

# Arizona Department of Environmental Quality

## Stormwater Construction General Permit

### Stormwater Pollution Prevention Plan Template

#### Introduction

The State of Arizona, Arizona Pollutant Discharge Elimination System (AZPDES), Construction General Permit (CGP), permit no. AZG2013-001 authorizes stormwater discharges from large and small construction activities to waters of the U.S. either directly or by conveyance, such as a Municipal Separate Storm Sewer System (MS4). The CGP-Part 6 includes provisions for the development of this Storm Water Pollution Prevention Plan (SWPPP) to maximize the potential benefits of pollution prevention and sediment and erosion control measures at a construction site. All construction sites are required to prepare a SWPPP. However, an operator only has to submit a copy of the SWPPP for ADEQ review, pay the applicable SWPPP review fee (along with the NOI fee), if any of the following applies:

- Any portion of the construction site is located within 1/4 mile of a receiving water listed as impaired under section 303(d) of the Clean Water Act.
- Any portion of the construction site is located within 1/4 mile of a receiving water listed as an Outstanding Arizona Water (OAW) in A.A.C. R18-11-112(G).
- ADEQ specifically requests a copy of the site SWPPP be submitted for department review. This may occur as part of the NOI evaluation, at any time during permit coverage, in response to an inspection conducted by ADEQ, as part of the Notice of Termination (NOT), and for up to three years after the NOT is submitted.
- A Change of Operator (COR) form is submitted as a result of bankruptcy/ foreclosure.

#### Obtaining CGP Coverage

Coverage under Arizona's CGP is obtained by submission of a complete and accurate Notice of Intent (NOI). The NOI form can be submitted electronically via ADEQ's Smart NOI web site at: [https://ptl.az.gov/app/smartnoi/\(S\(hj2ex35cnctsnfdvzopbpyk\)\)/default.aspx](https://ptl.az.gov/app/smartnoi/(S(hj2ex35cnctsnfdvzopbpyk))/default.aspx) or submit a paper copy with original signature to: ADEQ, Surface Water Section - Stormwater and General Permits Unit, 1110 West Washington Street, 5415A-1, Phoenix, Arizona 85007. A copy of the NOI submittal should be included in Appendix C of this document. The permittee is granted coverage under this CGP when they have received authorization from ADEQ.

#### Instructions

To assist construction site operators develop a SWPPP for their construction project that meets the requirements of Arizona's Stormwater Construction General Permit, Part 6.0, ADEQ has created this SWPPP Template. It may be helpful to use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan* which is available at EPA's website at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

This template is provided as a tool to assist construction site operators in developing their SWPPP. It does not replace the permit. It is the operators' responsibility to ensure the projects' SWPPP meets permit requirements.

#### Related Documents

- Copies of the ADEQ AZPDES General Permit (GP) for stormwater discharges associated with construction activity (AZG2013-001) can be found at: [www.azdeq.gov/environ/water/permits/download/2013\\_cgp.pdf](http://www.azdeq.gov/environ/water/permits/download/2013_cgp.pdf).
- Copies of the ADEQ AZPDES Fact Sheet Construction General Permit (CGP) for stormwater discharges associated with construction activity dated June 3, 2013 can be found at: [www.azdeq.gov/environ/water/permits/download/cgp\\_final\\_fs-6-3-13.pdf](http://www.azdeq.gov/environ/water/permits/download/cgp_final_fs-6-3-13.pdf).

### Tips for Using the SWPPP Template and Additional Information

Each section of the SWPPP Template includes “instructions” and space for your project and site information. You should read the instructions for each section before you complete that section. The SWPPP Template was developed as an editable document file so that you can easily add tables and additional text, and delete unneeded or non-applicable fields. Note that some sections may require only a brief description while others may require more explanation.

The following tips will help to ensure that the minimum permit requirements are met:

- Complete a SWPPP *before* submitting a Notice of Intent (NOI) for permit coverage and prior to conducting any construction activity.
- Read the 2013 CGP thoroughly before you begin preparing your SWPPP to ensure that you have a working understanding of the permit’s requirements. If any portion of your construction site is on tribal land, additional Federal requirements may affect your SWPPP.
- If there is more than one construction operator for your project, your permitting obligation and ADEQ recommends coordinating development of your SWPPP with the other operators. A “joint” or “common” SWPPP may be developed and implemented as a cooperative effort where there is more than one operator at a site. All operators shall either implement their portion of a common SWPPP or develop and implement their own SWPPP. Each operator however, has to submit an NOI and obtain permit coverage. While multiple operators may share the same SWPPP, make sure that responsibilities and scope of work are clearly described for each operator. All operator(s) shall sign and certify the SWPPP in accordance with the signatory requirements of the CGP-Appendix B, Subsection 9.
- Any SWPPP prepared for coverage under a previous version of ADEQ’s CGP must be reviewed and updated by the operator to ensure that the 2013 CGP requirements are addressed prior to submitting your NOI in accordance with the CGP-Part 2.3(3) (e).
- SWPPPs that do not meet all provisions of the 2013 CGP are considered incomplete. Operating under an incomplete or inadequate SWPPP is a violation of the permit.

ADEQ notes that while every effort to ensure the accuracy of all instructions and guidance contained in the SWPPP Template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the SWPPP Template and any corresponding provision of the 2013 CGP, you must abide by the requirements in the permit. ADEQ welcomes comments on the SWPPP Template at any time and will consider those comments in any future revision of this document. You may contact ADEQ for CGP-related inquiries at [cph@azdeq.gov](mailto:cph@azdeq.gov).

**List of Abbreviations**

AAC	Arizona Administrative Code
ADEQ	Arizona Department of Environmental Quality
ADHS	Arizona Department of Health Service
ARS	Arizona Revised Statute
AZPDES	Arizona Pollutant Discharge Elimination System
BMPs	Best Management Practices
CFR	Code of Federal Regulation
CGP	Construction General Permit
COR	Change of Operator Request
CWA	Clean Water Act
DMR	Discharge Monitoring Report
ELG	Effluent Limitations Guideline
EPA	Environmental Protection Agency
MSDS	Material Safety Data Sheets
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NOT	Notice of Termination
OAW	Outstanding Arizona Water
SPCC	Spill Prevention Control and Countermeasures
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Daily Maximum Load
USEPA	United States Environmental Protection Agency

## Stormwater Pollution Prevention Plan (SWPPP)

### For Construction Activities At:

Insert Project/Site Name  
Insert Project Site Location/Address  
Insert City, State, Zip Code  
Insert Project/Site Telephone Number

### SWPPP Prepared For:

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

### SWPPP Prepared By:

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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**CERTIFICATION AND NOTIFICATION**

The following certification statement must be signed and dated by a person who meets the requirements of CGP-Appendix B.9.

This certification must be re-signed in the event of a SWPPP Modification.

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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**SECTION 1: CONTACT INFORMATION/RESPONSIBLE PARTIES**

**1.1 Operator(s) /Subcontractor(s)**

**Instructions (see CGP 6.3(2))**

**Operators**  
Identify the operator(s) who will be engaged in construction activities at the site. Indicate respective responsibilities, where appropriate. Also include the 24-hour emergency contact.

All operator(s) shall sign and certify the SWPPP in accordance with the signatory requirements of the CGP Appendix B, Subsection 9.

Subcontractors generally are not considered operators for the purposes of the CGP.

**Subcontractors**  
List subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.  
Consider using Subcontractor Agreements / Lists such as the type included as a sample in Appendix G of the Template.

**Operator(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.]

**Emergency 24-Hour Contact:**

- Insert Company or Organization Name:
- Insert Name:
- Insert Telephone Number:

**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.]

**Subcontractor(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.]

**1.2 Stormwater Team**

**Instructions (see CGP Part 6.3(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, implementation and maintenance of the SWPPP, any later modifications to it, and for compliance with the requirements in this permit (i.e., installing and maintaining stormwater controls, submitting reports, conducting site inspections, taking corrective actions where required, employee training, and testing for non-stormwater discharges).

