

A: SWPPP Template – Utah

Instructions

To help you develop the narrative section of your construction site SWPPP, the DWQ has modified the U.S Environmental Protection Agency (EPA) electronic SWPPP template to fit the needs of NOI applicants in Utah. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. It may be helpful to use this template with EPA’s guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA’s website at www.epa.gov/npdes/swpppguide

This template covers most of the SWPPP elements that the Utah construction general permit requires, however, you are strongly encouraged to customize this template. There are two major reasons to customize this template:

- **To reflect the terms and conditions of the State construction general permit; and**
- **To reflect the conditions at your site**

Using the SWPPP Template

This template is ordered in reference to Section 7, Storm Water Pollution Prevention Plan (SWPPP).

Each section of this template includes “instructions” and space for project information. You should read the instructions for each section before you complete that section. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

Stormwater Pollution Prevention Plan

for:

Insert Project Name
Insert Project Site Location/Address
Insert City, State, Zip Code
Insert Project Site Telephone Number (if applicable)

Operator(s):

Insert Company or Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

SWPPP Contact(s):

Insert Company or Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

SWPPP Preparation Date:

___/___/_____

Estimated Project Dates:

Project Start Date: ___/___/_____
Project Completion Date: ___/___/_____

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SECTION 1: CONTACT INFORMATION/ RESPONSIBLE PARTIES

1.1 *Owner(s), Operator, Contractors*

Instructions:

- List the operator(s), project managers, stormwater contact(s), and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- See *SWPPP Guide*, Chapter 2.B.

Owner(s):

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Repeat as necessary

Operator(s) & Project Manager(s):

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one for the project):

Repeat as necessary

Site Supervisor(s):

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one on site) :

Repeat as necessary

SWPPP Contact(s):

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Insert area of control (if more than one operator at site) :

Repeat as necessary

This SWPPP was Prepared by:

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Subcontractor(s):

Insert Company or Organization Name:

Insert Name:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Repeat as necessary

Emergency 24-Hour Contact:

Insert Company or Organization Name:

Insert Name:

Insert Telephone Number:

Repeat as necessary

1.2 Storm Water Team

Instructions (see CGP Part 7.2.1):

- Identify the staff members (by name or position) that comprise the project's stormwater team as well as their individual responsibilities. 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 requirements in this permit (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 2014 UCGP and your SWPPP.

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

Insert Role or Responsibility:

Insert Position:

Insert Name:

Insert Telephone Number:

Insert Email:

[Repeat as necessary.]

SECTION 2: SITE EVALUATION, ASSESSMENT, & PLANNING

2.1 Project/Site Information

Instructions:

- In this section, you can gather some basic site information that will be helpful to you later when you file for permit coverage.
- For more information, see *Developing Your Stormwater Pollution Prevention Plan: A SWPPP Guide for Construction Sites* (also known as the *SWPPP Guide*), Chapter 2
- Detailed information on determining your site's latitude and longitude can be found at www.epa.gov/npdes/stormwater/latlong

Project/Site Name: _____

Project Street/Location: _____

City: _____ State: _____ ZIP Code: _____

County or Similar Subdivision: _____

Latitude/Longitude (Use **one** of three possible formats, and specify method)

Latitude:

1. ___° ___' ___" N (degrees, minutes, seconds)

2. ___° ___' ___" N (degrees, minutes, decimal)

3. ___° (decimal)

Longitude:

1. ___° ___' ___" W (degrees, minutes, seconds)

2. ___° ___' ___" W (degrees, minutes, decimal)

3. ___° (decimal)

Method for determining latitude/longitude:

USGS topographic map (specify scale: _____) EPA Web site GPS

Other (please specify): _____

Is the project located in Indian country? Yes No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." _____

Is this project considered a federal facility? Yes No

UPDES project or permit tracking number*: _____

*(This is the unique identifying number assigned to your project by your permitting authority after you have applied for coverage under the appropriate National Pollutant Discharge Elimination System (UPDES) construction general permit.)

2.2 Nature of Construction Activity

Instructions:

- Briefly describe the nature of the construction activity and approximate time frames (one or more paragraphs, depending on the nature and complexity of the project).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Describe the general scope of the work for the project, major phases of construction, etc:

INSERT TEXT HERE

What is the function of the construction activity?

