINATION WITH NATURAL BUFFER AREA
- INSERT THE FOLLOWING INFORMATION:
  - (1) SPECIFY THE MODEL OR OTHER TOOL USED TO ESTIMATE SEDIMENT LOAD REDUCTIONS FROM THE COMBINATION OF THE BUFFER AREA AND ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE, AND
  - (2) INCLUDE THE RESULTS OF CALCULATIONS SHOWING THAT THE COMBINATION OF YOUR BUFFER AREA AND THE ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE WILL MEET OR EXCEED THE SEDIMENT REMOVAL EFFICIENCY OF A 50-FOOT BUFFER

☐ (iii) It is infeasible to provide and maintain an undisturbed natural buffer of any size, therefore I will implement erosion and sediment controls that achieve the sediment load reduction equivalent to a 50-foot undisturbed natural buffer.

- INSERT RATIONALE FOR CONCLUDING THAT IT IS INFEASIBLE TO PROVIDE AND MAINTAIN A NATURAL BUFFER OF ANY SIZE
- INSERT EITHER ONE OF THE FOLLOWING:

  (1) THE ESTIMATED SEDIMENT REMOVAL FROM A 50-FOOT BUFFER USING APPLICABLE TABLES IN APP. G, ATTACHMENT 1. INCLUDE INFORMATION ABOUT THE BUFFER VEGETATION AND SOIL TYPE THAT PREDOMINATE AT YOUR SITE

  OR

  (2) IF YOU CONDUCTED A SITE-SPECIFIC CALCULATION FOR THE ESTIMATED SEDIMENT REMOVAL OF A 50-FOOT BUFFER, PROVIDE THE SPECIFIC REMOVAL EFFICIENCY, AND INFORMATION YOU RELIED UPON TO MAKE YOUR SITE-SPECIFIC CALCULATION.
- INSERT DESCRIPTION OF ADDITIONAL EROSION AND SEDIMENT CONTROLS TO BE USED IN COMBINATION WITH NATURAL BUFFER AREA
- INSERT THE FOLLOWING INFORMATION:
  - (1) SPECIFY THE MODEL OR OTHER TOOL USED TO ESTIMATE SEDIMENT LOAD REDUCTIONS FROM THE EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE, AND
  - (2) INCLUDE THE RESULTS OF CALCULATIONS SHOWING THAT THE ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE WILL MEET OR EXCEED THE SEDIMENT REMOVAL EFFICIENCY OF A 50-FOOT BUFFER

☐ I qualify for one of the exceptions in Part 2.2.1.b. (If you have checked this box, provide information on the applicable buffer exception that applies, below.)

Buffer Exceptions

Which of the following exceptions to the buffer requirements applies to your site?

☐ There is no discharge of stormwater to the water of the U.S. that is located 50 feet from my construction disturbances.

(Note: If this exception applies, no further documentation is required for Section 4.1 of the Template.)

☐ No natural buffer exists due to preexisting development disturbances that occurred prior to the initiation of planning for this project.

(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)

(Note (2): Where some natural buffer exists but portions of the area within 50 feet of the surface water are occupied by preexisting development disturbances, you must still comply with the one of the CGP Part 2.2.1.a compliance alternatives.)

☐ For a "linear construction sites" (defined in Appendix A), site constraints (e.g., limited right-of-way) make it infeasible to meet any of the CGP Part 2.2.1.a compliance alternatives. INCLUDE DOCUMENTATION HERE OF THE FOLLOWING: (1) WHY IT IS INFEASIBLE FOR YOU TO MEET ONE OF THE BUFFER COMPLIANCE ALTERNATIVES, AND (2) BUFFER WIDTH RETAINED AND/OR SUPPLEMENTAL EROSION AND SEDIMENT CONTROLS TO TREAT DISCHARGES TO THE SURFACE WATER

☐ The project qualifies as "small residential lot" construction (defined in Appendix A) (see Appendix G, Part G.3.2).

☐ For Alternative 1:

- INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED
- INSERT APPLICABLE REQUIREMENTS BASED ON TABLE G-1
- INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS

☐ For Alternative 2:

- INSERT (1) THE ASSIGNED RISK LEVEL BASED ON APP. G APPLICABLE TABLE G-2 THROUGH G-6 AND (2) THE PREDOMINANT SOIL TYPE AND AVERAGE SLOPE AT YOUR SITE
- INSERT APPLICABLE REQUIREMENTS BASED ON APP. G, TABLE G-7
- INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS

☐ Buffer disturbances are authorized under a CWA Section 404 permit. INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA

(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)

(Note (2): This exception only applies to the limits of disturbance authorized under the Section 404 permit, and does not apply to any upland portion of the construction project.)

☐ Buffer disturbances will occur for the construction of a water-dependent structure or water access area (e.g., pier, boat ramp, and trail). INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA

(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)

4.2 Perimeter Controls

Instructions (see CGP Parts 2.2.3 and 7.2.6.b.ii):

- Describe sediment controls that will be used (e.g., silt fences, filter berms, temporary diversion dikes, or fiber rolls) to meet the Part 2.2.3 requirement to "install sediment controls along any perimeter areas of the site that will receive pollutant discharges."
- For linear projects, where you have determined that the use of perimeter controls in portions of the site is infeasible, document other practices that you will implement.

General

- Install sediment controls along any perimeter area of site that will receive pollutant discharges

Specific Perimeter Controls

INSERT NAME OF PERIMETER CONTROL TO BE INSTALLED	
Description: Silt Fences	
Installation	7/17/2023
Maintenance Requirements	Remove sediment before it has accumulated to one-half of the above-ground height of any perimeter control.
Design Specifications	Per Detail on Approved Civil Set

[Repeat as needed for individual perimeter controls.]

4.3 Sediment Track-Out

Instructions (see CGP Parts 2.2.4 and 7.2.6.b.iii):

- Describe stormwater controls that will be used to minimize sediment track-out.
- Describe location(s) of vehicle exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediment. Also include the design, installation, and maintenance specifications for each control.

General

- Restrict construction vehicle use to properly designated entry/exit points

Specific Track-Out Controls

Construction Entrance
Description: Min. 12" of #2 Stone with Filter Fabric Underline

Installation	7/17/2023
Maintenance Requirements	Where sediment has been tracked-out from your site onto paved roads, sidewalks, or other paved areas outside of your site, remove the deposited sediment by the end of the same business day in which the track-out occurs or by the end of the next business day if track-out occurs on a non-business day. Remove the track-out by sweeping, shoveling, or vacuuming these surfaces, or by using other similarly effective means of sediment removal. You are prohibited from hosing or sweeping tracked-out sediment into any stormwater conveyance, storm drain inlet, or water of the U.S.
Design Specifications	Per Approved Civil Set Details

[Repeat as needed for individual track-out controls.]

4.4 Stockpiled Sediment or Soil

Instructions (see CGP Parts 2.2.5 and 7.2.6):

- Describe stormwater controls and other measures you will take to minimize the discharge of sediment or soil particles from stockpiled sediment or soil. Include a description of structural practices (e.g., diversions, berms, ditches, storage basins), including design, installation, and maintenance specifications, used to divert flows from stockpiled sediment or soil, retain or detain flows, or otherwise limit exposure and the discharge of pollutants from stockpiled sediment or soil.
- For piles that will be unused for 14 or more days, describe what cover or other appropriate temporary stabilization will be used.
- Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile.

General

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.2.5

Specific Stockpile Controls

INSERT NAME OF STOCKPILE CONTROL TO BE INSTALLED	
Description: Topsoil Stockpile Silt Fence	
Installation	9/1/2023
Maintenance Requirements	You are prohibited from hosing down or sweeping soil or sediment accumulated on pavement or other impervious surfaces into any stormwater conveyance, storm drain inlet, or water of the U.S.
Design Specifications	Per Approved Civil Set Details

[Repeat as needed for individual stockpile controls.]