Each member of the stormwater team must have ready access to either an electronic or paper copy of applicable portions of the 2013 CGP 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:

[Repeat as necessary.]

**SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING**

**2.1 Project/Site Information**

**Instructions (see “Project/Site Information” section of Appendix C – NOI form and 6.3(5) (a) through (g)):**

In this section, you are asked to compile basic site information that will be helpful to you when you file your Notice of Intent (NOI).

Detailed information on determining your site’s latitude and longitude can be found at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources> or <http://www.azdeq.gov/environ/water/assessment/index.html>

**Project Name and Address**

Project/Site Name: [INSERT TEXT HERE](#)  
 Project Street/Location: [INSERT TEXT HERE](#)  
 City: [INSERT TEXT HERE](#)  
 State: [INSERT TEXT HERE](#)  
 ZIP Code: [INSERT TEXT HERE](#)  
 County or Similar Subdivision: [INSERT TEXT HERE](#)

**Project Latitude/Longitude**

Latitude: 1. \_\_° \_\_' \_\_" N (degrees, minutes, seconds)                      Longitude: 1. \_\_° \_\_' \_\_" W (degrees, minutes, seconds)

**Select only one of the following methods used to determine latitude/longitude:**

- USGS topographic map (specify scale: \_\_\_\_\_)
- EPA Web Site     ADEQ Web site     GPS
- Other (please specify): \_\_\_\_\_

**Function of the construction activity -**

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

**Additional Project Information**

Did municipality receive a copy of the authorization certificate     No     Yes  
 If yes, list municipality: \_\_\_\_\_

Does the site include unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved (include these features on your site map and described the BMPs to protect these features within the context of the SWPPP):

Yes     No

Note the CGP does not address requirements or responsibilities you may have under the *Endangered Species Act (EAS)* or the *National Historic Preservation Act (NHPA)*.

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

## 2.2 Discharge Information

### Instructions:

For Table 1, list the name of the first surface water that receives discharges from your site. If your site has discharges to multiple surface waters, indicate the names of all such waters.

For Table 2, if any of the surface waters you listed out in Table 1 are listed as impaired by the applicable State, 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. For more information on TMDLs and impaired waters, including a list of TMDL contacts and links by state, visit

<http://gisweb.azdeq.gov/arcgis/emaps/?topic=impaired>

Does your project/site discharge stormwater into a Municipal Separate Storm Sewer System (MS4)?

Yes     No

Which MS4? \_\_\_\_\_

A list of regulated MS4s can be found at:

<http://www.azdeq.gov/environ/water/permits/stormwater.html#ms4s>

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

Yes     No

The discharge points are identified in the Appendix A-Site Map, Figure(s).

**Table 1 – Names of Receiving Waters (Part 6.3(7)) Include on Site Map in Appendix A**

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.

[Include additional rows as necessary.]

Note: The SWPPP shall identify the nearest receiving water(s), including ephemeral and intermittent streams, dry washes, and arroyos. If applicable, the SWPPP shall also identify the areal extent and describe any wetlands near the site that could be disturbed or that could potentially receive discharges from disturbed areas of the project.

**Impaired Waters and Outstanding Arizona Water (OAWs)**

Operators may determine whether their sites are located within 1/4 mile of any impaired waters or OAWs by using ADEQ’s Smart NOI system or by obtaining a list of impaired waters at <http://www.azdeq.gov/environ/water/assessment/index.html>. OAWs are listed in A.A.C. R18-11-112(G). Impaired Water and OAWs shall be identified on the Site Map contained in Appendix A.

Is the surface water listed as Impaired Water:  YES  NO If yes, use Table 2 below:

Describe the method(s) you used to determine whether or not your project/site discharges to an impaired water: **INSERT TEXT HERE**

**Table 2 – Impaired Waters / TMDLs** (Answer the following for each surface water listed in Table 1 above)

	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?	Title of the TMDL document
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	

[Include additional rows as necessary.]

Is this surface water listed as an Outstanding Arizona Water (OAW):  YES  NO

List OAW: \_\_\_\_\_

## 2.3 Nature of the Construction Activity

### Instructions (see CGP Parts 6.3 (3))

Provide a general description of the nature of the construction activities at your project.

Describe the size of the property (in acres), the total area expected to be disturbed by the construction activities (in acres), the maximum area expected to be disturbed at any one time, impervious areas (in percent), types of soil and potential for erosion, and construction support activities covered by this permit (see Part 1.3.1.(c) of the permit).

### General Description of Project (Part 6.3(3))

Provide a general description of the construction project:

[INSERT TEXT HERE](#)

### Intended Use of Site after the Notice of Termination is Filed (Part 6.3(5)(a))

[INSERT TEXT HERE](#)

### Size of Construction Project

What is the size of the property (in acres), the total area expected to be disturbed by the construction activities (in acres), and the maximum area expected to be disturbed at any one time?

[INSERT SIZE OF PROPERTY \(in acres\)](#)

[INSERT TOTAL AREA OF CONSTRUCTION DISTURBANCES \(in acres\) \(Part 6.3\(5\)\(b\)\)](#)

[INSERT MAXIMUM AREA TO BE DISTURBED AT ANY ONE TIME \(in acres\)](#)

[INSERT ESTIMATE OF PERCENT IMPERVIOUS BEFORE CONSTRUCTION \(0.0%\)\(Part 6.3\(5\)\(c\)\)](#)

[INSERT ESTIMATE OF PERCENT IMPERVIOUS AFTER CONSTRUCTION \(0.0%\)\(Part 6.3\(5\)\(c\)\)](#)

[Repeat as necessary for individual project phases.]

### Type of Soils and Potential for Erosion (Part 6.3 (5)(d))

[INSERT TEXT HERE](#)

### Areas where it is unfeasible to maintain a 50 foot buffer (Part 6.3 (5)(e))

[INSERT TEXT HERE](#)

### Identify and describe all material storage area (including on-site and offsite overburden and stockpiles of dirt, borrow areas (Part 6.3 (5)(f))

[INSERT TEXT HERE](#)

### Provide a general location map that includes construction site and one mile radius and the waters of the US, including tributaries within one mile radius of the site (Part 6.3 (5)(g)(i & ii))

[INSERT TEXT HERE](#)

### Construction Support Activities (only provide if applicable)

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

INSERT DESCRIPTION OF CONSTRUCTION SUPPORT ACTIVITY

INSERT CONTACT INFORMATION FOR CONSTRUCTION SUPPORT ACTIVITY (Name, Telephone No., Email Address)

INSERT LOCATION INFORMATION FOR CONSTRUCTION SUPPORT ACTIVITY (Address and/or Latitude/Longitude)

[Repeat as necessary.]

List other permits or agreements, (such as a CWA section 404 permit, local grading permit, etc.) with any state, local, tribal, or federal agencies that would affect the provisions or implementation of the SWPPP (include copies in Appendix M):

INSERT DESCRIPTION OF OTHER PERMITS OR AGREEMENTS NEEDED

## 2.4 Sequence and Estimated Dates of Construction Activities

### Instructions (see CGP Part 6.3(4))

Describe the intended construction sequence and timing of major activities.

For each phase of construction, include the following information:

- ✓ Installation of stormwater controls, and when they will be made operational;
- ✓ Commencement and duration of earth-disturbing activities, including clearing and grubbing, mass grading, site preparation (i.e., excavating, cutting and filling), final grading, and creation of soil and vegetation stockpiles requiring stabilization;
- ✓ Cessation, temporarily or permanently, of construction activities on the site, or in designated portions of the site;
- ✓ Final or temporary stabilization of areas of exposed soil.
- ✓ Removal of temporary stormwater conveyances/channels and other stormwater control measures, removal of construction equipment and vehicles, and cessation of any pollutant-generating activities.