- Residential Commercial Industrial Road Construction Linear Utility
 Other (please specify):

Estimated Project Start Date: ___/___/_____

Estimated Project Completion Date: ___/___/_____

2.3 Construction Site Estimates

Instructions:

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.
- For more information, see *SWPPP Guide*, Chapter 3.A and Appendix C.

The following are estimates of the construction site.

Total project area:	acres
Construction site area to be disturbed:	acres
Percentage impervious area before construction:	%
Runoff coefficient before construction:	
Percentage impervious area after construction:	%
Runoff coefficient after construction	

2.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

Instructions:

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps (See *SWPPP Guide*, Chapter 3.C.).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Soil type(s):

Slopes (describe current slopes and note any changes due to grading or fill activities):

Drainage Patterns (describe current drainage patterns and note any changes due to grading or fill activities):

Vegetation:

Other:

2.5 Emergency Related Projects

Instructions:

- See Part 1.21. in the UCGP. To be an emergency related project it must be considered a public emergency and the cause must be documented along with the description of necessary construction to reestablish effected public services.

Emergency-Related Project? Yes No

Response to a public emergency (see Part 1.2.1); natural disaster, extreme flooding conditions, etc.

**PROVIDE INFORMATION SUBSTANTIATING ITS OCCURRENCE
INSERT DESCRIPTION OF CONSTRUCTION THAT WAS NECESSARY TO
REESTABLISH EFFECTED PUBLIC SERVICES**

2.6 Phase/Sequence of Construction Activity

Instructions:

- Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, describe opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (i.e., during the dry or less windy season). (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 2.) It might be useful to develop a separate, detailed site map for each phase of construction.
- See UCGP Section 7.2.4 for detailed information.
- Also, see EPA's *Construction Sequencing BMP Fact Sheet* at http://www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_seq

Phase I

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

Phase II

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

Repeat as needed

2.7 Site Features and Sensitive Areas to be Protected

Instructions:

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- This permit does not diminish from or alter in any way a permittees responsibility under the *Endangered Species Act (EAS)*. This permit does not have any requirements pertaining to the ESA. UTRC00000 CGP 1.1.5.
- This permit does not diminish from or alter in any way a permittees responsibility under the *National Historic Preservation Act (NHPA)*. This permit does not have any requirements pertaining to the NHPA. UTRC00000 CGP 1.1.6.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.

2.8 Maps

Instructions:

- Attach site maps. For most projects, a series of site maps is 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 should include the following:

- Direction(s) of stormwater flow and approximate slopes before and after major grading activities;
- Areas and timing of soil disturbance;
- Areas that will not be disturbed;
- Natural features to be preserved;
- Locations of major structural and non-structural BMPs identified in the SWPPP;
- Locations and timing of stabilization measures;
- Locations of off-site material, waste, borrow, or equipment storage areas;
- Locations of all waters of the United States, including wetlands;
- Locations where stormwater discharges to a surface water;
- Locations of storm drain inlets; and
- Areas where final stabilization has been accomplished.
- For more information, see *SWPPP Guide*, Chapter 3.C.

Include the site maps with the SWPPP (Appendix A).

SECTION 3: POLLUTION PREVENTION STANDARDS

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in stormwater (UCGP Part 2.3).
- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your states or local jurisdiction’s design manual or resources in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA’s National Menu of BMPs
<http://www.epa.gov/npdes/stormwater/menuofbmps>

3.1 Potential Sources of Pollution

Instructions:

- Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and describe all potential sources of pollution or pollutant-generating activity (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal), other than sediment, which could be exposed to rainfall or snowmelt, and may reasonably be expected to discharges from the construction site.
- For more information, see *SWPPP Guide*, Chapter 3.A.

Potential pollutants and sources, other than sediment, to stormwater runoff:

INSERT TEXT OR USE TABLE BELOW

Activities	Check with an X the activities that apply	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other Pollutants
Clearing, grading, excavating, and un-stabilized areas		√							√	
Paving operations		√					√		√	
Concrete washout, stucco and cement waste				√	√				√	

Structure construction, painting, cleaning				✓	✓				✓	✓
Demolition and debris disposal		✓							✓	
Dewatering operations		✓							✓	
Waterline flushing		✓	✓		✓				✓	✓
Material Delivery and storage		✓	✓	✓	✓		✓		✓	✓
Material use during building process			✓	✓	✓		✓		✓	✓
Solid waste disposal									✓	✓
Hazardous Waste, contaminated spills				✓	✓	✓	✓			✓
Spills				✓	✓	✓	✓			✓
Sanitary waste			✓		✓			✓		
Vehicle/equipment fueling, maintenance, use and storage							✓		✓	✓
Landscaping operations		✓	✓			✓			✓	✓
<i>Describe others</i>										