4.5 Minimize Dust

Instructions (see CGP Parts 2.2.6 and 7.2.6):

Describe controls and procedures you will use at your site to minimize the generation of dust.

General

- Street Sweepers

Specific Dust Controls

INSERT NAME OF DUST CONTROL TO BE INSTALLED	
Description: Street Sweeper	
Installation	7/17/2023
Maintenance Requirements	Street Sweeper to be utilized when debris and/or dust is present
Design Specifications	N/A

[Repeat as needed for individual dust controls.]

4.6 Minimize Steep Slope Disturbances

Instructions (see CGP Parts 2.2.7 and 7.2.6):

- Describe how you will minimize the disturbance to steep slopes (as defined by CGP Appendix A).
- Describe controls (e.g., erosion control blankets, tackifiers), including design, installation and maintenance specifications, that will be implemented to minimize sediment discharges from slope disturbances.

General

- N/A

Specific Steep Slope Controls

INSERT NAME OF STEEP SLOPE CONTROL TO BE INSTALLED	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed for individual steep slope controls.]

4.7 Topsoil

Instructions (see CGP Parts 2.2.8 and 7.2.6):

- Describe how topsoil will be preserved and identify these areas and associated control measures on your site map(s).
- If it is infeasible for you to preserve topsoil on your site, provide an explanation for why this is the case.

General

- Topsoil to be stored in topsoil storage area

Specific Topsoil Controls

INSERT NAME OF TOPSOIL CONTROL TO BE INSTALLED	
Description: Silt Fencing	
Installation	8/14/2023
Maintenance Requirements	Inspect silt fencing. Remove sediment from silt fence if necessary
Design Specifications	Per Approved Civil Set Details

[Repeat as needed for individual topsoil controls.]

4.8 Soil Compaction

Instructions (see CGP Parts 2.2.9 and 7.2.6):

- In areas where final vegetative stabilization will occur or where infiltration practices will be installed, describe the controls, including design, installation, and maintenance specifications that will be used to restrict vehicle or equipment access or condition the soil for seeding or planting.

General

- Silt Fencing

Specific Soil Compaction Controls

INSERT NAME OF SOIL COMPACTION CONTROL TO BE INSTALLED	
Description: Silt Fencing	
Installation	7/17/2023
Maintenance Requirements	Inspect silt fencing. Remove sediment from silt fence if necessary
Design Specifications	Per Approved Civil Set Details

[Repeat as needed for individual soil compaction controls.]

4.9 Storm Drain Inlets

Instructions (see CGP Parts 2.2.10 and 7.2.6):

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design, installation, and maintenance specifications that will be implemented to protect all inlets that carry stormwater flow from your site to a water of the U.S., provided you have the authority to access the storm drain inlet.

General

- FlexStorm Filter Catch Basin Insert

Specific Storm Drain Inlet Controls

INSERT NAME OF STORM DRAIN INLET CONTROL TO BE INSTALLED	
Description: FlexStorm Filter Catch Basin Insert	
Installation	Immediately after each individual installation of catch basin(s)
Maintenance Requirements	Clean, or remove and replace the protection measures as sediment accumulates, the filter becomes clogged, and/or performance is compromised. Where there is evidence of sediment accumulation adjacent to the inlet protection measure, remove the deposited sediment by the end of the same business day in which it is found or by the end of the following business day if removal by the same business day is not feasible.
Design Specifications	Per Approved Civil Set Details

[Repeat as needed for individual storm drain inlet controls.]

4.10 Stormwater Conveyance Channels

Instructions (see CGP Parts 2.2.11 and 7.2.6):

If you will be installing a stormwater conveyance channel, describe control practices (e.g., velocity dissipation devices), including design specifications and details (volume, dimensions, outlet structure), that will be implemented at the construction site.

General

- N/A

Specific Conveyance Channel Controls

INSERT NAME OF CONVEYANCE CHANNEL CONTROL TO BE INSTALLED	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed for individual stormwater conveyance channel controls.]

4.11 Sediment Basins

Instructions (see CGP Parts 2.2.12 and 7.2.6.b.iv):

If you will install a sediment basin, include design specifications and other details (volume, dimensions, outlet structure) that will be implemented in conformance with CGP Part 2.2.12.

- Sediment basins must be situated outside waters of the U.S. and any natural buffers established under CGP Part 2.2.1; and designed to avoid collecting water from wetlands.
- At a minimum, sediment basins provide storage for either (1) the calculated volume of runoff from the 2-year, 24-hour storm (see CGP App. H), or (2) 3,600 cubic feet per acre drained
- Sediment basins must also utilize outlet structures that withdraw water from the surface, unless infeasible

General

- N/A

Specific Sediment Basin Controls

INSERT NAME OF SEDIMENT BASIN CONTROL TO BE INSTALLED	
Description: Proposed Detention Basins	
Installation	At time of basin grading
Maintenance Requirements	Basin to be inspected after each rain event, sediment removed as necessary to ensure proper water flow is achieved through basin.
Design Specifications	N/A

[Repeat as needed for individual sediment basin controls.]

4.12 Chemical Treatment

Instructions (see CGP Parts 2.2.13 and 7.2.6.v):

If you are using treatment chemicals at your site, provide details for each of the items below. This information is required as part of the SWPPP requirements in CGP Part 7.2.6.v.

Soil Types

List all the soil types (including soil types expected to be found in fill material) that are expected to be exposed during construction in areas of the project that will drain to chemical treatment systems: N/A

Treatment Chemicals

List all treatment chemicals that will be used at the site and explain why these chemicals are suited to the soil characteristics: N/A

Describe the dosage of all treatment chemicals you will use at the site or the methodology you will use to determine dosage: N/A

Provide information from any applicable Safety Data Sheets (SDS): N/A

Describe how each of the chemicals will stored: N/A

Include references to applicable state or local requirements affecting the use of treatment chemicals, and copies of applicable manufacturer's specifications regarding the use of your specific treatment chemicals and/or chemical treatment systems: N/A

Special Controls for Cationic Treatment Chemicals (if applicable)
If the applicable EPA Regional Office authorized you to use cationic treatment chemicals, include the official EPA authorization letter or other communication, and identify the specific controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to an exceedance of water quality standards: N/A

Schematic Drawings of Stormwater Controls/Chemical Treatment Systems
Provide schematic drawings of any chemically-enhanced stormwater controls or chemical treatment systems to be used for application of treatment chemicals: N/A

Training
Describe the training that personnel who handle and apply chemicals have received prior to permit coverage, or will receive prior to the use of treatment chemicals: N/A

4.13 Dewatering Practices

Instructions (see CGP Parts 2.4 and 7.2.6):

If you will be discharging ground water or accumulated stormwater that is removed from excavations, trenches, foundations, vaults, or other similar points of accumulation, include design specifications and details of all dewatering practices that are installed and maintained to comply with CGP Part 2.4.

General

- Footing/Foundation Trenching

Specific Dewatering Practices

INSERT NAME OF DEWATERING PRACTICE TO BE INSTALLED	
Description: Dewatering of foundation trench	
Installation	At time of excavation
Maintenance Requirements	With backwash water, either haul it away for disposal or return it to the beginning of the treatment process; and replace and clean the filter media used in dewatering devices when the pressure differential equals or exceeds the manufacturer's specifications.
Design Specifications	Dewatering to occur uphill of provided silt fencing

[Repeat as needed for individual dewatering practices.]

4.14 Other Stormwater Controls

Instructions:

- Describe any other stormwater controls that do not fit into the above categories.

General

- N/A

Specific Stormwater Control Practices

INSERT NAME OF OTHER STORMWATER CONTROLE TO BE INSTALLED	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed.]

