

## Storm Water Pollution Prevention Plan (SWPPP) Guidance

For projects that have a *Virginia Storm Water Management Permit (VSMP) General Permit* issued by the *Virginia Department of Environmental Quality (DEQ)* the following information is required as part of the *Storm Water Pollution Prevention Plan (SWPPP)*. **Remember, overall the SWPPP simply identifies potential pollutants associated with the project, and describes how to control/prevent/minimize those potential pollutants from comingling with stormwater discharges.**

### SWPPP Requirements:

All documents related to the *SWPPP* for a land disturbance activity (except for the ESC and SWM design computations and supporting data) shall be maintained at the activity site and shall be readily available for use by those with *SWPPP* implementation responsibilities. All documents related to the *SWPPP* for a land disturbance activity shall be readily available for review by others upon request during normal working business hours. *SWPPP* related information not included in the construction plans/documents, and the ESC and SWM design computation files is to be kept in a separate paper and/or electronic file. Where no facilities are available at the activity site to maintain the *SWPPP* documents, they are to be kept at a location convenient to the activity site where they will be readily available for use by those with *SWPPP* implementation responsibilities and would be available for review by others upon request during normal business working hours. Where the *SWPPP* documents are not stored on-site, a copy of such documents, except for the ESC and SWM engineering calculations and documentation, shall be in the possession of those with day to day operational control over the implementation of the *SWPPP* (e.g. the RDL, ESC Inspector, etc.) whenever they are on site.

### SWPPP Project Postings:

1)  **A sign or other notice must be posted conspicuously near the main entrance of the construction site. The sign or other notice must contain the following information:**

**Requirement 1:** A copy of the permit coverage letter that includes the registration number for the construction activity.

**Requirement 2:** The internet address at which a copy of the *SWPPP* may be found or the location of a hard copy of the *SWPPP* and name and telephone number of a contact person for scheduling viewing times.

### SWPPP Content:

1)  **Copy of VSMP General Permit VAR10:** The VAR10 shall be incorporated into the *SWPPP*. A copy of the VAR10 can be printed off the following DEQ web-site: <http://www.deq.virginia.gov/Portals/0/DEQ/Water/Regulations/9VAC25-880-VPDESConstructionSWGPREgulation.pdf>.

- 2)  **VSMP Permit Coverage Letter showing the project specific registration number:**  
This information is to be provided by the VSMP coordinator for the locality. The permit Coverage Letter shall be incorporated into the *SWPPP*.
- 3)  **VSMP Permit Registration Statement form:** A copy of the signed registration statement submitted by the applicant. This VSMP permit registration statement is to be incorporated into the *SWPPP*.
- 4)  **A narrative description of the nature of the construction activity**, including the function of the project (e.g., low density residential, shopping mall, highway, etc.).
- 5)  **An approved Erosion & Sediment Control Plan**
- 6)  **An approved Stormwater Management Plan**
- 7)  **A legible site plan identifying:**
  - (a) Directions of stormwater flow and approximate slopes anticipated after major grading activities;
  - (b) Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed;
  - (c) 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;
  - (d) Locations of surface waters;
  - (e) Locations where concentrated stormwater is discharged;
  - (f) 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
  - (g) 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.

- 8)  **A pollution prevention plan** which shall:
- a. Identify the potential pollutant-generating activities and the pollutant that is expected to be exposed to stormwater;
  - b. Describe the location where the potential pollutant-generating activities will occur, or if identified on the site plan, reference the site plan;
  - c. Identify all allowable sources of non-stormwater discharges that are combined with stormwater discharges from the site and identify appropriate control measures. The allowable sources of non-stormwater discharges are; fire fighting controls, vehicle washing (no detergent), water used for dust control, potable water source & uncontaminated flushing, building washing (no detergent), pavement wash waters (no hazardous materials or detergents), air conditioner or compressor condensation, uncontaminated ground water or seeps, foundation or footing drains, uncontaminated excavation dewatering, and landscape irrigation;
  - d. Identify the person responsible for implementing the pollution prevention practice or practices for each pollutant-generating activity (if other than the person listed as the qualified personnel);
  - e. Describe the pollution prevention practices and procedures that will be implemented to:
    - 1. Prevent and respond to leaks, spills, and other releases including (i) procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases; and (ii) procedures for reporting leaks, spills, and other releases in accordance with Part III G of the General Permit;
    - 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);
    - 3. Prevent the discharge of soaps, solvents, detergents, and wash water from construction materials, including the clean-up of stucco, paint, form release oils, and curing compounds (e.g., providing (i) cover (e.g., plastic sheeting or temporary roofs) to prevent contact with stormwater; (ii) collection and proper disposal in a manner to prevent contact with stormwater; and (iii) a similarly effective means designed to prevent discharge of these pollutants);
    - 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);