3.2 Non-Stormwater Discharges

Instructions:

- Identify all allowable sources of non-stormwater discharges that are not previously identified. UCGP Part 7.2.9
- The allowable non-stormwater discharges identified might include the following (see your permit for an exact list):
 - ✓ Waters used to wash vehicles where detergents are not used
 - ✓ Water used to control dust
 - ✓ Potable water including uncontaminated water line flushings
 - ✓ Routine external building wash down that does not use detergents
 - ✓ Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used
 - ✓ Uncontaminated air conditioning or compressor condensate
 - ✓ Uncontaminated ground water or spring water
 - ✓ Foundation or footing drains where flows are not contaminated with process materials such as solvents
 - ✓ Uncontaminated excavation dewatering
 - ✓ Landscape irrigation
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.

List allowable non-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

Authorized Non-Storm Water Discharges	Comments

Include additional rows as necessary.

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

3.3 Natural Buffers or Equivalent Sediment Controls

<p>Instructions (see CGP Parts 2.1.2.1 and 7.2.9, and Appendix G):</p> <p>This section only applies to you if a surface water is located within 50 feet your construction activities. If this is the case, consult CGP Part 2.1.2.a and Appendix D for information on how to comply with the buffer requirements.</p> <ul style="list-style-type: none"> – Describe the compliance alternative (CGP Part 2.1.2.a.i, ii, iii, or iv) 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 2.1.2.a.v, include documentation related to your

Buffer Compliance Alternatives

Are there any surface waters within 50 feet of your project's earth disturbances? YES NO

(Note: If no, no further documentation is required for the SWPPP Template.)

Check the compliance alternative that you have chosen:

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.)

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 INFORMATION IN APP. D, 2.2.2. 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

- 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:
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 2.1.2.a.v. (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 surface water 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 2.2 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 2.1.2.a compliance alternatives.)
- For a “linear project” (defined in Appendix A), site constraints (e.g., limited right-of-way) make it infeasible for me to meet any of the CGP Part 2.1.2.a.v.3 compliance alternatives. Include documentation here of the following:
(1) Why it is infeasible for you to meet one of the buffer compliance alternative, 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 Part 2.1.2.a.v.3 and in Appendix D).

For Alternative 1 (see Appendix D, Part 2.3.a):

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

For Alternative 2 (see Appendix D, Part 2.3.b):

- INSERT (1) THE ASSIGNED RISK LEVEL BASED ON APPLICABLE TABLE IN APP. D, PART 2.3.2.b, AND (2) THE PREDOMINANT SOIL TYPE AND AVERAGE SLOPE AT YOUR SITE
- INSERT APPLICABLE REQUIREMENTS BASED ON APP. D, TABLE D-2
- 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 2.2 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 2.2 of the Template.)

SECTION 4: EROSION AND SEDIMENT CONTROLS

Instructions:

- See Section 2 in the UCGP. Describe the erosion and sediment controls (BMPs) that will be implemented to control pollutants in stormwater discharges. For each major activity identified, do the following
 - ✓ Clearly describe appropriate control measures.
 - ✓ Describe the general sequence during the construction process in which the measures will be implemented.
 - ✓ Describe the maintenance and inspection procedures that will be used for that specific BMP.
 - ✓ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
 - ✓ Identify staff responsible for maintaining BMPs.
 - ✓ (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
 - 2.1 *Minimize disturbed area and protect natural features and soil*
 - 2.2 *Phase Construction Activity*
 - 2.3 *Control Stormwater flowing onto and through the project*
 - 2.4 *Stabilize Soils*
 - 2.5 *Protect Slopes*
 - 2.6 *Protect Storm Drain Inlets*
 - 2.7 *Establish Perimeter Controls and Sediment Barriers*
 - 2.8 *Retain Sediment On-Site and Control Dewatering Practices*
 - 2.9 *Establish Stabilized Construction Exits*
 - 2.10 *Any Additional BMPs*
- Note the location of each BMP on your site map(s).
- For any structural BMPs, you should provide design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information, see *SWPPP Guide*, Chapter 4.
- Consult your MS4's or other local jurisdiction's design manual or one of those listed in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs
<http://www.epa.gov/npdes/stormwater/menuofbmps>