For additional information see EPA's *Construction Sequencing BMP Fact Sheet* at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

### Phase I

- INSERT GENERAL DESCRIPTION OF PHASE 1
- INSERT ESTIMATED START AND END DATES OF CONSTRUCTION DISTURBANCES ASSOCIATED WITH THIS PHASE
- FOR EACH STORMWATER CONTROL, INSERT ESTIMATED DATE(S) OF INSTALLATION OF EACH STORMWATER CONTROL
- FOR AREAS OF THE SITE REQUIRED TO BE STABILIZED, INSERT ESTIMATED DATE(S) OF APPLICATION OF STABILIZATION MEASURES

**Phase II**

- INSERT GENERAL DESCRIPTION OF PHASE II
- INSERT ESTIMATED START AND END DATES OF CONSTRUCTION DISTURBANCES ASSOCIATED WITH THIS PHASE
- FOR EACH STORMWATER CONTROL, INSERT ESTIMATED DATE(S) OF INSTALLATION OF EACH STORMWATER CONTROL
- FOR AREAS OF THE SITE REQUIRED TO BE STABILIZED, INSERT ESTIMATED DATE(S) OF APPLICATION OF STABILIZATION MEASURES

[Repeat as needed.]

**2.5 Allowable Non-Stormwater Discharges**

**Instructions (see CGP Part 1.3(2))**  
 Identify all allowable sources of non-stormwater discharges.

If the site is within 1/4 mile of an outstanding Arizona water (OAW), the operator shall not discharge any non-stormwater under this permit, except for emergency fire-fighting activities, unless specifically authorized by ADEQ.

**List of Allowable Non-Stormwater Discharges Present at the Site**

Type of Allowable Non-Stormwater Discharge	Likely to be Present at Your Site?
Discharges from emergency fire-fighting activities	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water used to control dust, provided reclaimed water or other process wastewaters are not used <sup>1</sup>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Routine external building wash down where detergents are not used	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water used to rinse vehicles and equipment, provided that reclaimed water or other wastewater is not used and no soaps, solvents, detergents, oils, grease or fuels are present in the rinsate	<input type="checkbox"/> YES <input type="checkbox"/> NO
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	<input type="checkbox"/> YES <input type="checkbox"/> NO
Uncontaminated air conditioning or compressor condensate	<input type="checkbox"/> YES <input type="checkbox"/> NO
Uncontaminated groundwater or spring water	<input type="checkbox"/> YES <input type="checkbox"/> NO
Foundation or footing drains where flows are not contaminated with process materials such as solvents	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water from fire-fighting system testing and maintenance, including hydrant flushings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Discharges related to installation and maintenance of potable water supply systems, including disinfection and flushing activities, discharges resulting from pressure releases or overflows, and discharges from wells approved by ADEQ for drinking water use	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hydrostatic testing of new pipes, tanks or vessels using potable water, surface water, or uncontaminated groundwater	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water used for compacting soil, provided reclaimed water or other wastewaters are not used	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water used for drilling and coring such as for evaluation of foundation materials,	<input type="checkbox"/> YES <input type="checkbox"/> NO

where flows are not contaminated with additives	
Uncontaminated waters obtained from dewatering operations/ foundations in preparation for and during excavation and construction provided the discharge are managed as specified in Part 3.1.4 of the permit.	<input type="checkbox"/> YES <input type="checkbox"/> NO

1. The CGP does not prohibit the use of reclaimed or other process wastewaters on-site for dust control, soil compaction or for landscape irrigation. However, such activities shall be managed in such a way that they are not discharged off site or applied during rain events consistent with A.A.C.R18-9-704 (G)(3)(c) of the reclaimed water rules.

Describe the pollution prevention associated with the allowable non-stormwater discharges at your site and the control measures used to eliminate or reduce these discharges:

**BMP Description:**

---

**Design Specifications Included:**  Yes  No **Figure No.**

---

**Installation Schedule:**

---

**Maintenance and Inspection:**

---

**Responsible Staff:**

---

Repeat as needed

(Note: Identify the likely locations of these allowable non-stormwater discharges/ outfalls on your Site Map in Appendix A).

**2.6 Site Maps**

**Instructions (see CGP Part 6.3(6))**

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

The legible site map or series of maps completed to scale showing the entire site shall include the following:

Site Map Requirements	Located on Site Map? Include Figure Numbers
Topography of the site, existing types of cover (e.g., forest, pasture, pavement structures), and drainage pattern(s) of flow onto, over, and from the site property before and after major grading activities;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Drainage divides and direction of stormwater flow for all drainage areas located within the project limits (i.e., use arrows to show which way stormwater will flow);	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Areas of soil disturbance and areas that will not be disturbed. Boundaries of the property and of the locations where construction activities will occur, including: <ol style="list-style-type: none"> <li>i. Locations where construction activities will occur, noting any phasing of construction activities;</li> <li>ii. Locations where sediment or soil will be stockpiled;</li> <li>iii. Locations of any crossings of surface waters;</li> <li>iv. Designated points on the site where vehicles will exit onto paved roads; and</li> <li>v. Locations of construction support activity areas covered by this permit Part 1.3(1) (c).</li> </ol>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Locations of temporary and permanent control measures identified in the SWPPP;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A



Locations where stabilization control measures are expected to occur;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Areas protected by buffers (i.e., either the 50-foot buffer or other buffer areas retained on site when within 50 feet of a perennial water) consistent with Part 3.1.1.5. The site map must show the boundary line of all such buffers;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Locations of on-site material, waste, borrow areas, or equipment storage areas, and other supporting activities (per Part 1.3(1)(c));	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Locations of all potential pollutant-generating activities identified in Part 6.3(9). Examples include, but are not limited to: the pollutant-generating activities listed in Part 3.1.3.1(fueling and maintenance operations; concrete, paint, and stucco washout); waste disposal; solid waste storage and disposal (Part 3.1.3.3); and dewatering operations (Part 3.1.4);	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Locations of all surface waters and any impaired waters or OAWs within 1/4 mile of the facility. If none exist on site, the SWPPP shall indicate so;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Stormwater discharge location(s), using arrows to indicate discharge direction. Include the following: i. Location(s) where stormwater and/or allowable non-stormwater discharges are discharged to waters of the U.S. (in accordance with Part 1.3); and ii. Location(s) of any discharges to municipal separate storm sewer systems (MS4s) from the construction site. <i>Note: Where surface waters and/or MS4s receiving stormwater will not fit on the plan sheet, they shall be identified with an arrow indicating the direction and distance to the surface water and/or MS4;</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Locations and registration numbers of all on-site drywells and drywells on adjacent properties that have the potential to receive stormwater from the site (If none exist the SWPPP shall indicate so);	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Areas where final stabilization has been accomplished and no further construction permit requirements apply (if none, the SWPPP shall indicate so); and	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Location and boundaries of environmentally sensitive areas and buffer zones to be preserved.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Is water used for drilling and coring such as for evaluation of foundation materials, where flows are not contaminated with additives	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

**SECTION 3: EROSION AND SEDIMENT CONTROLS BMP's**

**General Instructions for Erosion and Sediment Controls (See CGP Parts 3.1.1. and 6.3(8))**

Describe the areas of concern and the erosion and sediment controls (BMPs) that will be installed/ maintained at your site to control pollutants in stormwater. For each activity:

- ✓ Clearly describe appropriate control measures.
- ✓ Note the location of each BMP on your site map(s).
- ✓ Describe the scheduling/ sequencing for BMP implementation.
- ✓ 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 subsection(s) 3.1- 3.16 listed below.

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 or ideas on BMPs, see EPA’s National Menu of BMPs  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**3.1 Natural Buffers or Equivalent Sediment Controls**

**Instructions (see CGP Parts 3.1.1.5)**

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 2.1.2.1 and Appendix G for information on how to comply with the buffer requirements.

Describe the compliance alternative (3.1.1.5.2) 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 3.1.1.5(3), include documentation related to your qualification for such exceptions.