- 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;
  - 6. Minimize the discharge of pollutants from storage, handling, and disposal of construction products, materials, and wastes including (i) building products such as asphalt sealants, copper flashing, roofing materials, adhesives, and concrete admixtures; (ii) pesticides, herbicides, insecticides, fertilizers, and landscape materials; and (iii) 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;
  - 7. Prevent the discharge of fuels, oils, and other petroleum products, hazardous or toxic wastes, and sanitary wastes; and
  - 8. Address any other discharge from the potential pollutant-generating activities not addressed above
- f. Describe procedures for providing pollution prevention awareness of all applicable wastes, including any wash water, disposal practices, and applicable disposal locations of such wastes, to personnel in order to comply with the conditions of the general permit. The operator shall implement the procedures described in the SWPPP.
- 9)  **The intended sequence and timing** of activities that disturb soils at the site (e.g., grubbing, excavation, grading, utilities and infrastructure installation). The Contractor or other such person develops/supplies project specific information. The designated RLD ensures that the information is maintained in the *SWPPP* file.
- 10)  The *SWPPP* shall describe control measures used to comply with applicable state or local waste disposal, sanitary sewer or septic system regulations.
- 11)  The location and description of industrial activity discharges covered by the *VSMP General Permit* such as dedicated asphalt plants and concrete plants are to be shown.

- 12)  **All Erosion and Sediment Control Inspection Reports**
- 13)  **Documentation to identify the contractor and sub-contractors that will implement and maintain each erosion and sediment control measure.** This information shall be incorporated into the *SWPPP*.
- 14)  **The name, phone number and a copy of the certification for each certified RLD performing the site inspections**
- 15) **Off-site support facility submittal, review and approval:**
- Requirement 1:** The Contractor shall develop erosion and sediment control plan(s) and storm water pollution prevention plan(s) for submission and acceptance by the plan approving authority prior to usage of any support facilities, off-site borrow and disposal areas, construction materials or equipment storage areas, and any other areas that may generate a storm water or non storm water discharge directly related to the construction process. **The plans shall contain a topographic location map.** Such plans, upon approval, shall become a part of and subject to the overall project plan, the *VSMP General Permit*, and all other contract requirements. The plan and associated approvals shall be incorporated as part of the *SWPPP*.
- Requirement 2:** The Contractor shall include a description of pollutant sources from off-site support areas and a description of control measures that will be implemented at those sites to minimize pollutant discharges. This information shall be incorporated as part of the *SWPPP*.
- 16)  **Plan revisions with documentation of approval from the Plan Approving Authority:** Where site conditions or construction sequencing or scheduling necessitates revisions or modifications to the approved erosion and sediment control plan, the approved stormwater management plan, or other any other component of the *SWPPP* for the land disturbing activity, such revisions or modifications shall be approved by the plan approving authority and shall be documented by the Contractor on a designated plan set (Record Set). Such plans shall be kept on the project site at all times and shall be available for review upon request. Plan revisions along with documentation of approval from the plan approving authority can either be referenced or inserted physically as part of the *SWPPP*.
- 17)  **A record of the dates when major grading activities occur, when construction activities temporarily or permanently cease on a portion of the site, and when stabilization measures are initiated:** The Contractor or other such person develops/supplies project specific information. All this information is generally maintained in the Project Inspector's daily diary reports and can be referenced in the *SWPPP*. These records can either be referenced or inserted physically as part of the *SWPPP*.

- 18)  **SWPPP Revisions:** The operator shall amend the *SWPPP* whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters and that has not been previously addressed in the *SWPPP*.
- 19)  **VSMP Termination form:** When submitting a request for termination of the *VSMP General Permit* coverage, the RLD is to add the date that the facility was placed into service as a permanent BMP to the other information in the permanent BMP table and attach a copy of this table to the permit terminations form.