4.15 Site Stabilization

Instructions (see CGP Parts 2.2.14 and 7.2.6.vi):

The CGP requires you to immediately initiate stabilization when work in an area of your site has permanently or temporarily stopped, and to complete certain stabilization activities within prescribed deadlines. Construction projects disturbing more than 5 acres at any one time have a different deadline than projects disturbing 5 acres or less at any one time. See CGP Part 2.2.14.a. The CGP also requires that stabilization measures meet certain minimum criteria. See CGP Part 2.2.14.b. For your SWPPP, you must include the following:

- Describe the specific vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased. Avoid using impervious surfaces for stabilization whenever possible.
- The stabilization deadline(s) that will be met in accordance with Part 2.2.14.a
- Once you begin construction, consider using the Grading/Stabilization Activities log in Appendix H of the Template to document your compliance with the stabilization requirements in CGP Part 2.2.14.

Total Amount of Land Disturbance Occurring at Any One Time

☒ *Five Acres or less*

☐ *More than Five Acres*

Use this template box if you are <u>not</u> located in an arid, semi-arid, or drought-stricken area

TEMPORARY STABILIZATION	
☐ *Vegetative* ☐ *Non-Vegetative* ☒ *Temporary* ☐ *Permanent*	
Description: ▪ Temporary erosion controls shall be applied within 7 days for disturbed areas over 50 feet from a stream that will remain dormant for 14 days or more. ▪ Temporary erosion controls shall be applied prior to onset of winter weather for disturbed areas that will be left idle over winter, if applicable.	
Installation	Once earthwork is complete (topsoil)
Completion	TBD

Maintenance Requirements	Spread and water
Design Specifications	Per Seeding Chart on Civil Set

PERMANENT STABILIZATION	
☐ *Vegetative* ☐ *Non-Vegetative* ☐ *Temporary* ☒ *Permanent*	
Description: ▪ Permanent erosion controls shall be applied within 7 days of most recent disturbance for disturbed areas remaining dormant for over 1 year or at final grade.	
Installation	Once earthwork is complete (topsoil)
Completion	TBD
Maintenance Requirements	Spread and water
Design Specifications	Per Seeding Chart on Civil Set

Use this template box if you are located in an arid, semi-arid, or drought-stricken area.

INSERT NAME OF SITE STABILIZATION PRACTICE	
☐ *Vegetative* ☐ *Non-Vegetative* ☐ *Temporary* ☐ *Permanent*	
Description: ▪ INSERT DESCRIPTION OF STABILIZATION PRACTICE TO BE INSTALLED ▪ NOTE HOW DESIGN WILL MEET REQUIREMENTS OF PART 2.2.14.b	
Dry Period	▪ Beginning date of seasonally dry period: INSERT APPROXIMATE DATE ▪ Ending date of seasonally dry period: INSERT APPROXIMATE DATE ▪ Site conditions during this period: DESCRIBE YOUR SITE CONDITIONS DURING THIS PERIOD
Installation and completion schedule	DESCRIBE THE SCHEDULE YOU WILL FOLLOW FOR INITIATING AND COMPLETING VEGETATIVE STABILIZATION ▪ Approximate installation date: INSERT APPROXIMATE DATE ▪ Approximate completion date: INSERT APPROXIMATE DATE
Maintenance Requirements	INSERT MAINTENANCE REQUIREMENTS FOR THE STABILIZATION PRACTICE
Design Specifications	INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

[Repeat as needed for additional stabilization practices.]

Use this template box if unforeseen circumstances have delayed the initiation and/or completion of vegetative stabilization. Note: You will not be able to include this information in your initial SWPPP. If you are affected by circumstances such as those described in CGP Part 2.2.14.a.iii, you will need to modify your SWPPP to include this information.

<table>
<tr><th colspan="2">INSERT NAME OF SITE STABILIZATION PRACTICE</th></tr>
<tr><td colspan="2">☐ Vegetative
☐ Temporary ☐ Permanent</td></tr>
<tr><td colspan="2">Description:
INSERT DESCRIPTION OF STABILIZATION PRACTICE TO BE INSTALLED
NOTE HOW DESIGN WILL MEET REQUIREMENTS OF PART 2.2.14.b</td></tr>
<tr><td>Justification</td><td>INSERT DESCRIPTION OF CIRCUMSTANCES THAT PREVENT YOU FROM MEETING THE DEADLINES REQUIRED IN CGP PARTS 2.2.14.a</td></tr>
<tr><td rowspan="2">Installation and completion schedule</td><td>Vegetative Measures:
DESCRIBE THE SCHEDULE YOU WILL FOLLOW FOR INITIATING AND COMPLETING VEGETATIVE STABILIZATION
Approximate installation date: INSERT APPROXIMATE DATE
Approximate completion date: INSERT APPROXIMATE DATE</td></tr>
<tr><td>Non-Vegetative Measures:
(must be completed within 14 days of the cessation of construction if disturbing 5 acres or less; within 7 days if disturbing more than 5 acres)
Approximate installation date: INSERT APPROXIMATE DATE
Approximate completion date: INSERT APPROXIMATE DATE</td></tr>
<tr><td>Maintenance Requirements</td><td>INSERT MAINTENANCE REQUIREMENTS FOR THE STABILIZATION PRACTICE</td></tr>
<tr><td>Design Specifications</td><td>INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE</td></tr>
</table>

[Repeat as needed for additional stabilization practices.]

SECTION 5: POLLUTION PREVENTION STANDARDS

5.1 Potential Sources of Pollution

Instructions (see CGP Part 7.2.3.g):

- Identify and describe all pollutant-generating activities at your site (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal).
- For each pollutant-generating activity, include an inventory of pollutants or pollutant constituents associated with that activity (e.g., sediment, fertilizers, and/or pesticides, paints, solvents, fuels), which could be exposed to rainfall or snowmelt, and could be discharged from your construction site. You must take into account where potential spills and leaks could occur that contribute pollutants to stormwater discharges, and any known hazardous or toxic substances, such as PCBs and asbestos, that will be disturbed or removed during construction.

Construction Site Pollutants

Concrete Washout, Diesel Tanks, Laydown Yard

Pollutant-Generating Activity	**Pollutants or Pollutant Constituents** (that could be discharged if exposed to stormwater)	**Location on Site** (or reference SWPPP site map where this is shown)
Concrete Washout	Concrete	Next to temporary construction entrance
Equipment Fueling	Diesel Fuel	Next to temporary construction entrance
Material Storage	Remaining material	TBD

[Include additional rows as necessary.]

5.2 Spill Prevention and Response

Instructions (see CGP Parts 2.3.6 and 7.2.6.vii):

- Describe procedures you will use to prevent and respond to leaks, spills, and other releases. You must implement the following at a minimum:
  - ✓ Procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases. Identify the name or title of the employee(s) responsible for detection and response of spills or leaks; and
  - ✓ Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with Part 2.3.6 and established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period. Contact information must be in locations that are readily accessible and available.
- Some projects/site may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.

Spill Prevention and Response Procedures

Description:
-All on-site employees of various contractors shall be properly trained on spill prevention methods and spill response procedures. These procedures shall be trained biweekly.
-Vehicle Maintenance – vehicles and equipment will be maintained off-site. All vehicles and equipment including subcontractor vehicles will be checked for leaking oil and fluids. Vehicles leaking fluids will not be allowed on-site. Drip pans shall be placed under all vehicles and equipment that are parked overnight.
-Hazardous Material Storage – Hazardous materials will be stored in accordance with Section 5, Part 5 and federal, state, and local regulations.
-Spill Kits – Spill kits will be within the materials storage area and concrete washout areas.
-Spills – All spills will be cleaned up immediately upon discovery. Spent absorbent materials and rags will be hauled off-site immediately after the spill is cleaned up for disposal in accordance with all federal, state, and local regulations. Spills large enough (25 or more gallons) to discharge to surface water will be reported to the National Response Center at 800-424-8802. In additional to contacting the National Response Center, Ohio EPA (1-800-282-9378), the local fire department, and the local emergency planning committee (LEPC) must be contacted within 30 minutes of a spill of 25 or more gallons.
-Material safety data sheets, a material inventory, and emergency contact information will be maintained at the on-site job trailer.

