****

**STORMWATER POLLUTION PREVENTION PLAN**

**For Construction Activities At:**

**Enter Project Name**

**Address of Site**

**City, State, Zip Code**

**SWPPP Prepared For:**

**Insert Company Name**

**Company address**

**City, State, Zip Code**

**Telephone Number**

**Fax/Email**

**24-Hour Emergency Contact**

**Stormwater Coordinator and SWPPP Contact:**

**Insert Name**

**Company address**

**City, State, Zip Code**

**Telephone Number**

**Fax/Email**

**Estimated Start Date: Enter a date.**

**Project Completion Date: Enter a date.**

**MS4 Permit Number: VAR040049**

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**APPENDICES (Please actually print these and put in the SWPPP binder – if you aren’t using the logs and will track on a site plan, delete that item from your appendix list)**

Appendix A: Copy of Registration Statement for Coverage

Appendix B: Copy of the Notice of Coverage Letter

Appendix C: Delegation of Authority Form

Appendix D: Copy of the General VPDES Permit for Discharges of Stormwater from Construction Activities (this is a copy of the regulations that were sent with your coverage letter)

Appendix E: Site Plans

Appendix F: Erosion and Sediment Control Plan

Appendix G: Stormwater Management Plan

Appendix H: Training Log

Appendix I: Inspection Reports

Appendix J: Log of Amendments, Modifications and Updates to SWPPP

Appendix K: Log of Major Grading, BMP Installation, Ceased Activities, and Stabilization Measures

Appendix L: Log of Replaced or Modified Erosion and Sediment Controls

Appendix M: Log of Prohibited Discharges

Appendix N: Log of Areas no Longer under Operator Control or Fully Stabilized

# CERTIFICATION

I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

By signing this document, I am designating individuals or positions named in Sections 2 and 3 as duly authorized representatives who will have responsibility for implementing portions of the SWPPP, including Erosion and Sediment control installation and maintenance as well as completion of required inspections.

The person who signs this page should be the same person who signed the registration statement for the Construction General Permit for the site.

**SWPPP Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# INSTRUCTIONS

Virginia Polytechnic Institute and State University (VT) has developed this template for the Stormwater Pollution Prevention Plan (SWPPP) to incorporate the requirements set forth by the current General VPDES Permit for Discharges of Stormwater from Construction Activities. The SWPPP shall be prepared in accordance with good engineering practices for sites disturbing at least one acre of land and for sites seeking LEED Certification, per the current VT Annual Standards and Specifications. The purpose of this template is to allow operators to customize the individual conditions of their projects while including the information necessary for compliance with the new regulations. Each section has shaded text boxes which include brief instructions for guidance. Simply type or cut and paste the text for that section into the shaded text boxes as appropriate. Some text boxes may require short answers, while other text boxes may require a more detailed description.

The SWPPP requirements may be fulfilled by incorporating by reference other plans such as a spill prevention control and countermeasure (SPCC) plan developed by the site or best management practices (BMP) programs otherwise required for the facility. If a plan incorporated by reference does not contain all of the required elements of the SWPPP, the operator must develop the missing elements and include them in the SWPPP.

The Appendices listed in the Table of Contents include a complete list of documents that the operator will need to fulfill the requirements of the SWPPP. Insert the required documents in appendices A through F. Appendices G through M are provided for operators’ use to report additional aspects of the construction activities as needed (please delete if not using).

In addition to completing the SWPPP, the following must be available on site:

* Stamped copy of the approved ESC and SWM Plans;
* Stamped copy of the approved ESC and SWM Narrative:
* A copy of the notice of coverage letter must be posted near the main gate;
* Information indicating how the public can get access to the SWPPP must be posted near the site entrance;
* If any of the required SWPPP items, such as inspection logs, are being kept electronically, please note this in the SWPPP and make sure personnel on site know how to access them upon request;
* The SWPPP must be routinely updated. Most operators do so by printing a map for the site and drawing notable site features (portable toilets, fueling areas) and site operations (grading, ESC plan changes) on it and initialing and dating them. This can be done by laminating a map and using dry erase markers and taking a monthly picture to show progress. Maps could also be made electronically. In all cases this needs to be done regularly, and updates should always be signed/initialed.

# SECTION 1: INTRODUCTION

Describe the nature of the construction project, general location and planned use for the project (e.g., low density residential, etc.), adjacent buildings, roadways, parking lots, sidewalks, stormwater BMP’s, utilities, and landmark features. List which structures will need to be removed to make way for new structures.