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

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

- INSERT RATIONALE FOR CONCLUDING THAT IT IS INFEASIBLE TO PROVIDE AND MAINTAIN A NATURAL BUFFER OF ANY SIZE
- INSERT EITHER ONE OF THE FOLLOWING:
  - (1) THE ESTIMATED SEDIMENT REMOVAL FROM A 50-FOOT BUFFER USING APPLICABLE TABLES IN APP. G, ATTACHMENT 1. INCLUDE INFORMATION ABOUT THE BUFFER VEGETATION AND SOIL TYPE THAT PREDOMINATES AT YOUR SITE
- OR
- (2) IF YOU CONDUCTED A SITE-SPECIFIC CALCULATION FOR THE ESTIMATED SEDIMENT REMOVAL OF A 50-FOOT BUFFER, PROVIDE THE SPECIFIC REMOVAL EFFICIENCY, AND INFORMATION YOU RELIED UPON TO MAKE YOUR SITE-SPECIFIC CALCULATION.
- INSERT DESCRIPTION OF ADDITIONAL EROSION AND SEDIMENT CONTROLS TO BE USED IN COMBINATION WITH NATURAL BUFFER AREA
- INSERT THE FOLLOWING INFORMATION:

- (1) SPECIFY THE MODEL OR OTHER TOOL USED TO ESTIMATE SEDIMENT LOAD REDUCTIONS FROM THE EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE, AND
- (2) INCLUDE THE RESULTS OF CALCULATIONS SHOWING THAT THE ADDITIONAL EROSION AND SEDIMENT CONTROLS INSTALLED AT YOUR SITE WILL MEET OR EXCEED THE SEDIMENT REMOVAL EFFICIENCY OF A 50-FOOT BUFFER

I qualify for one of the exceptions in CGP Part 3.1.1.5(3). (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 perennial waters through the area between the site and any perennial water located within 50 feet of the site.  
(Note: If this exception applies, no further documentation is required for Section 4.1 of the Template.)
- No natural buffer exists due to preexisting development disturbances that occurred prior to the initiation of planning for this project.  
(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)  
(Note (2): Where some natural buffer exists but portions of the area within 50 feet of the surface water are occupied by preexisting development disturbances, operators are required to comply with the requirements in the CGP. For the purposes of calculating the sediment load reduction, an operator is not expected to compensate for the reduction in buffer function from the area covered by these preexisting disturbances.)
- For a “linear project” (defined in CGP Appendix A), site constraints (e.g., limited right-of-way) make it infeasible for me to meet any of the CGP Part 3.1.1.5(2) compliance alternatives. INCLUDE DOCUMENTATION HERE OF THE FOLLOWING: (1) WHY IT IS INFEASIBLE FOR YOU TO MEET ONE OF THE BUFFER COMPLIANCE ALTERNATIVES, AND (2) BUFFER WIDTH RETAINED AND/OR SUPPLEMENTAL EROSION AND SEDIMENT CONTROLS TO TREAT DISCHARGES TO THE SURFACE WATER
- The project qualifies as “small residential lot” construction (described in Part 3.1.1.5.3.d in the CGP Fact Sheet) provided that the operator minimizes the discharge of pollutants by complying with the requirements of Parts 3.1.1.1 through 3.1.1.4.
  - INSERT WIDTH OF NATURAL BUFFER TO BE RETAINED
  - INSERT DESCRIPTION OF HOW YOU WILL COMPLY WITH THESE REQUIREMENTS
- Buffer disturbances are authorized under a CWA Section 404 permit. INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA  
  
(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)  
(Note (2): This exception only applies to the limits of disturbance authorized under the Section 404 permit, and does not apply to any upland portion of the construction project.)
- Buffer disturbances will occur for the construction of a water-dependent structure or water access area (e.g., pier, boat ramp, and trail). INSERT DESCRIPTION OF ANY EARTH DISTURBANCES THAT WILL OCCUR WITHIN THE BUFFER AREA  
  
(Note (1): If this exception applies, no further documentation is required for Section 4.1 of the Template.)

**3.2 Perimeter Controls**

**Instructions (see CGP Parts 3.1.1.4.1.):**  
 Describe sediment controls that will be used (e.g., silt fences, filter berms, temporary diversion dikes, or fiber rolls) to meet the Part 3.1.1.4.1. Requirement to “install sediment controls along those perimeter areas of your site that will receive stormwater from earth-disturbing activities.”

For linear projects, where you have determined that the use of perimeter controls in portions of the site is impracticable, document why you believe this is to be the case.

Also see, EPA’s *Silt Fence BMP Fact Sheet* at or *Fiber Rolls BMP Fact Sheet* at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.4.1.

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

Note: At a minimum, CGP PART 3.1.1.4.4.c requires "removal of sediment, debris, and other pollutants from all off-site paved areas shall be completed as soon as practicable."

**3.3 Sediment Track-Out**

**Instructions (see CGP Parts 3.1.3.2):**

Describe stormwater controls that will be used to “minimize the track-out of sediment onto off-site streets, other paved areas, and sidewalks from vehicles exiting your construction site.”

Describe location(s) of vehicle exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediment. Also include the design, installation, and maintenance specifications for each control. Describe reasons for any departure from the use of standard departures from the use of ingress/egress control measure and why certain measures cannot be installed and discuss alternatives.

Describe procedures will be used to monitor discovery and removal of sediment and debris.

Also, see EPA’s *Construction Entrances BMP Fact Sheet* at:

<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.2. INSERT REASONS FOR THE DEPARTURE FROM THE USE OF STANDARD INGRESS/EGRESS CONTROL MEASURES.

<b>BMP Description:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

Note: Some fine grains may remain visible on the surfaces of paved roads even after implementing sediment removal practices. Such “staining” is not a violation of Part 3.1.3.2.

**3.4 Stockpiles of Sediment or Soil**

**Instructions (see CGP Parts 3.1.1.4.2):**  
 Describe stormwater controls and other measures you will take to minimize the discharge of sediment or soil particles from stockpiled sediment or soil. Include a description of structural practices (e.g., diversions, berms, ditches, storage basins), including design, installation, and maintenance specifications, used to divert flows from stockpiled sediment or soil, retain or detain flows, or otherwise limit exposure and the discharge of pollutants from stockpiled sediment or soil.

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

**General**

- [INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.4.2](#)

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.5 Minimize Dust**

**Instructions (CGP 3.1.1)**  
 Describe controls and procedures you will use at your project/site to minimize the generation of dust.

**General**

- [INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 2.1.2.5](#)

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.6 Minimize the Disturbance of Steep Slopes**

**Instructions (see CGP Parts 3.1.1.3):**  
 Describe how you will minimize the disturbance to steep slopes.

Steep slopes may be defined by a state, Tribe, local government, or industry technical manual (e.g., stormwater BMP manual). Where no such definition exists, steep slopes are automatically defined as those that are 15 percent or greater in grade.

Describe controls (e.g., erosion control blankets, tackifiers), including design, installation and maintenance specifications, that will be implemented to minimize sediment discharges from slope disturbances.

Also, see EPA's *Geotextiles BMP Fact Sheet* at:  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.3

<b>BMP Description:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**3.7 Topsoil**

**Instructions (see CGP Parts 3.1.1.6)**  
 Describe how topsoil will be preserved and identify these areas and associated control measures on your site map(s).

If it is infeasible for you to preserve topsoil on your site, provide an explanation for why this is the case.

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.6. OR PROVIDE AN EXPLANATION WHY IT IS INFEASIBLE TO PRESERVE TOPSOIL

<b>BMP Description:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		



Repeat as needed

**3.8 Soil Compaction**

**Instructions (see CGP Parts 3.1.1.6):**

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

**General**

INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.6

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.9 Storm Drain Inlets**

**Instructions (see CGP Parts 3.1.1.4.3):**

Describe controls (e.g., inserts, rock-filled bags, or block and gravel, etc.) including design, installation, and maintenance specifications that will be implemented to protect all inlets that will receive stormwater from your construction activities, and that you have authority to access.