AMT recommends each project with a VSMP permit have a separate SWPPP book. Following is the recommended SWPPP book setup:

### **VSMP/SWPPP General Information**

- *Permit Coverage Letter*
- *Signed Registration Statement*
- *VAR10 VSMP General Permit*

### **SWPPP**

- *Contractor's Pollution Prevention Plan – Including Contractor's Spill Prevention Control & Countermeasure (SPCC) Plan*
- *SWPPP revisions (as applicable)*

### **Plans and Contract**

- *Approved ESC & SWM Plan and Contract or reference location of such plans and contract*

### **Plan Revisions (As applicable)**

- *Plan revision #1 with approval documentation / correspondence from the plan approving authority*
- *Plan revision #2 with approval documentation / correspondence from the plan approving authority*
- *Etc.....*

### **Off-Site Support Facilities (As applicable)**

- *Off-site Support Facility #1 Approved ESC/SWM plans with a copy of the permit and Contractor's SWPPP*
- *Off-site Support Facility #2 Approved ESC/SWM plans with a copy of the permit and Contractor's SWPPP*
- *Etc....*

### **Inspection Reports**

- *Documentation of Contractors that will implement and maintain E&S Controls*
- *Copy of RLD and DEQ Inspector certifications*
- *Completed Inspection Reports*
- *Rain Gauge Data (if applicable)*

### **Record of Date**

- *Operator's diary reports documenting when major grading activities occur, when construction activities temporarily or permanently cease on a portion of the site, and when stabilization measures are initiated or reference location of such documents*

### **VSMP Termination**

- *VSMP Termination Form*



# INSTRUCTIONS for COMPLETING the SINGE FAMILY RESIDENCE, COMMON PLAN of DEVELOPMENT or SALE STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

## General

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to obtaining locality (e.g., City, County, Town) authorization to commence land disturbance.

## Cover Page

For a construction activity, enter the project/site name and physical address (if available), including city (or town), state and zip code. Enter the latitude and longitude in decimal degrees of the construction activity.

Enter the Construction Activity Operator's company/organization name, the Operator's name and mailing address, including city (or town), state, and zip code, telephone number, email address (if available), and a 24-hour emergency contact.

Enter the SWPPP preparation date.

The Construction Activity Operator identified on the cover page of the SWPPP is responsible for certifying the information contained therein. Please sign the certification in INK. Please note that state statues require the SWPPP to be signed as follows:

- (1) For a corporation: by a responsible corporate officer;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively;
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.

## Section 1.0 SWPPP Documents Located Onsite & Available for Review

Utilize the provided checklist to ensure that the required SWPPP documents are located onsite and are available for review, if applicable.

## Section 2.0 Authorized Non-Stormwater Discharges

Identify the authorized non-stormwater discharges likely to be present at the project site. If an unlisted authorized non-stormwater discharge is likely to be present at the project site, provide it here.

## Section 3.0 Pollution Prevention Awareness

Provide employees with a "walk through" of the project site and identify areas of possible pollution, erosion and sediment controls, and pollution prevention practices which are applicable to their assigned job duties. Conduct refresher meetings and perform additional "walk throughs" on an as needed basis.

## Section 4.0 Erosion & Sediment Controls

Identify the erosion and sediment controls to be implemented at the project site. For each erosion and sediment control, enter the estimated installation date and estimated removal date. If an unlisted erosion and sediment control will be implemented at the project site, provide the applicable information here.

## Section 5.0 Potential Sources of Pollution & Pollution Prevention Practices

Identify the pollutant-generating activities likely to be present at the project site; implement and maintain the corresponding pollution prevention practices. If an unlisted pollutant-generating activity is likely to be present at the project site, describe it, identify the associated pollutant(s), and provide the corresponding pollution prevention practice(s) to be implemented and maintained.

## Section 6.0 Stormwater Management Controls

Identify the stormwater management controls to be implemented at the project site, if applicable. For each stormwater management control, enter the estimated installation date. If an unlisted stormwater management control will be implemented at the project site, provide the applicable information here.

## Section 7.0 Spill Prevention & Response

Most spills can be cleaned up following manufacturer specifications. The priority should be to protect all people, equipment, property, and the environment. Enter the telephone number of your local fire and police departments.

## Section 8.0 Inspections & Corrective Action Log

Enter the qualified inspector's company/organization name, the inspector's name, telephone number, and qualifications. Select the applicable inspection schedule, enter the construction activity inspection date, and enter the date and rainfall amount of the last measurable storm event (if applicable). Identify if the implemented best management practices are in compliance with the SWPPP. Enter corrective actions needed; the party responsible for implementing the corrective actions, and the date corrective actions were taken, if applicable. Make additional copies of the inspection and corrective action log as necessary.

## Section 9.0 Grading & Stabilization Activities Log

Enter the date grading activities were initiated, a description of the grading activities including location, the date grading activities ceased, the date stabilization measures were initiated, and a description of the stabilization measures including location.

## Section 10.0 SWPPP Modification & Update Log

Enter the SWPPP modification date, description of the SWPPP modification/update, and the name and title of the SWPPP modification preparer, if applicable.