4.1 Minimize Disturbed Area and Protect Natural Features and Soil

Instructions:

- Describe the areas that will be disturbed with each phase of construction and the methods (e.g., signs, fences) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your site map(s) also. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 1.)
- Also, see EPA's *Preserving Natural Vegetation BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/perserve_veg

INSERT TEXT or TABLE HERE, include inspection and maintenance schedules as appropriate and staff responsible for maintenance

4.2 Establish Perimeter Controls and Sediment Barriers

Instructions:

- Describe structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 7.)
- Also see, EPA's *Silt Fence BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/silt_fences, or *Fiber Rolls BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/fiber_rolls

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

4.3 Retain Sediment On-Site

Instructions:

- Describe sediment control practices (e.g., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 8.)
- Also, see EPA's *Sediment Basin BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/sediment_basins

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

4.4 Establish Stabilized Construction Exits

Instructions:

- Describe location(s) of vehicle entrance(s) and 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 sediments and discharges to stormwater. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 9.)
- Also, see EPA's *Construction Entrances BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_entrance

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

4.5 Protect Slopes

Instructions: <ul style="list-style-type: none">– Describe controls (e.g., erosion control blankets, tackifiers) including design specifications and details that will be implemented to protect all slopes. (For more information, see <i>SWPPP Guide</i>, Chapter 4, ESC Principle 5.)– Also, see EPA's <i>Geotextiles BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/geotextiles
--

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

4.6 Stockpiled Sediment or Soil

Instructions:

- 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 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.
- Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile.

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

4.7 Minimize Dust

Instructions:

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

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	

Responsible Staff:	
---------------------------	--

Repeat as needed

4.8 Topsoil

Instructions: <ul style="list-style-type: none"> – 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.
--

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

4.9 Soil Compaction

Instructions: <ul style="list-style-type: none"> – 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.
--

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	

Responsible Staff:	
BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

4.10 High Altitude/Heavy Snows

<p>Instructions:</p> <ul style="list-style-type: none"> – See Part 2.1.2.i of the UCGP. You must attempt to prepare for heavy snows by deploying storm water controls prior to the first heavy snow, and have appropriate storm water control measures designed to handle snow melt before heavy snows occur. – Stabilization measures should be deployed at the same time (See 2.2.1.c of the UCGP).

Date Snow is Expected	Date of High Altitude/Heavy Snow Conditions BMPs to be Installed	Date of First Heavy Snow
	Scheduled:	
	Actual:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

4.11 Linear Activities

Instructions:

- See Part 2.1.2.b.i of the UCGP. For linear projects, where you have determined that the use of perimeter controls in portions of the site is impracticable due to rights-of-ways, document why you believe this to be the case.

Description of why perimeter controls are not practicable.

INSERT TEXT or TABLE HERE.

4.12 Chemical Treatment

Instructions (see UCGP Parts 2.1.3.c and 7.2.9.b):

- 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 UCGP Part 7.2.9.b.

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 and that will be discharged to locations where chemicals will be applied: [INSERT TEXT HERE](#)

Treatment Chemicals

List all treatment chemicals that will be used at the site and explain why these chemicals are suited to the soil characteristics: [INSERT TEXT HERE](#)

Describe the dosage of all treatment chemicals you will use at the site or the methodology you will use to determine dosage: [INSERT TEXT HERE](#)

Provide information from any applicable Material Safety Data Sheets (MSDS): [INSERT TEXT HERE](#)

Describe how each of the chemicals will stored: [INSERT TEXT HERE](#)

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: [INSERT TEXT HERE](#)

Special Controls for Cationic Treatment Chemicals (if applicable)

If you have been authorized by your applicable Regional Office to use cationic treatment chemicals, include the official EPA authorization letter or other communication, and identify the specific controls and implementation procedures you are required to implement to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards:

INSERT (1) ANY LETTERS OR OTHER DOCUMENTS SENT FROM THE DWQ OFFICE CONCERNING YOUR USE OF CATIONIC TREATMENT CHEMICALS, AND (2) DESCRIPTION OF ANY SPECIFIC CONTROLS YOU ARE REQUIRED TO IMPLEMENT