Also, see EPA’s *Storm Drain Inlet Protection BMP Fact Sheet* at:  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

Note: Inlet protection measures can be removed in the event of flood conditions that may endanger the safety of the public. Such actions are allowable only under extreme conditions and shall be documented on the SWPPP. The operator shall evaluate alternatives to be used in the future to prevent a recurrence of this problem.

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.4.3

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.10 Constructed Stormwater Conveyance Channels**

**Instructions (see CGP Parts 3.1.1.1):**  
 If you will be installing a stormwater conveyance channel, describe control practices (e.g., velocity dissipation devices), including design specifications and details (volume, dimensions, outlet structure), that will be implemented at the construction site.

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.1

<b>BMP Description:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**3.11 Sediment Basins**

**Instructions (see CGP Parts 3.1.1.1.2)**  
 If you will install a sediment basin, include design specifications and other details (volume, dimensions, outlet structure) that will be implemented at in conformance with CGP Part 3.1.1.1.2.  
 Note: Maintenance requirements. The operator shall maintain sediment basins, ponds, and traps, and remove accumulated sediment when design capacity has been reduced by 50%. (See CGP Parts 3.1.1.1, 2, b.)

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.1.1.2. IF YOU HAVE DETERMINED THAT IT IS INFEASIBLE FOR YOU TO UTILIZE AN OUTLET STRUCTURE THAT DISCHARGES FROM THE SURFACE, PROVIDE AN EXPLANATION FOR WHY THIS IS THE CASE.

<b>BMP Description:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

Note: At a minimum, you must comply with following requirement in CGP Part 2.1.3.2.b: “Keep in effective operating condition and remove accumulated sediment to maintain at least ½ of the design capacity of the sediment basin at all times.”

### 3.12 Chemical Treatment

**Instructions (see CGP Parts 6.3.10)**

If you are using treatment chemicals such as polymers, flocculants, or other cationic treatment chemicals at your site, provide details for each of the items below. This information is required as part of the SWPPP requirements in CGP Part 6.3.10.

**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**

Include justification for the use of such chemicals and the assessment of potential water quality impacts: [INSERT TEXT HERE](#)

Descriptions of the training specific personnel have or will receive on the use and storage of the chemical treatments at the site:

[INSERT TEXT HERE](#)

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 how each of the chemicals will stored: [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](#)

Include schematic drawings of any chemically-enhanced controls or chemical treatment systems to be used for application of the treatment chemicals; [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](#)

**3.13 Other Stormwater Controls**

<p><b>Instructions:</b> Describe any other stormwater controls that do not fit into the above categories.</p>
---

**General**

- INSERT GENERAL DESCRIPTION OF THE PROBLEM THIS CONTROL IS DESIGNED TO ADDRESS

<b>BMP Description:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.14 Dewatering Practices**

<p><b>Instructions (see CGP Parts 3.1.4):</b> 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 CGP Part 3.1.4.</p> <p>Describe the sediment control practices (sediment trap, sediment basin, dewatering tanks, tube settlers, weir tanks, or filtration systems).</p> <p>The operator shall ensure all water from dewatering or basin draining activities is discharged in a manner that does not cause nuisance conditions, including erosion in receiving channels or on surrounding properties.</p>
---

Note: The operator shall retain superchlorinated wastewaters (i.e., containing chlorine above residual levels acceptable in drinking water systems) on-site until the chlorine dissipates, or shall otherwise effectively dechlorinate the water prior to discharge. As with any non-stormwater, if acceptable to the local sanitary sewer authority, this wastewater may be discharged to the sanitary sewer. In this case, dechlorination is not required by this permit.

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.4

<b>BMP Description:</b>	
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

**3.15 Site Stabilization Requirements, Schedules and Deadlines**

**Instructions (see CGP Parts 3.1.2):**

The CGP requires you to immediately initiate stabilization when work in an area of your site has temporarily or permanently stopped, and to complete certain stabilization activities within prescribed deadlines. The CGP also requires that stabilization measures meet certain minimum criteria. See CGP 3.1.2.

For your SWPPP you must include the following:

- Describe the specific vegetative (sodding, mulching, preserving trees, etc.) and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased. Avoid using impervious surfaces for stabilization whenever possible.
- Also, see EPA’s *Seeding BMP Fact Sheet* at:
- <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>
- Once you begin construction, consider using the Grading/Stabilization Activities log in Appendix H of the Template to document your compliance with the stabilization requirements

*Note:* The operator is not expected to apply temporary or permanent stabilization measures to areas that are intended to remain unvegetated or unstabilized following construction (e.g., dirt access roads, utility pole pads, areas being used for storage of vehicles, equipment, or materials).

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.2

<b>BMP Description:</b>	
<input type="checkbox"/> <i>Permanent</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Vegetative</i> <input type="checkbox"/> <i>Non-Vegetative</i>	
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>	
<b>Approximate Completion Date:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

---

**BMP Description:**

---

<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Approximate Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**Only fill out the following section use if uncontrollable circumstances have delayed the initiation or completion of stabilization**

Note: You will not be able to include this information in your initial SWPPP. If you are affected by such circumstances, you will need to modify your SWPPP to include this information.

Justification

- INSERT DESCRIPTION OF CIRCUMSTANCES THAT PREVENT YOU FROM MEETING THE DEADLINES AND THE SCHEDULE YOU WILL FOLLOW FOR INITIATING AND COMPLETING STABILIZATION

<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Approximate Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**3.16 Final Stabilization**

**Instructions (see CGP Parts 3.1.1.1)**

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.

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Figure No.</b>
<b>Installation Schedule:</b>		

<b>Completion Date:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

<b>BMP Description:</b>			
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Vegetative	<input type="checkbox"/> Non-Vegetative
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Figure No.</b>
<b>Installation Schedule:</b>			
<b>Completion Date:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**3.17 Post-Construction BMPs**

**Instructions (see CGP Parts 3.1.1.)**

Describe procedures for final stabilization. List all post-construction stormwater management measures that will be installed during the construction project to control pollutant discharges after construction has been completed.

Also see post-construction section of EPA's Menu of BMPs at:  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**Post-Construction Stormwater Management (see CGP Part 6.4)**

- The SWPPP shall include a description of post-construction stormwater management control measures that will be installed during the construction process to control pollutants in stormwater discharges after construction have been completed.
- If 'temporary' sediment basins are to be used as/converted to retention or detention basins in the post-construction phase, the operator shall remove and properly dispose of all sediments accumulated in the basin during construction activities prior to filing an NOT.
- New discharge connections or permanent stormwater outfalls directly to OAWs are prohibited under this permit.

Note: The installation of these devices may also require a separate permit under section 404 of the Clean Water Act.

Note: This permit only authorizes and requires the operator to install and maintain stormwater management measures up to and including final stabilization of the site, and does not require continued maintenance after stormwater discharges associated with the construction activity have been eliminated from the site and an NOT has been submitted to ADEQ. However, post-construction control measures that discharge pollutants from point sources once construction is complete may require authorization under a separate AZPDES permit.

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

<b>BMP Description:</b>		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Vegetative <input type="checkbox"/> Non-Vegetative		
<b>Design Specifications Included:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Figure No.</b>
<b>Installation Schedule:</b>		
<b>Completion Date:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		





**4.1.1 Concrete Wash Out**

**Instructions (see CGP Parts 3.1.3.1.1):**  
 Describe concrete wash out and maintenance practices that will be implemented to eliminate the discharge of pollutants (e.g., providing secondary containment (*examples: liners, spill berms, decks, spill containment pallets*)).

**General**

- [INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.1.1](#)

<b>BMP Description:</b>	
<b>Impacted Outfall:</b>	
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    Figure No.
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

**4.1.2 Washing of Equipment and Vehicles**

**Instructions (see CGP Parts 3.1.3.1.2)**  
 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).

Describe how you will prevent the discharge of soaps, detergents, or solvents by providing either (1) cover (*examples: plastic sheeting or temporary roofs*) to prevent these detergents from coming into contact with rainwater, or (2) a similarly effective means designed to prevent the discharge of pollutants from these areas.

Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at [www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicle\\_maintain](http://www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicle_maintain)

**General**

- [INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.1.2](#)

<b>BMP Description:</b>	
<b>Impacted Outfall:</b>	
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    Figure No.
<b>Installation Schedule:</b>	
<b>Maintenance and Inspection:</b>	
<b>Responsible Staff:</b>	

Repeat as needed

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

**Instructions (see CGP Parts 3.1.3.1.3):**  
 Describe how you will comply with the CGP Part 3.1.3.1.3 requirement to “provide an effective means of eliminating the discharge of water from the washout and cleanout of stucco, paint, concrete, form release oils, curing compounds, and other construction materials.”

Also, see EPA’s *Concrete Washout BMP Fact Sheet* at:  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.1.3

<b>BMP Description:</b>			
<b>Impacted Outfall:</b>			
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>			
<b>Maintenance and Inspection:</b>			
<b>Responsible Staff:</b>			

Repeat as needed

**4.1.4 Fueling and Maintenance of Equipment or Vehicles**

**Instructions (see CGP Parts 3.1.3.1.4):**  
 Describe equipment/vehicle fueling and maintenance practices that will be implemented to eliminate the discharge of spilled or leaked chemicals (e.g., providing secondary containment (*examples: spill berms, decks, spill containment pallets*) and cover where appropriate, and/or having spill kits readily available.

Also, see EPA’s *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at  
<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH THE CGP PART 3.1.3.1.4 REQUIREMENT TO "provide an effective means of eliminating the discharge of spilled or leaked chemicals, including fuel, from the area where these activities will take place"

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2 Good Housekeeping Measures**

<p><b>Instructions (see CGP Parts 3.1.3.3.1):</b> Describe good housekeeping procedures used to prevent litter, construction debris, and construction chemicals exposed to stormwater, including material storage practices.</p>
--

INSERT GOOD HOUSEKEEPING CONTROL MEASURES AND POLLUTION CONTROL MEASURES THAT WILL BE IMPLEMENTED TO CONTROL POLLUTANTS IN STORMWATER:

**4.2.1 Storage, Handling, and Disposal of Construction Products, Materials, and Wastes**

<p><b>Instructions (see CGP Parts 3.1.3.3.2):</b> For any of the types of construction products, materials, and wastes in Sections 3.1.3.3.2 below that are expected to be used or stored at your site, provide the information on how you will comply with the corresponding CGP provision and the specific practices that will be employed.</p> <p>Also, see EPA's <i>General Construction Site Waste Management BMP Fact Sheet</i> at <a href="https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources">https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources</a></p>
--

**4.2.2 Building Products (see CGP Parts 3.1.3.3.2.a)**

Note: Examples include plastic sheeting, asphalt sealants, copper flashing, roofing materials, adhesives, concrete admixtures.)

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.a

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2.3 Pesticides, (see CGP Parts 3.1.3.3.2.b) Herbicides, Insecticides, Fertilizers (Also Part 3.1.3.5) and Landscape Materials**

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.b

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2.4 Diesel Fuel, Oil, Hydraulic Fluids, Other Petroleum Products, and Other Chemicals (see CGP Parts 3.1.3.3.2.c)**

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.c

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2.5 Hazardous or Toxic Waste (see CGP Parts 3.1.3.3.2.d)**

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

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.d

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2.6 Construction and Domestic Waste (see CGP Parts 3.1.3.3.2.e)**

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.e

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

**4.2.7 Sanitary Waste (see CGP Parts 3.1.3.3.2.f)**

**General**

- INSERT GENERAL DESCRIPTION OF HOW YOU WILL COMPLY WITH CGP PART 3.1.3.3.2.f

<b>BMP Description:</b>		
<b>Impacted Outfall:</b>		
<b>Design Specifications Included:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Figure No.
<b>Installation Schedule:</b>		
<b>Maintenance and Inspection:</b>		
<b>Responsible Staff:</b>		

Repeat as needed

### 4.3 Spill Prevention and Response Procedures

**Instructions (see CGP Parts 3.1.3.4):**

Describe equipment and procedures you will use to prevent and respond to leaks, spills, and other releases. You must implement the following at a minimum:

- ✓ Procedures for labeling containers;
- ✓ Preventive measures such as barriers between materials storage and traffic areas, secondary containment provisions and procedures for material storage and handling;
- ✓ Procedures for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases.
- ✓ Identify the name or title of the employee(s) responsible for detection and response of spills or leaks.

Record Hazardous Substance/ Spill Log in Appendix N.

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:

<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>

**Note:** Procedures for notification of appropriate facility personnel and emergency response. Where a leak, spill, or other release occurs that contains 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, or 40 CFR Part 302, the operator shall notify ADEQ Emergency Response Duty Office at (602) 771-2330 or, toll free, at (800) 234-5677. Contact information must be in locations that are readily accessible and available. Within 7 calendar days of knowledge of the release, operators shall provide a description in the SWPPP of the release; the circumstances leading to the release; and the date of the release. Local requirements may necessitate additional reporting of spills or discharges to local emergency response, public health or drinking water supply agencies.

INSERT TEXT HERE



**SECTION 5: INSPECTIONS**

**Instructions (see CGP Parts 4):**  
 Describe the procedures (below) that you will follow for conducting inspections in accordance with CGP Sections 4.1, 4.2, 4.3, 4.4 and 4.5. Include Inspection Forms in Appendix D.

**5.1 Personnel Responsible for Inspections and Qualifications (see CGP Parts 4.1)**

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL WHO WILL BE CONDUCTING SITE INSPECTIONS HERE

Note: All personnel conducting inspections must be considered a “qualified person.” CGP Part 4.1. defines a “qualified person” (in CGP Appendix A) are those (either the operator’s employees or outside personnel) who are knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, who possess the skills to assess conditions at the construction site that could impact stormwater quality, and the skills to assess the effectiveness of any control measures selected to control the quality of stormwater discharges from the construction activity.

**5.2 Inspection Schedule (see CGP Parts 4.2)**

Specific Routine Inspection Frequency

INSERT INSPECTION SCHEDULE BASED ON CGP PARTS 4.2, WHICHEVER APPLIES

Rain Gauge Location (if applicable)

SPECIFY LOCATION(S) OF RAIN GAUGE TO BE USED FOR DETERMINING WHETHER A RAIN EVENT OF 0.25 INCHES OR GREATER HAS OCCURRED (only applies to inspections conducted for Part 4.1.2.2, 4.1.3, or 4.1.4.2) Include this information in Appendix M

**5.3 Reductions in Inspection Frequency (if applicable)**

- For the reduction in inspections resulting from temporary or final stabilization: SPECIFY (1) LOCATIONS WHERE STABILIZATION STEPS HAVE BEEN COMPLETED AND (2) DATE THAT THEY WERE COMPLETED  
 (Note: It is likely that you will not be able to include this in your initial SWPPP. If you qualify for this reduction (see CGP Part 4.2.2), you will need to modify your SWPPP to include this information.)
- For the reduction in inspections in based on seasonal rainfall patterns: INSERT BEGINNING AND ENDING DATES OF THE SEASONALLY-DEFINED ARID PERIOD FOR RAINFALL PATTERNS
- For reduction in inspections due to unlikely runoff due to winter conditions: INSERT BEGINNING AND ENDING DATES OF FROZEN CONDITIONS ON YOUR SITE

**5.4 Inspection Schedule for Sites within ¼ mile of Impaired Water or OAWs:**

INSERT INSPECTION SCHEDULE

**5.5 Inspection Schedule for Inactive and Unstaffed Sites:**

INSERT INSPECTION SCHEDULE AND COPY OF DOCUMENTION TO SUPPORT THE FACILITY HAS CHANGED ITS STATUS FROM ACTIVE TO INACTIVE AND UNSTAFFED

**5.6 Scope of Inspections (see CGP Parts 4.3)**

INSERT SCOPE OF INSPECTIONS

**5.7 Inspection Report Form (see CGP Parts 4.4)**

INSERT COPY OF ANY INSPECTION REPORT FORMS YOU WILL USE HERE OR IN APPENDIX D

INSERT WHERE INSPECTION REPORTS SHALL BE RETAINED

**5.8 Inspection Follow-up (see CGP Parts 4.5)**

INSERT INSPECTION FOLLOW-UP PROCEDURES

**SECTION 6.0**     **Corrective Action**

**Instructions (CGP Parts 5):**

Describe the procedures for taking corrective action in compliance with CGP Part 5. Include Inspection Forms in Appendix E.

