**INSTRUCTIONS**

**ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

**CENTRAL REGION**

**ESCP/SWPPP TEMPLATE**

**BASED ON:**

**2021 ALASKA CONSTRUCTION GENERAL PERMIT, DEC SWPPP TEMPLATE (February 2021) & DOT&PF SWPPP TEMPLATE (March 2021)**

To help you develop the narrative section of your project ESCP/SWPPP, the DOT&PF Central Region has created this electronic ESCP/SWPPP template, designed to guide you through the ESCP/SWPPP development process and ensure your ESCP/SWPPP addresses all the necessary elements stated in the 2021 Alaska Construction General Permit (CGP). You should use this template with the references at the end of these instructions.

This template covers the ESCP/SWPPP elements required by CGP; **however,** **you must customize this template to reflect the conditions at your site.**

**Using This Template**

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

Designer Instruction Text is shown as:

Instruction Text: To be deleted by the designer as sections are filled in.

Contractor/Designer Instruction Text is shown as:

Instruction Text: To remain as sections are filled out. These instructions are for both the designer and contractor’s SWPPP preparer.

Make sure the document is being viewed as All Markup (under the Review tab in Word). Comments are included that contain examples of how you might fill in a section.

If a section (1.0, 2.0, 3.0, etc.) is not used in the ESCP/SWPPP, do not delete the section unless otherwise stated in section instructions. Instead include a statement that the section is not applicable to the project. We want to maintain the numbering sequence to match the DEC SWPPP template.

Deleting “Template” watermark: To delete the “Template” watermark, open the header/footer and delete the watermark image. You will need to do this twice, once for the Table of Contents section and then in the General Narrative.

**Tips for completing the ESCP/SWPPP template**

READ the CGP first!!! The governing document for this template is the CGP and includes the reason why all these sections are to be included in the ESCP/SWPPP.

Whenever calling out data, **always** site the reference you used.

For projects with a large number of ESCP drawings included in Appendix A, it’s recommended that the ESCP be split into two volumes. The first volume will contain the narrative and appendix B, D & E which should be on letter size (8.5”x11”) paper. Volume two will contain the 11”x17” drawings (including pre-construction, phased construction, and post-construction site drawings). Volume two should be reproduced as a plan set and not folded to letter size. When following this practice, the Special Notice to Bidders needs to be modified to state that the ESCP is available in two volumes.

**Electronic Version of ESCP**

Design will provide the ESCP electronically (.docx format) to Construction. This will take place when the Design Project Manager sends the Transfer-to-Construction Memo to Construction. To reduce the number of sheets reproduced during the bidding process, it’s recommended that the ‘clean’ plan sheets be submitted to the Construction staff along with the ESCP narrative.**References for use by Designer to fill out this form:**

Great overall site for resources: <http://www.dot.state.ak.us/stwddes/desenviron/resources/stormwater.shtml>

Items located at this site include:

* 2021 Alaska Construction General Permit (CGP) & Fact Sheet
* Other CGP Documents
* BMPs Details
* Construction Storm Water Resources (including the Storm Water Pollution Prevention Plan Guide)
* Water Quality/TMDLs

*Alaska Highway Preconstruction Manual*, DOT&PF Section 1120.7 at <http://www.dot.state.ak.us/stwddes/dcsprecon/preconmanual.shtml>

*Alaska Highway Drainage Manual*, Chapter 16 at [http://www.dot.state.ak.us/stwddes/desbridge/index.shtml#](http://www.dot.state.ak.us/stwddes/desbridge/index.shtml) (look under Manuals)

Project’s Environmental Document & Permits – available from your Environmental Analyst

Project’s Geotechnical Report – available from Materials

Alaska Plant Materials Center’s *Alaska* *Coastal Revegetation & Erosion Control Guide* at <http://plants.alaska.gov>.