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: INSERT TEXT HERE

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: INSERT TEXT HERE

4.13 Stabilize Soils

<p>Instructions:</p> <ul style="list-style-type: none"> – Describe controls (e.g., interim seeding with native vegetation, hydroseeding) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Avoid using impervious surfaces for stabilization whenever possible. (For more information, see <i>SWPPP Guide</i>, Chapter 4, ESC Principle 4.) – Also, see EPA's <i>Seeding BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/seeding

BMP Description:

<input type="checkbox"/> <i>Permanent</i>		<input type="checkbox"/> <i>Temporary</i>	
<i>Installation Schedule:</i>			
<i>Maintenance and Inspection:</i>			
<i>Responsible Staff:</i>			

BMP Description:

<input type="checkbox"/> <i>Permanent</i>		<input type="checkbox"/> <i>Temporary</i>	
<i>Installation Schedule:</i>			
<i>Maintenance and Inspection:</i>			
<i>Responsible Staff:</i>			

Repeat as needed

4.14 Final Stabilization

Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site (specific vegetative and/or non-vegetative practices). The UCGP allows you to then discontinue inspection activities in these areas.
- You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.
- Note that dates for areas that have achieved final stabilization should be included in Section 5, Part 5.1 of this SWPPP.
- For more on this topic, see *SWPPP Guide*, Chapter 9.

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

SECTION 5: POLLUTION PREVENTION

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in stormwater (UCGP Part 2.3).
- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your state's or local jurisdiction's design manual or resources in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs <http://www.epa.gov/npdes/stormwater/menuofbmps>

5.1 Spill Prevention and Response

Instructions:

- Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 6.)
- 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.
- Also, see EPA's *Spill Prevention and Control Plan BMP Fact sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/spill_control

INSERT TEXT HERE or REFERENCE ATTACHMENT

Any discharges in 24 hours equal to or in excess of the reportable quantities listed in 40 CFR 117, 40 CFR 110, and 40 CFR 302 will be reported to the National Response Center and the Division of Water Quality (DWQ) as soon as practical after knowledge of the spill is known to the permittees. The permittee shall submit within 14 calendar days of knowledge of the release a written description of: the release (including the type and estimate of the amount of material released), the date that such release occurred, the circumstances leading to the release, and measures taken and/or planned to be taken to the Division of Water Quality (DWQ), 288 North 1460 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870. The Storm Water Pollution Prevention Plan must be modified within 14 calendar days of knowledge of the release to provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, the plan must be reviewed to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and the plan must be modified where appropriate.

Agency	Phone Number
National Response Center	(800) 424-8802
Division of Water Quality (DWQ) 24-Hr Reporting	(801) 538-6146 (801) 536-4123

Utah Department of Health Emergency Response	(801) 580-6681
South Jordan City	(801) 254-3742
Salt Lake County Health Department	(385) 468-3862
Utah Department of Health Emergency Response	(801) 580-6681

Material	Media Released To	Reportable Quantity
Engine oil, fuel, hydraulic & brake fluid	Land	25 gallons
Paints, solvents, thinners	Land	100 lbs (13 gallons)
Engine oil, fuel, hydraulic & brake fluid	Water	Visible Sheen
Antifreeze, battery acid, gasoline, engine degreasers	Air, Land, Water	100 lbs (13 gallons)
Refrigerant	Air	1 lb

5.2 Construction and Domestic Waste

Instructions:

- Describe measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 1.)
- Also, see EPA's *General Construction Site Waste Management BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_wasteman

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

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

<p>Instructions:</p> <ul style="list-style-type: none"> – Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, concrete washout, paint, stucco, mortar, drywall mud, and so on. (For more information, see <i>SWPPP Guide</i>, Chapter 5, P2 Principle 3.) – Also, see EPA's <i>Concrete Washout BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/concrete_wash
--

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

5.4 Establish Proper Building Material Staging Areas

Instructions:

- Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to stormwater. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 2.)