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Spill Prevention and Response	
Installation	7/17/2023
Maintenance Requirements	All personal will be instructed during tailgate training sessions regarding the correct procedures for spill prevention and control. Notices that state these practices will be posted in the office trailer, and the individual who manages day-to-day site operations will be responsible for seeing that these procedures are followed.

Design Specifications	Per provider

5.3 Fueling and Maintenance of Equipment or Vehicles

Instructions (see CGP Parts 2.3.1 and 7.2.6):

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to eliminate the discharge of spilled or leaked chemicals (e.g., providing secondary containment *(examples: spill berms, decks, spill containment pallets)* and cover where appropriate, and/or having spill kits readily available.)

General

- Double-walled Storage Tank

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Double-walled Storage Tank	
Installation	7/18/2023
Maintenance Requirements	To be completed by supplier only
Design Specifications	Per provider

[Repeat as needed.]

5.4 Washing of Equipment and Vehicles

Instructions (see CGP Parts 2.3.2 and 7.2.6):

- Describe equipment/vehicle washing practices that will be used to minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other types of wash waters (e.g., locating activities away from waters of the U.S. and stormwater inlets or conveyances and directing wash waters to a sediment basin or sediment trap, using filtration devices, such as filter bags or sand filters, or using other similarly effective controls).
- Describe how you will prevent the discharge of soaps, detergents, or solvents by providing either (1) cover (*examples: plastic sheeting or temporary roofs*) to prevent these detergents from coming into contact with rainwater, or (2) a similarly effective means designed to prevent the discharge of pollutants from these areas.

General

- Tire-Washing

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE
Description: Tire-Washing

Installation	7/17/2023
Maintenance Requirements	Ensure sediment is washed on-site and uphill from silt fencing
Design Specifications	N/A

[Repeat as needed.]

5.5 Storage, Handling, and Disposal of Building Products, Materials, and Wastes

Instructions (see CGP Parts 2.3.3 and 7.2.6):

- For any of the types of building products, materials, and wastes below in Sections 5.5.1-5.5.6 below that you expect to use or store at your site, provide the information on how you will comply with the corresponding CGP provision and the specific practices that you will be employ.

5.5.1 Building Products

(Note: Examples include asphalt sealants, copper flashing, roofing materials, adhesives, concrete admixtures, and gravel and mulch stockpiles.)

General

- Construction dumpster

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Construction dumpster	
Installation	1/1/2024
Maintenance Requirements	Remove and replace at capacity. All waste must comply with applicable state or local waste disposal requirements.
Design Specifications	Construction dumpster must be covered when not in use.

[Repeat as needed.]

5.5.2 Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials

General

- N/A

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed.]

5.5.3 Diesel Fuel, Oil, Hydraulic Fluids, Other Petroleum Products, and Other Chemicals

General

- Diesel Fuel Tank

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Diesel Fuel Tank (double-walled)	
Installation	7/17/2023
Maintenance Requirements	Per Provider only
Design Specifications	Per Provider only

[Repeat as needed.]

5.5.4 Hazardous or Toxic Waste

(Note: Examples include paints, solvents, petroleum-based products, wood preservatives, additives, curing compounds, acids.)

General

- N/A

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed.]

5.5.5 Construction and Domestic Waste

(Note: Examples include packaging materials, scrap construction materials, masonry products, timber, pipe and electrical cuttings, plastics, styrofoam, concrete, and other trash or building materials.)

General

- Construction Dumpster

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Construction Dumpster	
Installation	1/1/2024
Maintenance Requirements	Remove and replace at capacity. All waste must comply with applicable state or local waste disposal requirements.
Design Specifications	Construction dumpster must be covered when not in use.

General

- Leak-Proof Waste Container(s)

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Leak-Proof Waste Container	
Installation	1/1/2024
Maintenance Requirements	Remove and replace at capacity. All waste must comply with applicable state or local waste disposal requirements.
Design Specifications	Leak-Proof Waste Container should be covered at all times and leak-proof for disposal of debris, trash, hazardous or petroleum wastes.

[Repeat as needed.]

5.5.6 Sanitary Waste

General

- Temporary Restroom

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: Temporary Restroom	
Installation	7/17/2023
Maintenance Requirements	Per provider only
Design Specifications	Per provider only

[Repeat as needed.]

5.6 Washing of Applicators and Containers used for Paint, Concrete or Other Materials

Instructions (see CGP Parts 2.3.4 and 7.2.6):

- Describe how you will comply with the CGP Part 2.3.4 requirement for washing applications and containers.

General

- N/A

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed.]

5.7 Fertilizers

Instructions (CGP Parts 2.3.5 and 7.2.6.ix):

Describe how you will comply with the CGP Part 2.3.5 requirement for the application of fertilizers.

General

- N/A

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: N/A	
Installation	N/A
Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed for individual fertilizer practices.]

5.8 Other Pollution Prevention Practices

Instructions:

Describe any additional pollution prevention practices that do not fit into the above categories.

General

- N/A

Specific Pollution Prevention Practices

INSERT NAME OF POLLUTION PREVENTION PRACTICE	
Description: N/A	
Installation	N/A

Maintenance Requirements	N/A
Design Specifications	N/A

[Repeat as needed.]

SECTION 6: INSPECTION, MAINTENANCE, AND CORRECTIVE ACTION

6.1 Inspection Personnel and Procedures

Instructions (see CGP Parts 3.2, 4, 5, and 7.2.7):

Describe the procedures you will follow for conducting inspections in accordance with CGP Parts 3.2, 4, 5, and 7.2.7.

Personnel Responsible for Inspections

TBD

Note: All personnel conducting inspections must be considered a "qualified person." CGP Part 4.1 clarifies that a "qualified person" is a person knowledgeable in the principles and practices of erosion and sediment controls and pollution prevention, who possesses the appropriate skills and training to assess conditions at the construction site that could impact stormwater quality, and the appropriate skills and training to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit.

Inspection Schedule

Select the inspection frequency(ies) that applies, based on CGP Parts 4.2, 4.3, or 4.4

(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply)

Standard Frequency:
☒ Once every 7 days ☒ After every rain event ≥ 0.5-inch in a 24-hour period by the end of the next calendar day (excluding non-working weekends and holidays)
Increased Frequency (if applicable):
For areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3 ☐ Every 7 days and within 24 hours of a 0.25" rain
Reduced Frequency (if applicable)
For stabilized areas ☒ Twice during first month, no more than 14 calendar days apart; then once per month after first month; ▪ SPECIFY LOCATIONS WHERE STABILIZATION STEPS HAVE BEEN COMPLETED ▪ INSERT DATE THAT THEY WERE COMPLETED (Note: It is likely that you will not be able to include this in your initial SWPPP. If you qualify for this reduction (see CGP Part 4.4.1), you will need to modify your SWPPP to include this information.)
For stabilized areas on "linear construction sites" ☒ Twice during first month, no more than 14 calendar days apart; then once more within 24 hours of a 0.25" rain ▪ SPECIFY LOCATIONS WHERE STABILIZATION STEPS HAVE BEEN COMPLETED ▪ INSERT DATE THAT THEY WERE COMPLETED

(Note: It is likely that you will not be able to include this in your initial SWPPP. If you qualify for this reduction (see CGP Part 4.4.1), you will need to modify your SWPPP to include this information.)
For arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought ☐ Once per month and within 24 hours of a 0.25" rain Insert beginning and ending dates of the seasonally-defined dry period for your area or the valid period of drought: ▪ Beginning date of seasonally dry period: INSERT APPROXIMATE DATE ▪ Ending date of seasonally dry period: INSERT APPROXIMATE DATE
For frozen conditions where earth-disturbing activities are being conducted ☒ Once per month Insert beginning and ending dates of frozen conditions on your site: ▪ Beginning date of frozen conditions: INSERT APPROXIMATE DATE ▪ Ending date of frozen conditions: INSERT APPROXIMATE DATE

Rain Gauge Location (if applicable)
On or near job trailer

Inspection Locations
EPSC Control Measure – Silt Fence
Location: Perimeter of Site
EPSC Control Measure – Construction Entrance
Location: East property line of site off of Existing Road
EPSC Control Measure – Concrete Washout
Location: Adjacent to Construction Entrance near East property line
EPSC Control Measure – FlexStorm Filter Storm Inlet Inserts
Location: Existing storm inlets in Kinna dr and on-site
prior to construction activities. Immediately following installation of any proposed storm sewer inlet on-site throughout the duration of construction.