# SECTION 2: CONTACT INFORMATION/RESPONSIBLE PARTIES

**Construction Site Operator:**

Insert Company or Organization Name

Company Address

City, State, Zip Code

Telephone

Fax/Email

24-Hour Contact and Phone Number

**Responsible Land Disturber:**

Name

Certification Number and Expiration Date

Insert Company or Organization Name

Company Address

City, State, Zip Code

Telephone

Fax/Email

24-Hour Contact and Phone Number

**VT Project Manager:**

Name

Title

Telephone

Email

Fax

**VT Stormwater Management/Erosion and Sediment Control Program Administrator**

Mike Vellines, P.E.

VT Facilities Department – Site and Infrastructure Development

Office: 540-231-7767

Cell: 540-315-2670

Email: [Vellines@vt.edu](mailto:Vellines@vt.edu)

# SECTION 3: SWPPP TEAM

## 3.1 SWPPP Coordinator

The operator’s employee(s) or subcontractors who will be acting as SWPPP Coordinator(s) are listed below with their assigned responsibilities (indicate who or what position(s) will be responsible for conducting inspections on behalf of the contractor):

SWPPP coordinator

Title

Company Name

Telephone Number

Email

Other qualified personnel

Title

Company Name

Telephone Number

Email

Other delegated personnel

Title

Company Name

Telephone Number

Email

Please include the names of anyone who might be conducting E&SC inspections for the site

If installation and maintenance of BMP’s will be performed by additional team members or subcontractors, list the names or titles here:

Name, Title

Company Name

List the control measures for which this person will have responsibilities

Telephone Number

Email

Name, Title

Company Name

List the control measures for which this person will have responsibilities

Telephone Number

Email

Name, Title

Company Name

List the control measures for which this person will have responsibilities

Telephone Number

Email

Name, Title

Company Name

List the control measures for which this person will have responsibilities

Telephone Number

Email

Each member of the SWPPP team must have ready access to either an electronic or paper copy of applicable portions of the Construction General Permit and SWPPP. A full print out of the Construction General Permit regulations must be included as part of the SWPPP along with the coverage letter.

## 3.2 Duties of the SWPPP Coordinator

The construction company with overall responsibilities for managing the SWPPP will have the following duties:

* Create a SWPPP team to aid in the implementation of the SWPPP;
* Implement the SWPPP;
* Oversee maintenance practices identified as BMPs in the SWPPP;
* Implement and oversee employee training;
* Conduct or provide for inspection or monitoring activities;
* Identify other potential pollutant sources and make sure they are added to the plan;
* Identify any deficiencies in the SWPPP and make sure they are corrected;
* Ensure project site maps are kept up to date as the project progresses;
* Prepare and submit reports; and
* Ensure that any changes in facility operation are addressed in the SWPPP.

## 3.3 Oversight by Virginia Tech Site and Infrastructure Development

VT has a Municipal Separate Storm Sewer System (MS4) permit issued by the Virginia Department of Environmental Quality (DEQ). This permit requires the University to have a program in place to control construction site and post-construction stormwater runoff. As part of the stormwater team, the Site and Infrastructure Development office in the VT Facilities Department will review, inspect, and assure that installation and regular maintenance of all stormwater controls are performed so that stormwater pollutants are minimized.

## 3.4 VT’s Annual Standards and Specifications for ESC/SWM Staff

VT’s Stormwater Management (SWM) and Erosion and Sediment Control (ESC) Program is an integral component of VT’s design, construction, maintenance, and management of the university’s facilities. VT’s Annual Standards and Specifications have been developed to ensure that all land-disturbing activities undertaken by VT will proceed in accordance with the Virginia ESC Law and Regulations, the Virginia SWM Act and the Virginia SWM Program (VSMP) Regulations as related to MS4 and construction activities.

The VT Facilities Department shall be the authority for administering VT Projects under the VT Site and Infrastructure Development Annual Standards and Specifications for ESC/SWM. VT Facilities staff that hold inspection certifications with the State of Virginia as ESC and SWM inspectors will perform the oversight inspections. All construction sites with VSMP permits will be subject to periodic inspections by the DEQ and VT. If DEQ inspectors discover any issues that require a return inspection, the operator may be subject to follow-up inspection fees.