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

5.5 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

Instructions:

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, and spill kits). UCGP Part 2.3.3.a
- For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 4.
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:

Installation Schedule:	
-------------------------------	--

<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

5.6 Control Equipment/Vehicle Washing

<p>Instructions:</p> <ul style="list-style-type: none"> – 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 washing (e.g., locating activities away from surface waters 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). (For more information, see <i>SWPPP Guide</i>, Chapter 5, P2 Principle 5.) – Describe how you will prevent the discharge of soaps, detergents, or solvents by providing either (1) cover (<i>examples: plastic sheeting or temporary roofs</i>) 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. – Also, see EPA's <i>Vehicle Maintenance and Washing Areas BMP Fact Sheet</i> at www.epa.gov/epaospr/stormwater/monuofbms/construction/vehicle_maintain

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

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

Instructions:

- Describe how you will comply with the UCGP Part 2.3.5 requirement to “minimize discharges of fertilizers containing nitrogen or phosphorus”.

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

5.8 Other Pollution Prevention Practices

Instructions:

- Describe any additional BMPs that do not fit into the above categories. Indicate the problem they are intended to address.

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

SECTION 6: INSPECTIONS & CORRECTIVE ACTIONS

6.1 Inspections

Instructions:

- Identify the individual(s) responsible for conducting inspections and ensure they are a “qualified person” per the UCGP Part 4.
- The “qualified person” must meet the requirements of the UCGP, such as but not limited to the following:
 - ✓ Utah Registered Storm Water Inspector (RSI)
 - ✓ Certified Professional in Erosion and Sediment Control (CPESC)
 - ✓ Certified Professional in Storm Water Quality (CPSWQ)
 - ✓ Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)
 - ✓ Certified Inspector of Sediment and Erosion Control (CISEC)
 - ✓ National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (NICET)
 - ✓ Utah Department of Transportation Erosion Control Supervisor (ECS)
- Reference or attach the inspection form that will be used.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Increase in inspection frequency for sites discharging to Sensitive Waters (UCGP 4.1.3).
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log described in Part 5.3 below.
- For more on this topic, see *SWPPP Guide*, Chapters 6 and 8.
- Also, see suggested inspection form in Appendix B of the *SWPPP Guide*.

1. Inspection Personnel: Identify the person(s) who will be responsible for conducting inspections and describe their qualifications:
[INSERT TEXT HERE](#) or [REFERENCE ATTACHMENT](#)

2. Inspection Schedule and Procedures:

Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after rain events, spot inspections):
[INSERT TEXT HERE](#)

Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections:

Attach a copy of the inspection report you will use for your site.
[REFERENCE ATTACHMENT](#)

Reduction in Inspection Frequency (if applicable)

For the reduction in inspections resulting from stabilization: SPECIFY (1) LOCATIONS WHERE STABILIZATION STEPS HAVE BEEN COMPLETED AND (2) DATE THAT THEY WERE COMPLETED

For the reduction in inspections in arid, semi-arid, or drought-stricken areas: INSERT BEGINNING AND ENDING DATES OF THE SEASONALLY-DEFINED ARID PERIOD FOR YOUR AREA OR THE VALID PERIOD OF DROUGHT

For reduction in inspections due to frozen conditions: INSERT BEGINNING AND ENDING DATES OF FROZEN CONDITIONS ON YOUR SITE

6.2 Corrective Actions

Instructions:

- Create here, or as an attachment, a corrective action log. This log should describe repair, replacement, and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

Corrective Action Log:

INSERT LOG HERE or REFERENCE ATTACHMENT

6.3 Delegation of Authority

Instructions:

- Identify the individual(s) or specifically describe the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.
- Each inspection report must be signed in accordance with Appendix G, Part G.16 of the permit.
- If a delegation letter is necessary, see Appendix K of this template and submit it to the Department and include in the SWPPP in Appendix K.
- For more on this topic, see *SWPPP Guide*, Chapter 7.

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

Insert Company or Organization Name:

Insert Name:

Insert Position:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:

Attach a copy of the signed delegation of authority form in Appendix K.

SECTION 7: TRAINING AND RECORDKEEPING

7.1 Training

Instructions:

- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, document that the personnel required to be trained in UCGP Part 6 completed the appropriate 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 4.1.1; and
 - ✓ Personnel who are responsible for taking corrective actions as required in Part 5.
- Include dates, number of attendees, subjects covered, and length of training.
- For more on this subject, see *SWPPP Guide*, Chapter 8.

Individual(s) Responsible for Training:

INSERT TEXT HERE

Describe Training Conducted:

- General stormwater and BMP awareness training for staff and subcontractors:
 INSERT TEXT HERE
- Detailed training for staff and subcontractors with specific stormwater responsibilities:
 INSERT TEXT HERE

Training Attendee Name	Title of Training	Duration	Date of Training

Additional training documentation should be included in Appendix J.