Inspection Report Forms
In job trailer

Inspection Records
Inspection Records are to be kept for three (3) years after termination of construction activities on-site.

(Note: EPA has developed a sample inspection form that CGP operators can use. The form is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources)

6.2 *Corrective Action*

Instructions (CGP Parts 5 and 7.2.7):

- Describe the procedures for taking corrective action in compliance with CGP Part 5.

Personnel Responsible for Corrective Actions

TBD

Repair, Maintenance, Replacement Timing

-Within 3 days of (failed) inspection for non-sediment pond BMPS

-Within 10 days of (failed) inspection for sediment ponds to be repaired or cleaned out (if applicable)

-Within 10 days of inspection when replacing a BMP not meeting the intended function or missing from the site

Corrective Action Forms

See Appendix E

(Note: EPA has developed a sample corrective action form that CGP operators can use. The form is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources)

6.3 *Delegation of Authority*

Instructions:

- Identify the individual(s) or positions within the company who have been delegated authority to sign inspection reports.
- Attach a copy of the signed delegation of authority (see example in Appendix J of the Template.)
- For more on this topic, see Appendix I, Subsection 11 of EPA's CGP.

Duly Authorized Representative(s) or Position(s):

TBD

SECTION 7: TRAINING

Instructions (see CGP Part 6 and 7.2.8):

- Complete the table below to provide documentation that the personnel required to be trained in CGP Part 6 completed the appropriate training
- If personnel will be taking course training (which is not required as part of the CGP), consider using Appendix I of this SWPPP template to track completion of this training
- The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:
  - ✓ Personnel who are responsible for the design, installation, maintenance, and/or repair of stormwater controls (including pollution prevention measures);
  - ✓ Personnel responsible for the application and storage of treatment chemicals (if applicable);
  - ✓ Personnel who are responsible for conducting inspections as required in Part 4.1; and
  - ✓ Personnel who are responsible for taking corrective actions as required in Part 5.
- CGP Part 6 requires that the required personnel must be trained to understand the following if related to the scope of their job duties:
  - ✓ The permit deadlines associated with installation, maintenance, and removal of stormwater controls and with stabilization;
  - ✓ The location of all stormwater controls on the site required by this permit, and how they are to be maintained;
  - ✓ The proper procedures to follow with respect to the permit's pollution prevention requirements; and
  - ✓ When and how to conduct inspections, record applicable findings, and take corrective actions.

Table 7-1: Documentation for Completion of Training

Name	Describe Training	Date Training Completed
TBD		TBD

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions (CGP Appendix I, Part I.11.b):

- The following certification statement must be signed and dated by a person who meets the requirements of Appendix I, Part I.11.b.
- This certification must be re-signed in the event of a SWPPP Modification.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

[Repeat as needed for multiple construction operators at the site.]

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A – Site Maps

Appendix B – Copy of 2018 CGP
(Note: The 2018 CGP is available at https://epa.ohio.gov/portals/35/permits/OHC000005/Final_OHC000005.pdf)

Appendix C – N/A

Appendix D – Inspection Form
(Note: EPA has developed a sample inspection form that CGP operators can use. The form is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources)

Appendix E – Corrective Action Form
(Note: EPA has developed a sample corrective action form that CGP operators can use. The form is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources)