# SECTION 4: LEGIBLE SITE PLANS

Attach legible site plans to Appendix D that include the following:

1. Direction(s) of stormwater flow and approximate slopes before and after major grading activities;
2. Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed;
3. Locations of major structural and nonstructural control measures, including sediment basins and traps, perimeter dikes, sediment barriers, and other measures intended to filter, settle, or similarly treat sediment, that will be installed between disturbed areas and the undisturbed vegetated areas in order to increase sediment removal and maximize stormwater infiltration;
4. Locations of surface waters;
5. Locations where concentrated stormwater is discharged;
6. Locations of support activities, when applicable and when required by the VSMP authority, including but not limited to (i) areas where equipment and vehicle washing, wheel wash water, and other wash water is to occur; (ii) storage areas for chemicals such as acids, fuels, fertilizers, and other lawn care chemicals; (iii) concrete wash out areas; (iv) vehicle fueling and maintenance areas; (v) sanitary waste facilities, including those temporarily placed on the construction site; and (vi) construction waste storage; and
7. When applicable, the location of the on-site rain gauge or the methodology established in consultation with the VSMP authority used to identify measurable storm events for inspection purposes.

If there are multiple phases of the project, each phase should have a representative plan in the Appendix. Some of the site plan requirements may be satisfied by the ESC plan.

# SECTION 5: EROSION AND SEDIMENT CONTROL PLAN

This project site will comply with the nineteen minimum standards specified in Section 9VAC25-840-40 of the Virginia Administrative Code unless specifically waived by the plan approving authority. Unless specified, all erosion and sediment control practices shall conform to the latest edition of the Virginia Erosion and Sediment Control Handbook and all applicable erosion control requirements.

Designate the responsible party will be in charge of implementing the approved ESC plan including proper installation and maintenance of all proposed control measures. If sediment escapes the project site, it shall be removed in a manner to minimize off-site impacts. These measures shall:

1. Control the volume and velocity of stormwater runoff within the site to minimize soil erosion;
2. Control stormwater discharges, including peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion;
3. Minimize the amount of soil exposed during the construction activity;
4. Minimize the disturbance of steep slopes;
5. Minimize sediment discharges from the site in a manner that addresses (i) the amount, frequency, intensity, and duration of precipitation; (ii) the nature of resulting stormwater runoff; and (iii) soil characteristics, including the range of soil particle sizes present on the site;
6. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal, and maximize stormwater infiltration, unless infeasible;
7. Minimize soil compaction and, unless infeasible, preserve topsoil;
8. Ensure that stabilization of disturbed areas will be initiated immediately whenever any clearing, grading, excavating, or other land-disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 days; and
9. Utilize outlet structures that withdraw stormwater from the surface (i.e., above the permanent pool or wet storage water surface elevation), unless infeasible, when discharging from sediment basins or sediment traps.

Sediment bags are required to be used on any on-site pumping that removes collected stormwater or groundwater from an excavation.

Attach approved ESC plan in Appendix E of this document.

# SECTION 6: STORMWATER MANAGEMENT PLAN

New construction activities must have a stormwater management plan approved by the VSMP authority as authorized under the Virginia Stormwater Management Program (VSMP) Regulation (9VAC25-870), or a stormwater management plan prepared in accordance with annual standards and specifications approved by DEQ.

Attach approved SWM plan in Appendix F of this document.

# SECTION 7: POLLUTION PREVENTION PLAN

## 7.1 Potential Sources of Stormwater Pollution

This section identifies activities which may potentially affect the quality of stormwater discharges from the construction activity. Activities with the potential to cause sediment to pollute stormwater runoff include:

* Clearing and grubbing operations;
* Grading and site excavation operations;
* Vehicle tracking;
* Topsoil stripping and stockpiling; and
* Landscaping operations.

Add or remove activities from the above list as applicable to the project

Potential pollutants and sources other than sediment runoff should be included for:

* Wastewater from washout of concrete;
* Wastewater from the washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
* Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
* Oils, toxic substances, or hazardous substances from spills or other releases; and
* Soaps, solvents, or detergents used in equipment and vehicle washing.

Add or remove activities from the above list as applicable to the project

Materials that will be used by project contractors and subcontractors that have the potential to pollute stormwater runoff are listed in Table 1. This table includes information regarding which activity, location, and potential pollutant may result from these activities. List the person(s) responsible for implementing the pollution prevention practices for each pollutant-generating activity (if other than the person listed as the qualified personnel).