Guidance to fill out ESCP/SWPPP as well as more information or ideas on BMPs look at the *Alaska Storm Water Guide* at <https://dec.alaska.gov/water/wastewater/stormwater/resources/guidance/>

EPA’s National Menu of BMPs at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater>

Listing of impaired water bodies at <https://gis.data.alaska.gov/maps/ADEC::alaska-dec-impaired-waters/about?layer=0>

All Construction SWPPP forms are located at <http://dot.alaska.gov/stwddes/dcsconst/index.shtml> under Forms -> Construction Forms

**Revision History:**

Revision 2/2022

* Update template to incorporate requirements of 2021 CGP

Revision 12/2022

* Revised instructions for Section 1.2 Subcontractors to account for Utility company and/or Utility companies’ contractors’ doing concurrent relocation

Revision 3/2024

* Revised contact information for Section 2.1 Contact Information for SWPPP Preparation
* Fixed broken hyperlinks

**Comments, Questions, Frustrations**:

While using this template, keep in mind this is a dynamic document and your comments are welcome. Please send any comments or questions to:

Template Manager: Chris Post, P.E. (907) 269-7885 or [chris.post@alaska.gov](mailto:chris.post@alaska.gov)

**Erosion and Sediment Control Plan**

**For**

**Project Title**

**Project Number (State & Federal)**

**Project Location, Alaska**

**A picture containing logo

Description automatically generated**

**Alaska Department of Transportation & Public Facilities  
Central Region**

**P.O. Box 196900**

**Anchorage, Alaska USA 99519-6900**

**Prepared By: Enter Name**

**Company Name: Delete if not prepared by a consultant**

**ESCP Preparation Date: Date (Month Year)**

*The following Erosion and Sediment Control Plan (ESCP) has been prepared by the Alaska Department of Transportation and Public Facilities (DOT&PF) to assist bidders in successfully planning their construction means and methods to comply with the 2021 Alaska Construction General Permit (CGP), United States Army Corps of Engineers (USACE) 404/10 Permit, Alaska Department of Environmental Conservation (DEC) 401 Water Quality Certification, Alaska Department of Fish and Game (ADF&G) Title 16, and other permits associated with this project. This document is not intended to be all inclusive of the best management practices (BMP’s) that will be required to reduce the potential for sediment discharge during construction and comply with permit conditions or construction specifications. This ESCP is intended to guide contractors during the bidding process and assist in the preparation of the contractor’s Storm Water Pollution Prevention Plan (SWPPP) that must be approved prior to commencing construction after award. The contractor is responsible for the risk assessment analysis, planning, preparation and implementation of the SWPPP.*

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**APPENDICES**

Those appendices that are marked with **(ESCP)** are to be populated by the Designer. Do not delete any of the appendices listed.

For Appendix A:

When including plan sheets, produce an extra set of “clean” sheets which the SWPPP preparers can use for phased erosion and sediment controls (submit in PDF format and will be sent to Construction staff via the Transfer to Construction Memo to pass on).

For projects that generate a large amount of 11”x17” drawings, include Appendix A as a separate volume to Contracts. These drawings will be reproduced similar to the signed plan set (not folded to 8.5”x11”). The Special Notice to Bidders will need to be modified to include Volume 1 & 2.

Appendices that are marked with **(ESCP)** are to be filled out by the Designer. All other appendices are to be filled out by the SWPPP preparer and will not be included in the ESCP.

1. Site Maps and Drawings **(ESCP)**
2. BMP Details **(ESCP)**
3. Project Schedule
4. Supporting Documentation: **(ESCP)**
   * + - * TMDLs
         * Endangered Species
         * Historic Properties
         * DEC Non-Domestic Wastewater Plan Review Non-Objection Letter (if required)
         * DEC Dewatering Permit (if required)
         * Environmental Permits and Commitments
         * Other Permits or Requirements

Appendix E Project Specific ESCP Discussion & Comments **(ESCP – not part of the SWPPP template)**

The above Appendix E is for ESCP writers only and should include any additional information that the Designer would like to share with the SWPPP preparer. Below is the list of Appendices to be included in the SWPPP.