Appendix F – SWPPP Amendment Log

Appendix G – Subcontractor Certifications/Agreements

Appendix H – Grading and Stabilization Activities Log

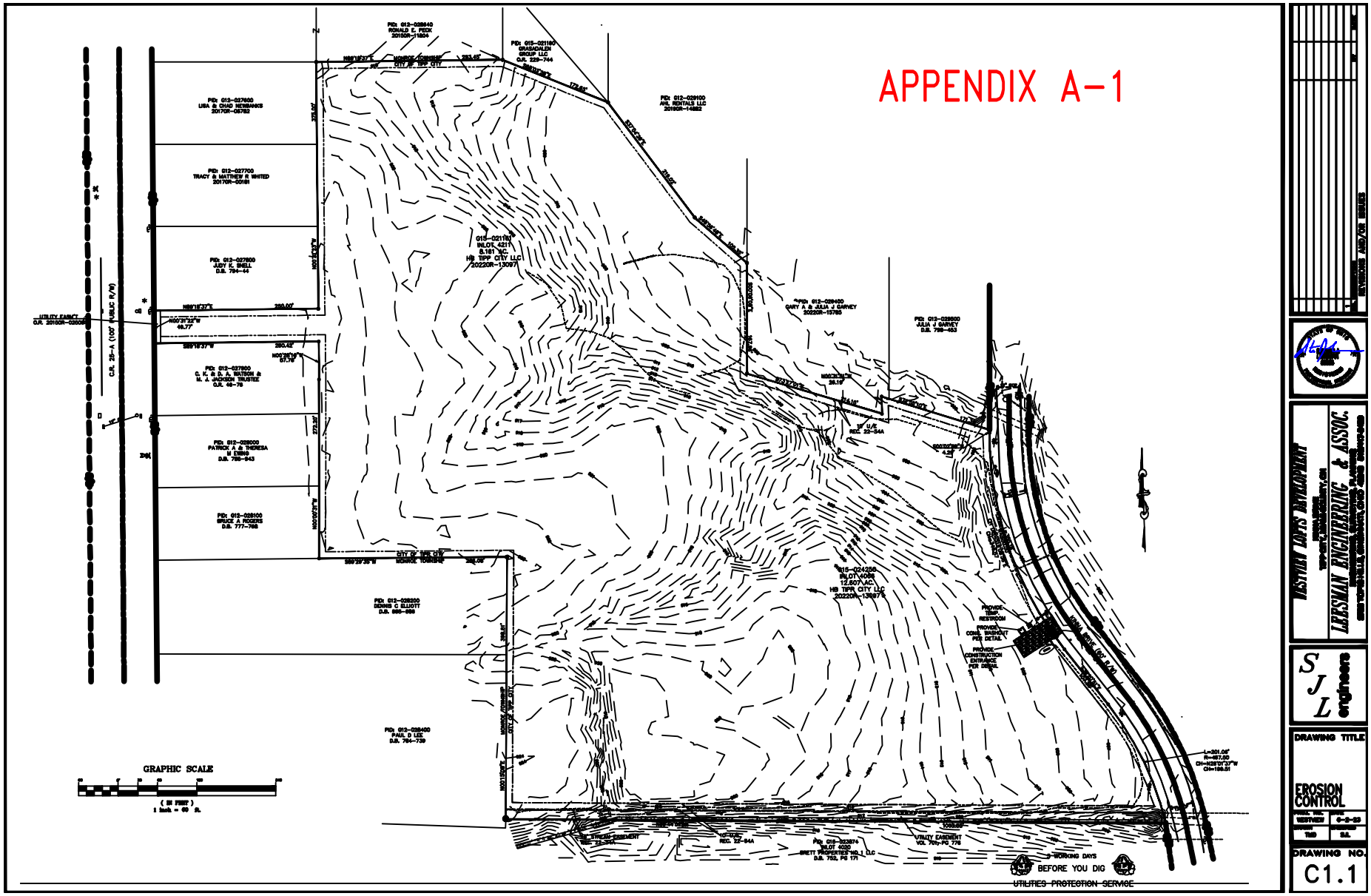
Appendix I – Training Log

Appendix J – Delegation of Authority

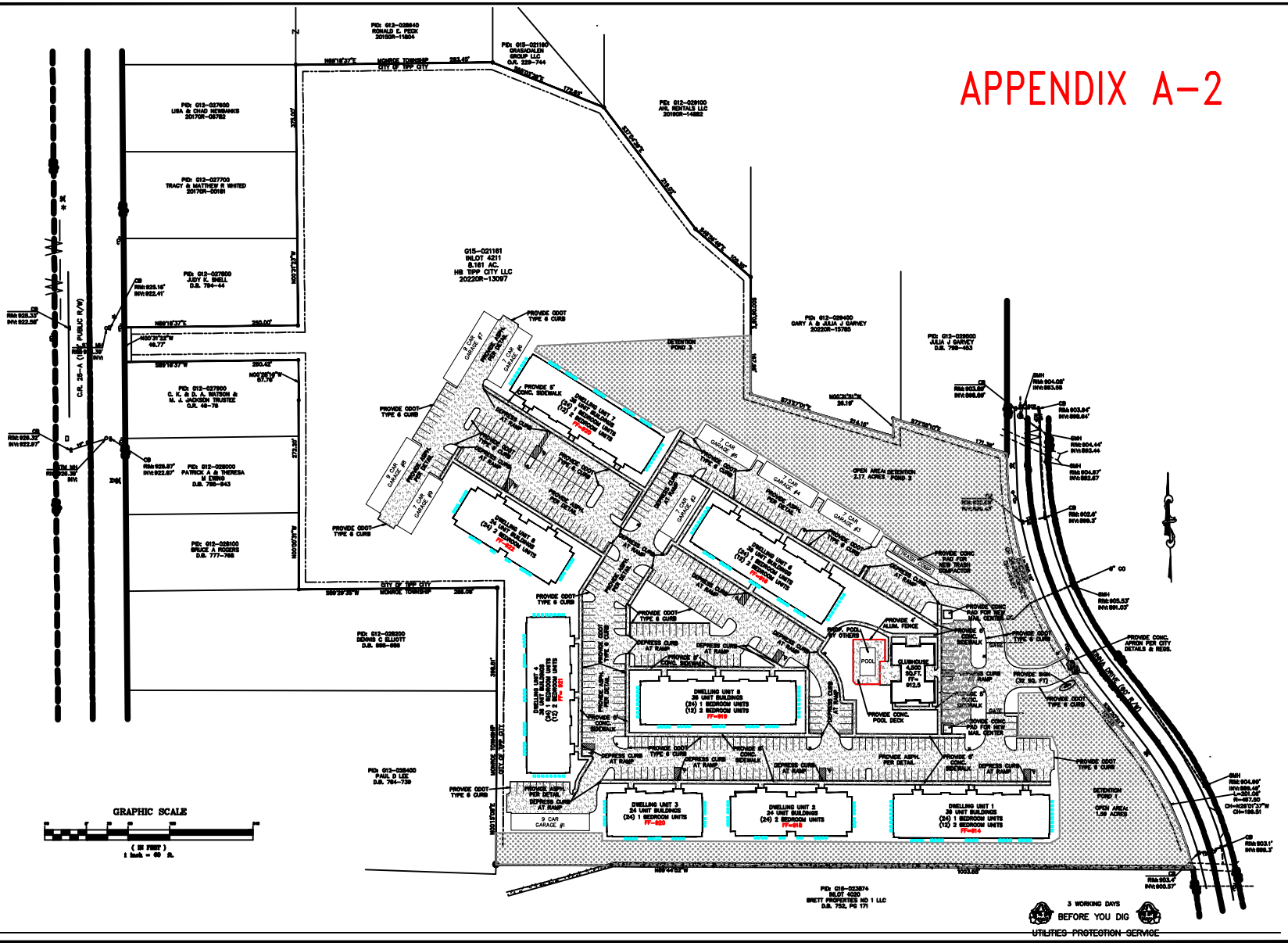
Appendix K – Endangered Species Documentation

Appendix L – Historic Preservation Documentation

Appendix M – Rainfall Gauge Recording


APPENDIX A-1
GRAPHIC SCALE
1 Inch = 60 ft.
BEFORE YOU DIG
UTILITIES PROTECTION SERVICE
3 WORKING DAYS
DRAWING TITLE
EROSION CONTROL
DRAWING NO.
C1.1