For each corrective action taken in accordance with this Part, the operator shall document the details of the corrective action in the inspection report required by Part 4.4. These reports shall be signed in accordance with the signatory requirements in Appendix B, Subsection 9 and maintained with the SWPPP in accordance with the record keeping requirements in Appendix B, Subsection 11.

**Personnel Responsible for Corrective Actions**

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL RESPONSIBLE FOR CORRECTIVE ACTIONS

**6.1 Corrective Action Triggers**

INSERT THE REQUIREMENTS FOR TAKING CORRECTIVE ACTIONS

**6.2 Corrective Action Deadlines**

INSERT THE DEADLINES IMPOSED FOR CORRECTIVE ACTIONS

**6.3 Corrective Action Report/ Forms**

INSERT THE DETAILS OF EACH CORRECTIVE ACTION WHICH WILL BE IDENTIFIED IN THE INSPECTION REPORT AND DOCUMENTED IN THE CORRECTIVE ACTION FORM/ REPORT AND MAINTAINED WITHIN THE SWPPP.

**7.0 Delegation of Authority**

**Instructions: we need this? CGP**

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

Insert Name:

Insert Position:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number:

Insert Fax/Email:



**SECTION 9: SWPPP UPDATES AND MODIFICATIONS**

**Instructions (see CGP Part 6.5):**

Create a log here, or include as Appendix F, of changes and updates to the SWPPP.

The operator shall make any required amendments to the SWPPP within 7 calendar days whenever conditions occur as specified in CGP-Part 6.5.2. All modifications made to the SWPPP consistent with Part 6.5.2 must be authorized as described in CGP-Part 6.5.3, by a person identified in CGP-Appendix B, Subsection 9.

The Certification and Notification (Page V) must be re-signed in the event of a SWPPP Modification

**INSERT SWPPP UPDATES**

**DATE:**

**REASON:**

Note: Operators are required to maintain records showing the dates of all SWPPP modifications. The records must include the name of the person authorizing each change (see Part 6.1(3)) and a brief summary of all changes including: 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, and updates to site maps, etc. The updates or changes should be related to the findings of inspections, maintenance, or by local, state, tribal or federal officials, and should be specifically referenced in the report. They should also describe implementation actions taken; date completed, and notes the party that completed the work. When the operator determines that a modification to the SWPPP is required and there are multiple operators covered under a common SWPPP, any operators who may be impacted by the change to the SWPPP shall be notified at the address of record in the SWPPP.

**SECTION 10: POSTING SWPPP, SWPPP REVIEW, AND MAKING SWPPPS AVAILABLE**

**Instructions (CGP List permit section 6.7):**

The SWPPP authorization number(s) must be posted in a location, near the main entrance of the construction site (for linear projects, near the entrance where most of the construction activities is occurring). The site-specific SWPPP shall be located on-site, whenever construction or support activities are underway and be available for review during normal business hours ( M-F 8:00 am – 5:00 pm) for the authority having jurisdiction over the project.

**LOCATION OF POSTING OF AUTHORIZATION NUMBER AND SWPPP: INSERT TEXT**

*Note: Inactive and Unstaffed Sites*-Operators with sites that meet the requirements for inactive and unstaffed are not required to maintain the SWPPP on-site. However, the SWPPP must be locally available (i.e., in Arizona) and must be on-site when conducting the inspections required by Part 4. For the purpose of a regulatory inspection, the SWPPP shall be made available to ADEQ, USEPA, or other Federal, State or local authority having stormwater program authority, within 48 hours of request. If otherwise requested by ADEQ, the operator shall submit copies of these documents within 14 calendar days of request.

**SECTION 11: STORMWATER MONITORING**

**Instructions (CGP List permit section 7.0):**

If your construction project is within a ¼ mile of an Impaired Water (IW) or a listed Outstanding Arizona Water (OAW), then stormwater monitoring is required. CGP Sampling Requirements are described in the CGP Part 7.

If the construction project is within ¼ mile of an IW or OAW but has no potential to discharge to the listed water body or contribute to the listed impairment, provided the operator includes an acceptable demonstration to ADEQ, then stormwater monitoring is not necessary, in accordance with Part CGP 7.1.

The monitoring program shall be a part of the SWPPP (fill in information below) or provide the Sampling and Analysis Plan in Appendix Q.

DESCRIBE POTENTIAL POLLUTANTS AND POLLUTANT SOURCE(S):

INSERT THE MONITORING JUSTIFICATION:

INSERT THE MONITORING LOCATION (S) INCLUDING LATITUDE/LONGITUDE (INCLUDE LOCATION(S) ON SITE MAPS IN APPENDIX A):

IDENTIFY THE RECEIVING WATER (LABEL ON SITE MAP AND IDENTIFY IMPAIRED/ OAW SEGEMENTS ON SITE MAP- IN APPENDIX A):

PROVIDE SWQS FOR RECEIVING WATER:

INSERT THE NAMES AND TITLE OF PERSONS PERFORMING THE MONITORING:

INSERT ANALYTICAL MONITORING PARAMETERS WITH DETECTION LIMITS: (INCLUDING TMDL OR IMPAIRED WATER PARAMETER(S)):

INSERT CITATION AND DESCRIBE SAMPLING PROTOCOLS:

INSERT THE MONITORING SCHEDULE:

DESCRIBE THE NUMBER OF DISCHARGE POINTS AND THE NUMBER OF SAMPLES TO BE COLLECTED:



**SECTION 12: REPORTING REQUIREMENTS**

**Instructions for Reporting (CGP Part 8.2):**

All documents required by this permit (signed copies of NOIs, DMRs, NOTs and paper copies of any reports required in Parts 4, 5, 6, 7 and 8) and any written correspondence concerning discharges covered under this permit shall be signed and dated in accordance with the CGP-Appendix B, Subsection 9 and submitted to ADEQ at the address below

Arizona Department of Environmental Quality  
Surface Water Section, Stormwater Permits Unit  
1110 W. Washington Street, Mail Code 5415 A-1  
Phoenix, AZ 85007

Operators that are required to monitor, in accordance with the CGP-Part 7, must submit data annually to ADEQ on a Discharge Monitoring Report (DMR) form supplied by the Department. Note that if a site is not required to monitor, there is no requirement to submit a DMR. DMR Report Forms can be found at <http://www.azdeq.gov/environ/water/permits/cgp.html>.

Monitoring records for the period between January 1 and December 31 shall be submitted to ADEQ by January 31 of each year or at the time of final stabilization and NOT submittal, whichever is sooner.

INSERT REPORTING REQUIREMENTS AND DATES TO BE SUBMITTED TO ADEQ:

**SECTION 13: NOTICE of TERMINATION (NOT) (see CGP Part 2.5)**

**Instructions (CGP Part 2.5):**

NOTs can only be submitted to ADEQ for those sites which obtained timely permit authorization by submitting a complete and accurate NOI. Sites which did not receive permit authorization have no permit coverage to terminate.

Authorization to discharge terminates under this permit at midnight on the date the complete NOT is received by ADEQ. A copy of the NOT form can be found at:

[www.azdeq.gov/environ/water/permits/stormwater.html#ms4s](http://www.azdeq.gov/environ/water/permits/stormwater.html#ms4s).

A Copy of the NOT shall be provided in Appendix O.