1. Delegation of Authority (25D-107, 25D-108), Subcontractor Certifications (25D-105), Project Staff Tracking (25D-127) and Personnel Qualifications
2. Permit Conditions:

Copy of Signed Notice of Intent

Copy of Letters from DEC Authorizing Coverage, with DEC NOI Tracking Number

Copy of 2021 Alaska Construction General Permit

1. Grading and Stabilization Records (25D-110)
2. Monitoring Plan (if applicable) and Reports
3. Training Records (25D-125)
4. Corrective Action Log and Delayed Action Item Reports (25D-112, 25D-113)
5. Inspection Records (25D-100)
6. SWPPP Preconstruction Site Visit (25D-106)
7. SWPPP Amendment Log (25D-114)
8. Daily Record of Rainfall (25D-115)
9. Hazardous Materials Control Plan
10. Treatment Chemical/Active Treatment Systems (if applicable)
11. Other
    * + - * Anti-Degradation Analysis (if applicable)
          * Correspondence with Regulatory Agencies
          * Notices of Termination

# Permittee (5.3.1)

Leave this page as-is. Contractor will fill out this information.

The Department of Transportation & Public Facilities (DOT&PF) will be a permittee for the project. Upon the approval of the contractor’s Storm Water Pollution Prevention Plan (SWPPP) by DOT&PF, the contractor will be required to submit a Notice of Intent (NOI) and obtain permit coverage as an operator. The contractor’s contact information as well as contact information for all subcontractors must be included in the contractor’s SWPPP. All subcontractors will be required to sign a certification (DOT&PF Form 25D-105) that they have read the Alaska Construction General Permit (CGP) and the contractor’s SWPPP and will adhere to their terms and conditions.

## Operator(s)/Contractor(s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Operator Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control | Day-to-day operational control of those activities at a site which are necessary to ensure compliance with a SWPPP or other permit conditions. | | | | | |

The contractor has day-to-day operational control over activities in the field, including subcontractors, installing, maintaining, and inspecting all erosion and sediment controls and implementation of the SWPPP.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Owner/Operator Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| State of Alaska Department of Transportation and Public Facilities (DOT&PF) | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| P.O. Box 196900 | | | | | |
| City: | | | State: | | Zip: |
| Anchorage | | | Alaska | | 99519-6900 |
| Area of Control | Operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications. | | | | | |

Repeat as necessary.

## Subcontractors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subcontractor Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control | Insert Area of Control (if more than one operator at site) | | | | | |

Repeat as necessary to include all subcontractors. Include any Utility company and the Utility companies’ contractors’ doing concurrent relocation as a subcontractor – see subsection 641-1.07.

# Storm Water Contacts (5.3.2)

Leave this page as-is. Contractor will fill out this information.

Identify the qualified persons responsible for the following required positions (note: a small project may have all these responsibilities carried out by one person):

Superintendent; DOT&PF’s Project Engineer; Storm Water Lead (5.3.2.1); SWPPP Preparer (5.3.2.2); Person(s) Conducting Inspections- Contractor’s SWPPP Manager and DOT&PF’s Storm Water Inspector (5.3.2.3); Person(s) Conducting Monitoring (if applicable, 5.3.2.4), and Person(s) Operating Active Treatment System (if applicable, 5.3.2.5).

Document that the named individuals are Qualified Persons as described in CGP Appendix C. Include documentation of qualifications in Appendix E of the SWPPP.

|  |  |
| --- | --- |
| **Qualified Personnel** | **Responsibility** |
| **Contractor’s Superintendent**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | The Contractor’s duly authorized representative in responsible charge of the work. Authority for the overall operation of the Project and for Contractor furnished sites and facilities directly related to the Project. |
| **DOT&PF’s Project Engineer**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | The DOT&PF’s duly authorized representative in responsible charge of the work. Authority to stop and/or modify construction activities as necessary to comply with the SWPPP and the terms and conditions of the permit. Must approve all amendments. |
| **SWPPP Manager (Storm Water Lead and Inspector)**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Authority to stop and/or modify construction activities as necessary to comply with the SWPPP and the terms and conditions of the permit. Assess conditions at the construction site that could impact storm water quality. Assess the effectiveness of any erosion and sediment control measures selected to control the quality of storm water discharge, and familiar with Part 6 as a means to ensure compliance with the permit. |
| **SWPPP Preparer**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Possess the skills to assess conditions at the construction site that could impact storm water quality. Familiar with Part 5 as a means to implement the permit. |
| **DOT&PF’s Storm Water Inspector**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Assess conditions at the construction site that could impact storm water quality. Assess the effectiveness of any erosion and sediment control measures selected to control the quality of storm water discharge, and familiar with Part 6 as a means to ensure compliance with the permit. |
| **Monitoring Person (If Applicable)**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Knowledgeable in the principles and practices of water quality monitoring who is familiar with Part 7 and the monitoring plan for the site and how to conduct water quality sampling, testing, and reporting. |
| **Active Treatment System Operator (If Applicable)**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Knowledgeable in the principles and practices of treatment systems that employs chemical coagulation, chemical flocculation or electrocoagulation to aid in the treatment of storm water runoff. Familiar with Part 4.5 as a means to implement and comply with the permit. |