7.2 Recordkeeping

Instructions:

- The following is a list of records you should keep at your project site available for inspectors to review:
- Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3)
- A copy of the construction general permit (attach)
- The signed and certified NOI form or permit application form (attach)
- A copy of the letter from EPA or/the state notifying you of their receipt of your complete NOI/application (attach)
- Inspection reports (attach)
- Records relating to endangered species and historic preservation (attach)
- Check your permit for additional details
- For more on this subject, see *SWPPP Guide*, Chapter 6.C.

Records will be retained for a minimum period of at least 3 years after the permit is terminated.

Date(s) when major grading activities occur:

INSERT LOG HERE or REFERENCE ATTACHMENT

Date(s) when construction activities temporarily or permanently cease on a portion of the site:

INSERT LOG HERE or REFERENCE ATTACHMENT

Date(s) when an area is either temporarily or permanently stabilized:

INSERT LOG HERE or REFERENCE ATTACHMENT

7.3 Log of Changes to the SWPPP

Instructions:

- Create a log here, or as an attachment, of changes and updates to the SWPPP. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, updates to site maps, and so on.

Log of changes and updates to the SWPPP

INSERT LOG HERE or REFERENCE ATTACHMENT

SECTION 8: WATER QUALITY

Instructions:

- See Section 3 in UCGP. Discharge must be controlled as necessary to meet applicable water quality standards.
- If at any time you, or DWQ/MS4 inspector determined that your discharge is not being controlled as necessary to meet applicable water quality standard, you must take corrective actions as required in Part 5.2.1. The corrective actions must be documented in this SWPPP as required in Part 5.2.2 and 5.4 (may compose an amendment and note in Amendment Log in 6.2 or Appendix G in this SWPPP).
- Additional regulations may be imposed by the DWQ

8.1 UIC Class 5 Injection Wells

Instructions:

- If you are using any of the following storm water controls at your site, as they are described below, you must document any contact you have had with DWQ for implementing the requirements for underground injection wells in the Safe Drinking Water Act and DEQ's implementing regulation at UAC R317-7.
- There may be additional local requirements related to such structures
- Such controls (below) would generally be considered Class V UIC wells and all UIC Class V wells must be reported to DWQ for an inventory:
 - French Drains (if storm water is directed);
 - Commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate storm water flow.
 - Drywells, seepage pits, or improved sinkholes (if stormwater is directed).
- For the State UIC Contact at DWQ call (801) 536-4300.

- French Drain
- Commercially Manufactured pre-cast or pre-built subsurface infiltration system
- Drywell(s), seepage pit(s), improved sinkhole(s)

Description of your Class V Injection Well:

INSERT DESCRIPTION AND/OR INCLUDE SPECIFICATIONS IN APPENDIX G

DWQ contact information:

Name:

Date:

Additional information:

Local Requirements:

8.2 Discharge Information

Instructions:

- For Table 1, list the name of the first surface water(s) that would receive discharges from your site. If your site has discharges to multiple surface waters, describe each as clearly as possible, such as Big Cottonwood Creek, *a tributary to the Jordan River*, and so on.
- For Table 2, if any of the surface waters you listed out in Table 1 are listed as, provide specified information about pollutants causing the impairment and whether or not a Total Maximum Daily Load (TMDL) has been completed for the surface water that is applicable to construction sites. For more information on TMDLs and impaired waters, including a list of TMDL contacts and links by state, visit <http://www.waterquality.utah.gov/TMDL/> or www.epa.gov/npdes/stormwater/tmdl. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- Your project will be considered to discharge to a Category 1 or 2 water if the first surface water to which you discharge is identified by the state as a Category 1 or 2 water. For discharges that enter a storm sewer system prior to discharge, the first surface water to which you discharge is the water body that receives the storm water discharge from the storm sewer system. Refer to Appendix C.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.
- Indicate the location of all waters, including wetlands, on the site map.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.

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

List the MS4 that receives the discharge from the construction project: [INSERT TEXT HERE](#)

Are there any surface waters that are located within 50 feet of your construction disturbances?

Yes No

List the water body: [INSERT TEXT HERE](#)

8.3 Receiving Waters

Table 1 – Names of Receiving Waters

Name(s) of the first surface water that receives stormwater directly from your site and/or from the MS4. (note: multiple rows provided where your site has more than one point of discharge that flows to different surface waters)

1.