If the construction site was located within a regulated MS4, the operator shall send a copy of the NOT acknowledgment letter to the MS4 operator. A list of the regulated MS4s is found at:

[www.azdeq.gov/environ/water/permits/stormwater.html#ms4s](http://www.azdeq.gov/environ/water/permits/stormwater.html#ms4s).

NOTE: Copies of the SWPPP and all documentation (paper or electronic) required by this CGP, including records of all data used to complete the NOI, must be retained for at least **three (3)** years from the date that the NOT was submitted to ADEQ.

**SWPPP APPENDICES**

Attach the following documentation to the SWPPP:

- Appendix A***      ***Site Maps***
- Appendix B***      ***Copy of 2013 CGP***
- Appendix C***      ***Copy NOI and ADEQ Authorization***
- Appendix D***      ***Inspection Form***
- Appendix E***      ***Corrective Action Form***
- Appendix F***      ***SWPPP Amendment/ Modification/ Update Log***
- Appendix G***      ***Subcontractor Certifications/Agreements***
- Appendix H***      ***Grading and Stabilization Activities Log***
- Appendix I***      ***SWPPP Training Log***
- Appendix J***      ***Delegation of Authority Form***
- Appendix K***      ***Rain Event Log***
- Appendix L***      ***Hazardous Substance /Spill Log***
- Appendix M***      ***Agreements with Federal, Tribal, State or Local***
- Appendix N***      ***Notice of Termination (NOT)***
- Appendix O***      ***Copies of Other Permits Obtained***
- Appendix P***      ***Sampling and Analysis Plan, if Required***

**Appendix A – Site Maps**

INSERT SITE MAPS CONSISTENT WITH TEMPLATE SECTION 2.6

**Appendix B – Copy of 2013 CGP**

INSERT COPY OF 2013 CGP

**Appendix C – Copy of NOI and NOI Certificate**

INSERT COPY OF NOI AND EPA'S AUTHORIZATION LETTER/ EMAIL PROVIDING COVERAGE UNDER THE CGP

**Appendix D – Copy of Inspection Form**

INSERT COPY OF ANY INSPECTION FORMS YOU WILL USE TO PREPARE INSPECTION REPORTS or see ADEQ CGP  
Inspection and Corrective Action Report form located at:

[http://www.azdeq.gov/environ/water/permits/download/cgp\\_inspection\\_form2013.pdf](http://www.azdeq.gov/environ/water/permits/download/cgp_inspection_form2013.pdf)

**Appendix E – Copy of Corrective Action Form**

INSERT COPY OF ANY CORRECTIVE ACTION FORMS YOU WILL USE TO PREPARE CORRECTIVE ACTION REPORTS or see ADEQ CGP Inspection and Corrective Action Report form located at:

[http://www.azdeg.gov/envirom/water/permits/download/cgp\\_inspection\\_form2013.pdf](http://www.azdeg.gov/envirom/water/permits/download/cgp_inspection_form2013.pdf)



Appendix F – *Sample* SWPPP Amendment / Modification / Update Log

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

**Appendix G – *Sample* Subcontractor Certifications/Agreements**

SUBCONTRACTOR CERTIFICATION  
STORMWATER POLLUTION PREVENTION PLAN

Project Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Operator(s): \_\_\_\_\_

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

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

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

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of construction service to be provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix H – *Sample* Grading and Stabilization Activities Log

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

**Appendix I – *Sample* SWPPP Training Log**

**Stormwater Pollution Prevention Training Log**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Instructor's Name(s): \_\_\_\_\_

Instructor's Title(s): \_\_\_\_\_

Course Location: \_\_\_\_\_ Date: \_\_\_\_\_

Course Length (hours): \_\_\_\_\_

Stormwater Training Topic: *(check as appropriate)*

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

Specific Training Objective: \_\_\_\_\_  
 \_\_\_\_\_

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

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

**Appendix J – *Sample* Delegation of Authority Form**

**Delegation of Authority**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Appendix I of ADEQ’s Construction General Permit (CGP), and that the designee above meets the definition of a “duly authorized representative” as set forth in Appendix I.

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

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



**Appendix L-Sample Hazardous Substance /Spill Log**

**SPILL DISCHARGE EVENT**


General Information			
<b>Project Name:</b>			
<b>Location:</b>			
<b>MS4:</b>		<b>Receiving Water:</b>	
<b>Date of Event:</b>		<b>Time of Event:</b>	
<b>Responsible Party:</b>			
<b>Substance Discharged:</b>			
Description of Event			
<b>Is other descriptive information attached to this inspection report?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Control and Containment Measures Implemented			
Counter Measures Proposed			

<b>Does the SWPPP need to be updated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Explanation of new, repaired, replaced and deleted BMP(s) and SWPPP update requirements:</b>
<b>Measures taken to prevent the recurrence of release:</b>



***Appendix M- Agreements with Federal, Tribal, State or Local***

Appendix N- *Sample* Notice of Termination Form

	<h2 style="margin: 0;">NOTICE OF TERMINATION (NOT)</h2> <p style="margin: 0;"><i>for Construction Activity Discharges to Waters of the United States</i></p>
<p>Submission of this NOT constitutes notice that the party identified on this form is terminating coverage under the AZPDES Stormwater Construction General Permit. Authorization for construction activity discharges to waters of the United States terminates at midnight on the day the NOT is received by ADEQ. To terminate your project, fax or submit a <u>complete and accurate</u> NOT to:</p> <p style="text-align: center;"><b>Arizona Department of Environmental Quality</b>  <b>Surface Water Section — Stormwater &amp; General Permits Unit</b>  <b>1110 West Washington, 5415A-1; Phoenix, Arizona 85007</b>  <b>FAX (602) 771-4528</b></p>	
<p><b>I. PERMITTEE INFORMATION</b></p> <p>AZPDES Stormwater Construction Authorization Number: AZCON – _____</p> <p>Name of Operator on Notice of Intent (NOI): _____</p> <p>Operator Business: _____ Address: _____</p> <p>City: _____ State: _____ Zip: _____ Phone: _____</p>	
<p><b>II. CONSTRUCTION SITE INFORMATION</b></p> <p>Project/Site Name: _____</p> <p>Site address or physical location: _____</p> <p>City: _____ State: _____ Zip: _____ Phone: _____</p>	
<p><b>III. REASON FOR TERMINATING COVERAGE:</b> (Check as applicable)</p> <p><input type="checkbox"/> Final stabilization has been achieved on all portions of the site for which the operator is responsible.</p> <p><input type="checkbox"/> Another operator has assumed control over all areas of the site that have not been finally stabilized. Provide new operator's NOI AZCON Number(s): _____</p> <p><input type="checkbox"/> For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.</p> <p><input type="checkbox"/> The operator has obtained coverage under another NOI authorization certificate or under an alternative AZPDES permit. To qualify for this condition, you must provide the new AZCON number or AZPDES permit number: New AZCON or AZPDES Number(s): _____</p> <p><input type="checkbox"/> Construction activity was never initiated and plans have been abandoned or postponed.</p> <p><input type="checkbox"/> The operator qualifies for alternative stabilization pursuant to Part 3.1.2.3 of the CGP and the supporting documentation is included with this NOT submission, including a copy of the most recent Stormwater Pollution Prevention Plan and \$1,000.00 review fee (see permit for additional documentation requirements).</p>	
<p><b>IV. CERTIFICATION BY AUTHORIZED SIGNATORY</b></p> <p><i>"I certify under penalty of law that all stormwater discharges associated with construction activity from the identified facility that are authorized by a general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge stormwater associated with construction activity under this general permit, and that discharging pollutants in stormwater associated with construction activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by an AZPDES permit. I also understand that the submittal of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act."</i></p> <p>Printed Name: _____ Title: _____</p> <p>Signature: _____ Date: _____</p> <p>Address (if different from above): _____</p> <p>City: _____ State: _____ Zip: _____ Phone: _____</p>	

May 2013

***Appendix O-Copies of Other Permits Obtained***

***Appendix P-Sampling and Analysis Plan, if Required***