### Table 1. Pollutant-Generating Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Location** | **Stormwater Pollutant** | **Responsible Person or Company** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 18 |  |  |  |

## 

## 7.2 Nonstormwater Discharges that will be Commingled with Stormwater Discharges

Table 2 lists all nonstormwater discharges that are allowed by the general permit. Use the checkboxes to identify those nonstormwater discharges that are anticipated to be commingled with stormwater discharges from the construction activity, including any applicable off-site support activity.

### Table 2. Nonstormwater Discharges that will be Commingled with Stormwater

|  |  |
| --- | --- |
| **Nonstormwater Discharges that will be Commingled with Stormwater Discharges** | **Anticipated?** |
| 1. Discharges from firefighting activities | Yes  No |
| 2. Fire hydrant flushing | Yes  No |
| 3. Water used to wash vehicles or equipment where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge | Yes  No |
| 4. Water used to control dust that has been filtered, settled, or similarly treated prior to discharge | Yes  No |
| 5. Potable water sources, including uncontaminated waterline flushing | Yes  No |
| 6. Routine external building wash down where soaps, solvents or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge | Yes  No |
| 7. Pavement wash water where spills or leaks of toxic or hazardous materials have not occurred (or where all spilled material has been removed prior to washing); where soaps, solvents, or detergents have not been used and where the wash water has been filtered, settled, or similarly treated prior to discharge | Yes  No |
| 8. Uncontaminated air conditioning or compressor condensate | Yes  No |
| 9. Uncontaminated groundwater or spring water | Yes  No |
| 10. Foundation or footing drains where flows are not contaminated with process materials such as solvents | Yes  No |
| 11. Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge | Yes  No |
| 12. Landscape irrigation | Yes  No |

Wash water may be directed to the sanitary sewer to avoid commingling with stormwater.

## 7.3 Pollution Prevention Practices

For each item below, describe the pollution prevention practices and procedures that will be implemented to:

**7.3.1** Prevent and respond to leaks, spills, and other releases including procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases.

Enter description here

**7.3.2** Prevent the discharge of spilled and leaked fuels and chemicals from vehicle fueling and maintenance activities (e.g., providing secondary containment such as spill berms, decks, spill containment pallets, providing cover where appropriate, and having spill kits readily available).

Enter description here

**7.3.3**  Prevent the discharge of soaps, solvents, detergents, and wash water from construction materials, including the cleanup of stucco, paint, form release oils, and curing compounds (e.g., providing cover (plastic sheeting or temporary roofs) to prevent contact with stormwater; collection and proper disposal in a manner to prevent contact with stormwater; and a similarly effective means designed to prevent discharge of these pollutants).

Enter description here

**7.3.4** Minimize the discharge of pollutants from vehicle and equipment washing, wheel wash water, and other types of washing (e.g., locating activities away from surface waters and stormwater inlets or conveyance and directing wash waters to sediment basins or traps, using filtration devices such as filter bags or sand filters, or using similarly effective controls).

Enter description here

**7.3.5** Direct concrete wash water into a leak-proof container or leak-proof settling basin. The container or basin shall be designed so that no overflows can occur due to inadequate sizing or precipitation. Hardened concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wastes. Liquid concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wash waters and shall not be discharged to surface waters.

Enter description here

**7.3.6**  Minimize the discharge of pollutants from storage, handling, and disposal of construction products, materials, and wastes including building products such as asphalt sealants, copper flashing, roofing materials, adhesives, and concrete admixtures; pesticides, herbicides, insecticides, fertilizers, and landscape materials; and construction and domestic wastes such as packaging materials, scrap construction materials, masonry products, timber, pipe and electrical cuttings, plastics, Styrofoam, concrete, and other trash or building materials.

Enter description here

**7.3.7** Prevent the discharge of fuels, oils, and other petroleum products, hazardous or toxic wastes, and sanitary wastes.

Enter description here

**7.3.8** Address any other discharge from the potential pollutant-generating activities not addressed above.

Enter description here

Any operator who discharges or causes or allows a discharge of sewage, industrial waste, other wastes or any noxious or deleterious substance or a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR

Part 117, 40 CFR Part 302, of the Code of Virginia that occurs during a 24-hour period into or upon state surface waters or who discharges or causes or allows a discharge that may reasonably be expected to enter state surface waters, shall notify the DEQ of the discharge immediately upon discovery of the discharge, but in no case later than within 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to DEQ and the VT SWM/ESC Program Administrator within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate and prevent a recurrence of the present discharge or any future discharges not authorized by this general permit.

In the case of a prohibited discharge occurring, the details of each incident will be recorded in the log in Appendix L of this SWPPP.