2.

3.

4.
5.
6.

8.4 Impaired Waters

	Is this surface water listed as "impaired"?	If you answered yes, then answer the following:		
		What pollutant(s) are causing the impairment?	Has a TMDL been completed?	Pollutant(s) for which there is a TMDL
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.5 High Water Quality

Table 3 – High Water Quality (Answer the following for each surface water listed in Table 1 above)

	Is this surface water designated as High Water Quality? (see Appendix C)	If you answered yes, specify which category the surface water is designated as?
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2

8.6 Dewatering Practices

<p>Instructions:</p> <ul style="list-style-type: none"> – If you will be discharging 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 the UCGP Part 1.3.5.a and 2.1.3.d. – Construction dewatering is covered under UPDES permit UTG070000. This applies to construction dewatering of uncontaminated stormwater, groundwater, or surface water sources used in construction activities. The permit, NOI and other associated information can be found at http://www.waterquality.utah.gov/UPDES/updes_f.htm.

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

8.7 Control Stormwater Flowing onto and through the Project

Instructions:

- Describe structural practices (e.g., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 3.)

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

<i>BMP Description:</i>	
<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

8.8 Protect Storm Drain Inlets

Instructions:

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire project. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 6.)
- Also, see EPA's *Storm Drain Inlet Protection BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/storm_drain

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

SECTION 9: POST-CONSTRUCTION BMPs

Instructions:

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs include the following:
 - ✓ Biofilters
 - ✓ Detention/retention devices
 - ✓ Earth dikes, drainage swales, and lined ditches
 - ✓ Infiltration basins
 - ✓ Porous pavement
 - ✓ Other proprietary permanent structural BMPs
 - ✓ Outlet protection/velocity dissipation devices
 - ✓ Slope protection
 - ✓ Vegetated strips and/or swales
- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low-impact designs or smart growth considerations have been incorporated into the design.
- For any structural BMPs, you should have design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information on this topic, see your state’s stormwater manual.
- You might also want to consult one of the references listed in Appendix D of the *SWPPP Guide*.
- Visit the post-construction section of EPA’s Menu of BMPs at: www.epa.gov/npes/menuofbmps

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

Repeat as needed

SECTION 10: CERTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and a copy of the General Storm Water Permit for Construction Activity. You can get a copy of the General Storm Water Permit for Construction Activity on the same web page that this template was obtained (www.waterquality.utah.gov/UPDES/stormwatercon.htm)

Professional/SWPPP Author

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 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 construction operator\(s\) at the site](#)

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A – General Location Map

Appendix B – Site Maps

Appendix C – Construction General Permit

Appendix D – NOI and Acknowledgement Letter from EPA/State/MS4

Appendix E – Inspection Reports

Appendix F – Corrective Action Log (or in Part 5.3)

Appendix G – SWPPP Amendment Log (or in Part 6.2)

Appendix H – Subcontractor Certifications/Agreements

Appendix I – Grading and Stabilization Activities Log (or in Part 6.1)

Appendix J – Training Log

Appendix K – Delegation of Authority

Appendix L – Additional Information (i.e., Endangered Species and Historic Preservation Documentation; other permits such as dewatering, stream alteration, wetland; and out of date swPPP documents)

Appendix M – BMP Specifications

Appendix F – *Sample* Corrective Action Log

Project Name:
 SWPPP Contact:

Inspection Date	Inspector Name(s)	Description of BMP Deficiency	Corrective Action Needed (including planned date/responsible person)	Date Action Taken/Responsible person

Appendix G – *Sample* SWPPP Amendment Log

Project Name:
 SWPPP Contact:

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

Appendix H – *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 BMPs and 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 I – *Sample* Grading and Stabilization Activities Log

Project Name:
SWPPP Contact:

Date Grading Activity Initiated	Description of Grading Activity	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date When Stabilization Measures are Initiated	Description of Stabilization Measure and Location

Appendix J – *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)*

- Erosion Control BMPs Emergency Procedures
 Sediment Control BMPs Good Housekeeping BMPs
 Non-Stormwater BMPs

Specific Training Objective: _____

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

No.	Name of Attendee	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix K – *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, 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 _____ (Reference State Permit), and that the designee above meets the definition of a “duly authorized representative” as set forth in _____ (Reference State Permit).

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 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: _____