APPENDIX A-2

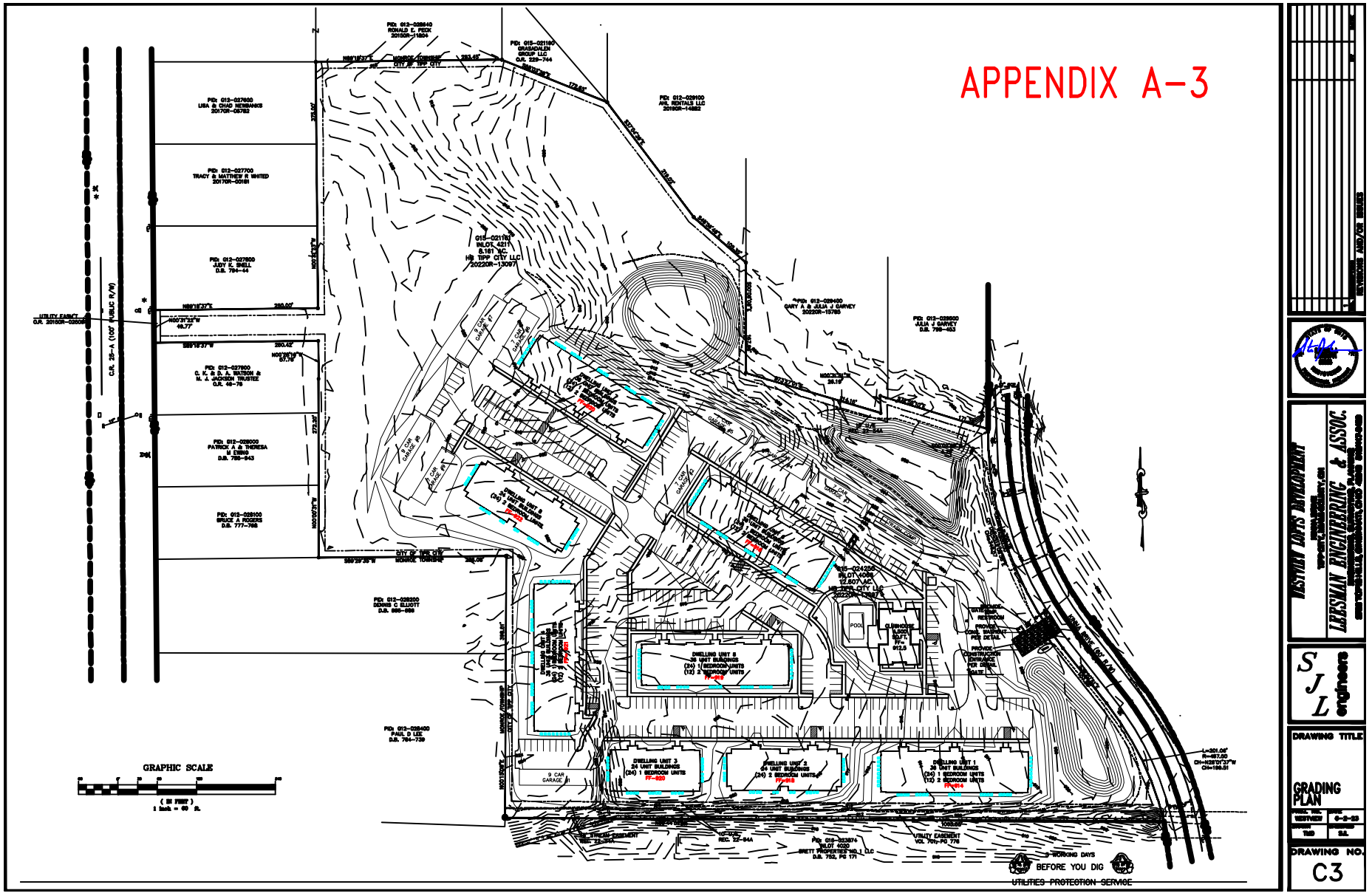


LEESMAN ENGINEERING & ASSOC.
SJL engineers

DRAWING TITLE
PROPOSED SITE PLAN

DRAWING NO.
C2

APPENDIX A-3



LEESMAN ENGINEERING & ASSOC.
VISUAL TOPOS WORKSHEET

SJL engineers

DRAWING TITLE
GRADING PLAN

DRAWING NO.
C3

Appendix B – Copy of 2018 CGP

INSERT COPY OF 2018 CGP

(Note: The 2018 CGP is available at https://epa.ohio.gov/portals/35/permits/OHC000005/Final_OHC000005.pdf)

Appendix C – N/A

2017 Construction General Permit
Inspection Report Template – Field Version

Purpose
This Inspection Report Template (or "template") is to assist you in preparing inspection reports for EPA's 2017 Construction General Permit (CGP). If you are covered under the 2017 CGP, you can use this template to create an inspection report form that is customized to the specific circumstances of your site and that complies with the minimum reporting requirements of Part 4.7 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.7 of the CGP.

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

Notes:
While EPA has made every effort to ensure the accuracy of all instructions contained in the Inspection Report Template, it is the permit, not the template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between the Inspection Report Template and any corresponding provision of the 2017 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Inspection Report Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Inspection Requirements (see CGP Part 4)
Construction operators covered under the 2017 CGP are subject to the following inspection requirements:

Person(s) Responsible for Inspecting the Site (see Part 4.1)
The person(s) inspecting your site must be a "qualified person" who may be either on your staff or a third party you hire to conduct such inspections.

- A "qualified person" is a person knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, who possesses the appropriate skills and training to assess conditions at the construction site that could impact stormwater quality, and the appropriate skills and training to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit.

Inspection Frequency (see Part 4.2)
You are required to conduct inspections either:

- Once every 7 calendar days; or
- Once every 14 calendar days and within 24 hours of a storm event of 0.25 inches or greater or the occurrence of runoff from snowmelt sufficient to cause a discharge.

Your inspection frequency is increased if the site discharges to a sensitive water. See Part 4.3. Your inspection frequency may be decreased to account for stabilized areas, or for arid, semi-arid, or drought-stricken conditions, or for frozen conditions. See Part 4.4.

Areas That Need to Be Inspected (see Part 4.5)
During each inspection, you must inspect the following areas of your site:

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

What to Check For During Your Inspection (see Part 4.6)
During your site inspection, you are required to check:

- Whether stormwater controls or pollution prevention practices are properly installed, require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- For locations where new or modified stormwater controls are necessary to meet requirements of the permit;

- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge;
- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges; and
- If any permit violations have occurred on the site.

Inspection Reports (see Part 4.7)
Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:

- Date of inspection;
- Names and titles of person(s) conducting the inspection;
- Summary of inspection findings;
- Rain gauge or weather station readings if your inspection is triggered by the 0.25-inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site

Instructions for Using This Template
This Field Version of the Inspection Report Template is intended to be used in the field and filled out by hand. If you will be filling out the Inspection Report Template electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Inspection Report Template available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources. The Electronic Version includes text fields with instructions for what to enter.

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

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

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign and certify each inspection report.** The operator or a duly authorized representative (see Appendix I, Part I.11.2) must sign and certify each inspection report for it to be considered complete. Where a contractor or subcontractor carries out your inspections, it is recommended that you also have the inspector sign and certify the form, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.7.e of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.7.3 of the 2017 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions
You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions provide you with more details in terms of what EPA expects to be documented in these reports.

General Information (see reverse for instructions)					
Name of Project		**NPDES ID No.**		**Inspection Date**	
Weather conditions during inspection		**Inspection start time**		**Inspection end time**	
Inspector Name, Title & Contact Information					
Present Phase of Construction					
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)					

Inspection Frequency *(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply)*

Standard Frequency:

☐ Every 7 days

☐ Every 14 days and within 24 hours of a 0.25" rain or the occurrence of runoff from snowmelt sufficient to cause a discharge

Increased Frequency:

☐ Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)

Reduced Frequency:

☐ Twice during first month, no more than 14 calendar days apart; then once per month after first month; (for stabilized areas)

☐ Twice during first month, no more than 14 calendar days apart; then once more within 24 hours of a 0.25" rain (for stabilized areas on "linear construction sites")

☐ Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)

☐ Once per month (for frozen conditions where earth-disturbing activities are being conducted)

Was this inspection triggered by a 0.25" storm event? ☐ Yes ☐ No

If yes, how did you determined whether a 0.25" storm event has occurred?

☐ Rain gauge on site ☐ Weather station representative of site. Specify weather station source:

Total rainfall amount that triggered the inspection (in inches)**:**

Was this inspection triggered by the occurrence of runoff from snowmelt sufficient to cause a discharge? ☐ Yes ☐ No

Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.5? ☐ Yes ☐ No

If "yes", complete the following:

- Describe the conditions that prevented you from conducting the inspection in this location:

- Location(s) where conditions were found:

Instructions for Filling Out "General Information" Section

Name of Project
Enter the name for the project.

NPDES ID No.
Enter the NPDES ID number that was assigned to your NOI for permit coverage.

Inspection Date
Enter the date you conducted the inspection.

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

Inspection start and end times
Enter the time you started and ended the inspection.

Inspector Name, Title & Contact Information
Provide the name of the person(s) (either a member of your company's staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector's name, title, and contact information as directed in the form.

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

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

Inspection Frequency
Check the box that describes the inspection frequency that applies to you. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., a water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.4, then you can choose your frequency based on CGP Part 4.2 – either every 7 calendar days, or every 14 calendar days and within 24 hours of a 0.25-inch storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.3 at every 7calendar days and within 24 hours of a 0.25-inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.

Was This Inspection Triggered by a 0.25 Inch Storm Event or the occurrence of runoff from snowmelt sufficient to cause a discharge?
If you were required to conduct this inspection because of a 0.25-inch (or greater) rain event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event. If you were required to conduct this inspection because of the occurrence of runoff from snowmelt, then check the appropriate box.

Unsafe Conditions for Inspection
Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

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

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.2) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	**Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources. See Part 5 of the permit for more information.