**The operator is required to immediately notify the VT MS4 Program Coordinator and Environmental Programs Manager, as shown in Table 3.**

### Table 3. VT Spill Response Personnel Notification

|  |  |  |
| --- | --- | --- |
| **Title** | **Office Phone** | **24-Hour Emergency Phone** |
| **MS4 Program Coordinator**  **(Katelyn Kast)** | **(540) 231-3716** | **(540) 231-4300** |
| **Environmental Health and Safety**  **(Rob Lowe)** | **(540) 231-2510** | **(540) 231-3600** |

## 7.4 Pollution Prevention Awareness and Training

Describe procedures for providing pollution prevention awareness for all practices described in the SWPPP and appropriate spill response training to personnel in order to comply with the conditions of this general permit and SWPPP. A sample training log is provided in Appendix G.

# SECTION 8: IMPAIRED WATERS, TMDL LIMITATIONS, AND EXCEPTIONAL WATERS

Streams that do not meet Virginia Water Quality Standards are classified as impaired waters. DEQ, in cooperation with other state and federal agencies, develops and implements cleanup plans to restore the health of these listed streams; these restoration plans are known as "total maximum daily loads" or TMDLs.

Table 4 identifies impaired waters which are contiguous to VT and may receive discharges from our construction sites. This table includes surface waters identified as impaired on the 2012 § 305(b)/303(d) Water Quality Assessment Integrated Report or for which a TMDL wasteload allocation has been established and approved prior to 6/30/14 for sediment or nutrients.

### Table 4. Names of Impaired Waters and TMDL’s Applicable to VT.

|  |  |  |  |
| --- | --- | --- | --- |
| **Watershed** | **Impairment** | **Stressor** | **SWCB Approval of TMDL** |
| Stroubles Creek | Benthic Invertebrates | Sediment | 06/17/2004 |
| Upper Roanoke River | Bacteria | E. coli | 06/27/2007 |

Specific SWPPP regulations for areas where construction activities may discharge to impaired waters, surface waters with an applicable TMDL wasteload allocation, and exceptional waters include:

1. Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site.
2. Nutrients shall be applied in accordance with manufacturer's recommendations or an approved nutrient management plan and shall not be applied during rainfall events.
3. Inspections shall be conducted at a frequency of at least **once every four business days OR at least once every five business days and no later than 48 hours following a measurable storm event (0.25 inches of rain).** In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day.
   1. If the option to inspect every 5 days or after every measurable storm event is chosen, the location of the on-site rain gauge or the methodology used to identify measurable storm events must be described here.
4. Representative inspections used by utility line installation, pipeline construction, or other similar linear construction activities shall inspect all outfalls discharging to surface waters identified as impaired or for which a TMDL wasteload allocation has been established.

There are no exceptional waters contiguous with any VT properties, as described in 9VAC25-260-30 A 3 c.

# SECTION 9: SWPPP INSPECTIONS AND RECORDKEEPING

## 9.1 Inspection Schedule

Inspections shall be conducted at least **once every four business days OR at least once every five business days and no later than 48 hours following a measurable storm event (0.25 inches of rain)**. In the event that a measurable storm event occurs when there are more than 48 hours between normal working business days, the inspection shall be conducted on the next business day. Where areas have been temporarily stabilized or land-disturbing activities will be suspended due to continuous frozen ground conditions and stormwater discharges are unlikely, the inspection frequency may be reduced to once per month. If unexpected weather conditions (such as above freezing temperatures or rain or snow events) make discharges likely, the operator shall immediately resume the regular inspection frequency.

## 9.2 Inspection Requirements and Corrective Actions

Inspections will include all areas of the site disturbed by construction activity, off-site areas covered by the state permit, and areas used for storage of materials that are exposed to precipitation. As part of the inspection, the qualified personnel shall:

1. Record the date and time of the inspection and when applicable the date and rainfall amount of the last measurable storm event;
2. Record the information and a description of any discharges occurring at the time of the inspection;
3. Record any land-disturbing activities that have occurred outside of the approved ESC plan;
4. Inspect the following for installation in accordance with the approved ESC plan, identification of any maintenance needs, and evaluation of effectiveness in minimizing sediment discharge, including whether the control has been inappropriately or incorrectly used:
5. All perimeter erosion and sediment controls, such as silt fence;
6. Soil stockpiles, when applicable, and borrow areas for stabilization or sediment trapping measures;
7. Completed earthen structures, such as dams, dikes, ditches, and diversions for stabilization;
8. Cut and fill slopes;
9. Sediment basins and traps, sediment barriers, and other measures installed to control sediment discharge from stormwater;
10. Temporary or permanent channels, flumes, or other slope drain structures installed to convey concentrated runoff down cut and fill slopes;
11. Storm inlets that have been made operational to ensure that sediment laden stormwater does not enter without first being filtered or similarly treated; and
12. Construction vehicle access routes that intersect or access paved roads to minimize sediment tracking.
13. Inspect areas that have reached final grade or that will remain dormant for more than 14 days for initiation of stabilization activities;
14. Inspect areas that have reached final grade or that will remain dormant for more than 14 days for completion of stabilization activities within seven days of reaching grade or stopping work;
15. Inspect for evidence that the approved ESC plan has not been properly implemented. This includes but is not limited to:
16. Concentrated flows of stormwater in conveyances such as rills, rivulets or channels that have not been filtered, settled, or similarly treated prior to discharge , or evidence thereof;
17. Sediment laden or turbid flows of stormwater that have not been filtered or settled to remove sediments prior to discharge;
18. Sediment deposition in areas that drain to unprotected stormwater inlets or catch basins that discharge to surface waters. Inlets and catch basins with failing sediment controls due to improper installation, lack of maintenance, or inadequate design are considered unprotected;
19. Sediment deposition on any property (including public and private streets) outside of the construction activity covered by this general permit;
20. Required stabilization has not been initiated or completed on portions of the site;
21. Sediment basins without adequate wet or dry storage volume or sediment basins that allow the discharge of stormwater from below the surface of the wet storage portion of the basin;
22. Sediment traps without adequate wet or dry storage or sediment traps that allow the discharge of stormwater from below the surface of the wet storage portion of the trap; and
23. Land disturbance outside of the approved area to be disturbed.
24. Inspect pollutant generating activities identified in the pollution prevention plan for the proper implementation, maintenance and effectiveness of the procedures and practices;
25. Identify any pollutant generating activities not identified in the pollution prevention plan; and
26. Identify and document the presence of any evidence of the discharge of pollutants prohibited by this general permit.

If the operator has an appropriate inspection form which will be used, a copy of the form should be attached to this plan. Blank Inspection Reports provided in Appendix H may be used.

If site inspections identify a control measure that is not operating effectively, corrective action shall be performed as soon as practicable, but no later than seven days after discovery or a longer period as established by VT’s ESC/SWM Program or DEQ to maintain the continued effectiveness of the control measure. Any required modifications to controls will be performed prior to the next anticipated storm event but no longer than seven days after discovery.

## 9.3 Recordkeeping

A record of each inspection and of any actions taken will be retained by the operator as part of the SWPPP for at least three years from the date that state permit coverage expires or is terminated. The inspection reports shall identify any incidents of noncompliance. Where a report does not identify any incidents of noncompliance, the report shall contain a certification that the facility is in compliance with the SWPPP and this state permit. Reports should also indicate whether previously noted incidents of noncompliance have been addressed.

# SECTION 10: SWPPP AMENDMENTS, MODIFICATIONS, AND UPDATES

Amendments, modifications, and updates to this SWPPP will be summarized in Appendix I. Multiple amendments during the course of the construction activity must have a separate sheet for each amendment with the required signed certification, which can be done by copying the sheet in Appendix I for each change.

The operator will amend the SWPPP whenever:

1. There is a change in the design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to surface waters and that has not previously been addressed in the SWPPP;
2. During inspections it is determined that the existing controls are ineffective in minimizing pollutants in discharges;
3. There is a change in the responsible contractor who will implement each control measure.

The operator will update the SWPPP within seven days following any modification to its implementation, including the following:

1. A record of dates when (Appendix J):
2. Major grading activities occur;
3. Construction activities temporarily or permanently cease on a portion of the site; and
4. Stabilization measures are initiated.
5. Controls are replaced or modified due to inappropriate or incorrect use (Appendix K);
6. Areas have reached final stabilization and where no further SWPPP inspections are required (Appendix M);
7. Properties are no longer under the control of the operator and the dates on which the operator no longer had control over each property (Appendix M);
8. Prohibited discharges occur, the volume released and what actions were taken to minimize the impact (Appendix L);
9. Measures are taken to prevent the reoccurrence of any prohibited discharge (Appendix L); and
10. Measures are taken to address any evidence identified as a result of a required inspection (Appendix I and/or K).

Documentation of these changes shall be made on a copy of the site map which shall include the date of the activity, the activity, and shall be signed by the SWPPP coordinator.

# SECTION 11: CLOSURE OF CONSTRUCTION ACTIVITIES

The SWPPP operator will coordinate with VT’s Stormwater Management/Erosion and Sediment Control Program Administrator prior to submitting a Notice of Termination for the general permit to ensure that all post-construction stormwater management controls are operational and that stabilization measures are in place according to the plans on all portions of the site for which the operator is responsible. The Notice of Termination form is available at the DEQ web site.

**Appendix A**

Copy of Registration Statement for Coverage

**Appendix B**

Copy of Notice of Coverage Letter

**Appendix C**

Delegation of Authority Form

**DELEGATION OF AUTHORITY FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| “I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having signed the original VSMP registration certification statement for this project, authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the authorization may be for either an individual or a position having responsibility for the overall operation of the regulated facility or activity) to sign all reports required by permits, including SWPPPs, and other information requested by the board, the department, or the permit-issuing authority.”  “I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having received authorization from the Construction Activity Operator to report information required under this permit, certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.” | | | |
|  |  |  | |
| Signature (Registration Statement Signature) |  | Date | |
|  |  |  | |
| Signature (Authorized Individual) |  | Date | |
|  | | |  |
| Phone # of Authorized Signatory | | |  |
| Email Address of Authorized Signatory | | |  |

**Appendix D**

Copy of General VPDES Permit

**Appendix E**

Site Plans

**Appendix F**

Erosion and Sediment Control Plan

Please add additional pages of the site plan showing a record of dates of BMP installation, grading and other changes to the site as needed.

**Appendix G**

Stormwater Management Plan

**Appendix H**

Training Log

**SWPPP TRAINING LOG**

|  |  |  |
| --- | --- | --- |
| **Project Name:** |  | |
| **Project Location:** |  | |
| **Instructor’s Name:** |  | |
| **Date:** |  | |
| **Topic:** | **E&S Controls** | **Inspections/Corrections Actions** |
|  | **Stabilization Controls** | **Emergency Procedures** |
|  | **Pollution Prevention** | |
| **Additional Description:** |  | |
|  |  |  |
|  |  |  |
| **Last Name, First Name** | **Completion Date** | **Company** |
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**Appendix I**

Inspection Reports

**SWPPP Stormwater Construction Site Inspection Report (VTSID-08)**

|  |  |
| --- | --- |
| **General Information** | |
| **Project Name:** | **Date of Inspection:** |
| **Location:** Blacksburg, VA | **VSMP Permit #:** |
| ***\*Inspector must be authorized by the Permit Operator to perform inspections. Check here if*** ***a Delegation of Authority Form has been included in the SWPPP*** |
| **Inspector:** |
| **Title:** | **Inspector’s Contact #:** |
| **Inspector’s Qualifications**  DEQ Certification Type  DEQ Certification # Exp.  RLD # Exp. \_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inspection Frequency (select one)**  Once every four business days  Once every five business days and within 48 hours following a storm event of ***0.25” or greater in 24 hours***  Monthly where areas have been temporarily stabilized or activities are suspended due to continuous frozen conditions. |
| **Describe present phase of construction:** | |
| **Weather Information** | |
| **Has there been a measurable storm event (*0.25” or greater in 24 hours)* since the last inspection?** Yes  No  Storm Start Date & Time: Approximate Amount of Precipitation (in):  Storm Duration (hrs): | |
| **Weather at time of this inspection?** Temperature:  Clear Cloudy Rain Sleet Fog  Snowing  High Winds  Other: | |
| **Are there any [stormwater] discharges at the time of inspection?  Yes  No**  **If yes, describe:** | |
| **Have any land-disturbing activities occurred outside of the approved ESC plan?** Yes  No  **If yes, describe:** | |

|  | **BMP / Control Measure**  ***\*List all that appear on the approved ESC plan*** | **Installed?** | **Maintenance Required?** | **Corrective Action Needed and Locations**  ***\*Initial and date when Corrective Action has been taken*** |
| --- | --- | --- | --- | --- |
| 1 | Construction Entrance  (3.02) | Yes  No | Yes  No |  |
| 2 | Silt Fence (3.05) | Yes  No | Yes  No |  |
| 3 | Culvert Inlet Protection (3.08) | Yes No | Yes  No |  |
| 4 | Outlet Protection (3.18) | Yes No | Yes  No |  |
| 5 | Temporary Rock Check Dams (3.20) | Yes No | Yes  No |  |
| ***Continued on page 2*** | | | | |