Instructions for Filling Out the "Erosion and Sediment Control" Table

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

Maintenance Needed?
Answer "yes" if the E&S control requires maintenance due to normal wear and tear in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to half or more the above-ground height of the control (CGP Part 2.2.3.a); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 2.2.4); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.2.10); and (4) for sediment basins, as necessary to maintain at least half of the design capacity of the basin (CGP Part 2.2.12.f). Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program. You should also answer "yes" if work to fix the problem is still ongoing from the previous inspection.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.1): (1) a required E&S control needs repair or replacement (beyond routine maintenance required under Part 2.1.4); (2) a require E&S control was never installed or was installed incorrectly; (3) you become aware that the inadequacy of the E&S control has led to an exceedance of an applicable water quality standard; (4) one of the prohibited discharges in Part 1.3 is occurring or has occurred; or (5) EPA requires corrective action for an E&S control as a result of a permit violation found during an inspection carried out under Part 4.8. If you answer "yes", you must take corrective action and complete a corrective action report, found at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources.. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Describe any problem conditions you observed such as the following, and why you think they occurred as well as actions (e.g., maintenance or corrective action) you will take or have taken to fix the problem:

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

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

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

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3) (see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	**Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources. See Part 5 of the permit for more information.

Instructions for Filling Out the "Pollution Prevention (P2) Practice" Table

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

Maintenance Needed?
Answer "yes" if the P2 practice requires maintenance due to normal wear and tear in order for the control to continue operating effectively. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.1): (1) a required P2 practice needs repair or replacement (beyond routine maintenance required under Part 2.1.4); (2) a require P2 practice was never installed or was installed incorrectly; (3) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (4) one of the "prohibited discharges" listed in CGP Part 1.3 is occurring or has occurred, or (5) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.8. If you answer "yes", you must take corrective action and complete a corrective action report (see https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources). Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each P2 control and the area immediately surrounding it, note whether the control is properly installed, whether it appears to be working to minimize or eliminate pollutant discharges, and whether maintenance or corrective action is required. Describe problem conditions you observed such as the following, and why you think they occurred, as well as actions you will take or have taken to fix the problem:

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

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

Stabilization of Exposed Soil (CGP Part 2.2.14) (see reverse for instructions)			
Stabilization Area **[Add an additional sheet if necessary]**	**Stabilization Method**	**Have You Initiated Stabilization?**	**Notes**
1.		☐ YES ☐ NO If yes, provide date:	
2.		☐ YES ☐ NO If yes, provide date:	
3.		☐ YES ☐ NO If yes, provide date:	
4.		☐ YES ☐ NO If yes, provide date:	
5.		☐ YES ☐ NO If yes, provide date:	

Description of Discharges (CGP Part 4.6.6) (see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? ☐ Yes ☐ No **If "yes", provide the following information for each point of discharge:**	
Discharge Location **[Add an additional sheet if necessary]**	**Observations**
1.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Instructions for Filling Out the "Stabilization of Exposed Soil" Table

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

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

Have You Initiated Stabilization
For each area, indicate whether stabilization has been initiated.

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

Instructions for Filling Out the "Description of Discharges" Table

You are only required to complete this section if a discharge is occurring at the time of the inspection.

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?
During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If there is a discharge, answer "yes" and complete the questions below regarding the specific discharge. If there is not a discharge, answer "no" and skip to the next page.

Discharge Location (repeat as necessary if there are multiple points of discharge)
Location of discharge. Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Describe the discharge. Include a specific description of any noteworthy characteristics of the discharge such as color; odor; floating, settled, or suspended solids; foam; oil sheen; and other obvious pollution indicators.

Are there visible signs of erosion or sediment accumulation? At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer "yes", include a description in the space provided of the erosion and sediment deposition that you have found, specify where on the site or in the water of the U.S. it is found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Contractor or Subcontractor Signature and Certification
(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Operator Signature and Certification
(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Operator or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Signature/Certification

Each inspection report must be signed and certified to be considered complete.

Contractor or Subcontractor Signature and Certification
Where you rely on a contractor or subcontractor to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the inspection report as well.

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

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

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

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

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Appendix E – Copy of Corrective Action Form

INSERT COPY OF CORRECTIVE ACTION FORMS YOU WILL USE

(Note: EPA has developed a sample corrective action form that CGP operators can use. The form is available at https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources)

Appendix F – *Sample* SWPPP Amendment Log

Instructions (see CGP Part 7.4):

- Create a log here of changes and updates to the SWPPP. You may use the table below to track these modifications.
- SWPPP modifications are required pursuant to CGP Part 7.4.1 in the following circumstances:
  - ✓ Whenever new operators become active in construction activities on your site, or you make changes to your construction plans, stormwater controls, or other activities at your site that are no longer accurately reflected in your SWPPP;
  - ✓ To reflect areas on your site map where operational control has been transferred (and the date of transfer) since initiating permit coverage;
  - ✓ If inspections or investigations determine that SWPPP modifications are necessary for compliance with this permit;
  - ✓ Where EPA determines it is necessary to install and/or implement additional controls at your site in order to meet requirements of the permit; and
- To reflect any revisions to applicable federal, state, tribal, or local requirements that affect the stormwater control measures implemented at the site.
- If applicable, if a change in chemical treatment systems or chemically-enhanced stormwater control is made, including use of a different treatment chemical, different dosage rate, or different area of application.

No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	
		INSERT DATE	

Appendix G – *Sample* Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION
STORMWATER POLLUTION PREVENTION PLAN

Project Number: _____

Project Title: _____

Operator(s): _____

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

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

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

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

Company: _____

Address: _____

Telephone Number: _____

Type of construction service to be provided: _____

_____

_____

Signature: _____

Title: _____

Date: _____

Appendix H – *Sample* Grading and Stabilization Activities Log

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

Appendix I – *Sample* SWPPP Training Log

Stormwater Pollution Prevention Training Log

Project Name:

Project Location:

Instructor's Name(s):

Instructor's Title(s):

Course Location: _____ Date: _____

Course Length (hours): _____

Stormwater Training Topic: *(check as appropriate)*

- ☐ **Sediment and Erosion Controls**
- ☐ **Stabilization Controls**
- ☐ **Pollution Prevention Measures**
- ☐ **Emergency Procedures**
- ☐ **Inspections/Corrective Actions**

Specific Training Objective:_____

_____

Attendee Roster: *(attach additional pages as necessary)*

No.	Name of Attendee	Company
1		
2		
3		
4		
5		
6		
7		
8		

Appendix J – *Sample* Delegation of Authority Form

Delegation of Authority

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

_____ (name of person or position)
_____ (company)
_____ (address)
_____ (city, state, zip)
_____ (phone)

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Appendix I of EPA's CGP, and that the designee above meets the definition of a "duly authorized representative" as set forth in Appendix I.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____

Appendix K – Endangered Species Documentation

INSERT DOCUMENTATION CONSISTENT WITH SWPPP TEMPLATE SECTION 3.1 AND CGP APPENDIX D

Appendix L – Historic Properties Documentation

INSERT DOCUMENTATION CONSISTENT WITH SWPPP TEMPLATE SECTION 3.2 AND CGP APPENDIX E

Appendix M – Rainfall Gauge Recording

Use the table below to record the rainfall gauge readings at the beginning and end of each work day. An example table follows.

Month/Year			Month/Year			Month/Year		
Day	Start time	End time	Day	Start time	End time	Day	Start time	End time
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		
13			13			13		
14			14			14		
15			15			15		
16			16			16		
17			17			17		
18			18			18		
19			19			19		
20			20			20		
21			21			21		
22			22			22		
23			23			23		
24			24			24		
25			25			25		
26			26			26		
27			27			27		
28			28			28		
29			29			29		
30			30			30		
31			31			31		

Example Rainfall Gauge Recording

April 2018			May 2018			June 2018		
Day	7:00 am	4:400 pm	Day	7:00 am	4:00 pm	Day	7:00 am	4:00 pm
1	--	--	1	0.2	0	1	0	0.4
2	--	--	2	0	0	2	0	0
3	0	0	3	0.1	0.3	3	--	--
4	0	0.3	4	0	0	4	--	--
5	0	0	5	0	0	5	0	0

In this example (for only partial months), 0.25-inch rainfall inspections would have been conducted on April 4 and June 1.