| **#** | **BMP / Control Measure**  ***\*List all that appear on the approved ESC plan*** | **Installed?** | **Maintenance Required?** | **Corrective Action Needed and Locations**  ***\*Initial and date when Corrective Action has been taken*** |
| --- | --- | --- | --- | --- |
| 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 |  |
| 11 |  | Yes  No | Yes  No |  |
| 12 |  | Yes  No | Yes  No |  |
| 13 |  | Yes  No | Yes  No |  |
| 14 |  | Yes  No | Yes  No |  |
| 15 |  | Yes  No | Yes  No |  |
| Are there any control measures that failed to operate as designed or proved inadequate or inappropriate for a particular location? | | | | |
| Describe any additional corrective actions required (including any changes to the SWPPP that are necessary) as a result of the inspection or to maintain permit compliance: | | | | |
| Describe any corrective actions required from a previous inspection that have not been implemented: | | | | |
| ***Continued on Page 3*** | | | | |

|  | **BMP/activity**  ***\*Evaluate in accordance with the approved ESC plan*** | **Implemented?** | **Maintenance Required?** | **Corrective Action Needed and Locations**  ***\*Initial and date when Corrective Action has been taken*** |
| --- | --- | --- | --- | --- |
| 1 | Are all slopes and disturbed areas that are at final grade or will remain dormant for 14 days or more stabilized within 7 days? | Yes  No N/A | Yes No |  |
| 2 | Are completed earthen structures, such as embankments, dikes and diversions stabilized immediately? | Yes  No N/A | Yes No |  |
| 3 | Are soil stockpiles and/or borrow areas adequately controlled with perimeter control measures and stabilization? | Yes  No N/A | Yes No |  |
| 4 | Are perimeter controls installed where needed and properly maintained? | Yes  No N/A | Yes No |  |
| 5 | Is there sediment deposition on any property outside of the construction activity? | Yes  No N/A | Yes No |  |
| 6 | Are storm drain inlets properly protected? | Yes  No N/A | Yes No |  |
| 7 | Is the construction exit preventing sediment from being tracked into the street? | Yes  No N/A | Yes No |  |
| 8 | Is trash/litter from work areas collected and placed in covered dumpsters? | Yes  No N/A | Yes No |  |
| 9 | Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained? | Yes  No N/A | Yes No |  |
| 10 | Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material? | Yes  No N/A | Yes No |  |
| 11 | Are materials that are potential stormwater contaminants stored inside or under cover? | Yes  No N/A | Yes No |  |
| 12 | Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled? | Yes  No N/A | Yes No |  |
| ***Check here if there are NO incidents of noncompliance; the facility is in compliance with the SWPPP and the General Permit.*** | | | | |

**CERTIFICATION STATEMENT**

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

***Inspector* Name (Print): Title:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

***Operator* Name (Print): Title:**

**\*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Operator must sign inspection reports unless a Delegation of Authority has been included in the SWPPP.**

***Pictures:***

**Appendix J**

Log of Amendments, Modifications and Updates to SWPPP

**Date of Amendment, Modification, or Update Fill in Project Name**

|  |  |
| --- | --- |
| **Description of Modifications to SWPPP Including Change in Design, Construction, Operation or Maintenance Not Previously Addressed** | **Contractor(s) who will Implement and Maintain Control** |
| Enter the location and reason for the change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to surface waters and that has not been previously addressed in the SWPPP | **Name** |

I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SWPPP Coordinator

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix K**

Log of Major Grading, BMP Installation, Ceased Activities, and Stabilization Measures for **Project Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Location** | **Description of Activity (Grading, Ceased Activities, Stabilization Measures Initiated)** |
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**Appendix L**

Log of Replaced or Modified Pollution Prevention or Erosion and Sediment Controls for **Project Name**

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| --- | --- | --- |
| **Date** | **Control Needing Replacement or Modification** | **Describe New Installation** |
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**Appendix M**

Log of Prohibited Discharges for **Project Name**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Discharge Location and Nature** | **Volume** | **Actions Taken to Minimize the Impact** | **Measures Taken to Prevent Reoccurrence** |
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**Appendix N**

Log of Areas No Longer under Operator Control or Fully Stabilized for Project Name.

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| --- | --- | --- |
| **Date** | **Area No Longer under Operator Control** | **Final Stabilization Efforts** |
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