A SWPPP Project Staff Tracking log (Form 25D-127) will be included in Appendix E to document any changes in personnel for the positions of Superintendent, Project Engineer, SWPPP Manager, and Inspectors.

Delete the information below prior to submittal of SWPPP. This information is provided for the SWPPP Preparer and is not part of the SWPPP template.

## Contact Information for SWPPP Preparation

The following people may be contacted for questions when writing the SWPPP:

Name Phone Email

Athena Marinkovic (907) 269-0436 [athena.marinkovic@alaska.gov](mailto:athena.marinkovic@alaska.gov)

Add Environmental Analyst’s contact info assigned to project

# Project Information (5.3.3)

This section gathers all relevant site data together to assist with filing for permit coverage. This entire section should be completed for the ESCP

## Project Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | | | | | | | | |
|  | | | | | | | | |
| Location Address: | Street/Location: | | | | | Borough or similar government subdivision: | | |
|  | | | | |  | | |
| City: | | | | | State: | Zip: | |
|  | | | | | Alaska |  | |
| Latitude (decimal degree, 5 places): | | | | Longitude (decimal degree, 5 places): | | | |
|  | | | |  | | | |
| Determined By: | GPS | Web Map: | USGS Topo Map, Scale: | | | | Other: |

Briefly describe the existing site conditions. **Also cite the source of the information you provide**.

## Project Site-Specific Conditions (5.3.3)

Mean annual precipitation based on nearest appropriate weather station (5.3.3.1). To find the closest Alaska weather-recording stations and its corresponding precipitation data go to the Western Regional Climate Center Internet website: <https://wrcc.dri.edu/summary/Climsmak.html>. Include the weather station used as part of the citation.

Mean annual precipitation based on nearest weather stations (inches): **Insert Text**

To determine the 2-yr, 24-hour storm, use the best available information and/or NOAA Atlas 14 available at: <https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=nc>. Include the weather station used as part of the citation.

Size of the 2-yr, 24-hr storm event (in inches):

Describe soil type(s) and current slopes and note any changes due to grading or fill activities. This information can come from the USGS, NRCS, past DSRs, geotechnical reports, etc. Include where the information was taken from in your descriptions. Soil information may be found on the Natural Resources Conservation Service website: <https://www.nrcs.usda.gov/wps/portal/nrcs/site/soils/home/>.

Soil Type(s) and Slopes **Insert Text**

Landscape Topography: **Insert Text**

Describe current drainage patterns and note any changes due to grading or fill activities.

Drainage patterns **Insert Text**

Type of Existing Vegetation: **Insert Text**

Growing Season: Information on the growing season can be found in the Alaska Regional Supplement to the Corps of Engineers Wetland Delineation Manual, 2007 (page 51, Table 5) at: <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/reg_supp/>

Approximate growing season: **Insert Text**

Seeding dates need to be from the project specifications.

Seeding Dates: **Insert Text**

Recommended time periods to avoid vegetation clearing information can be found here: <https://www.fws.gov/alaska-bird-nesting-season>

Check the footnotes in the table for any modifications to the periods stated in the table.

Time Period to Avoid Vegetation Clearing: **Insert Text**

Fish Window information is typically found in the ADF&G Fish Habitat permit.

Fish Window: **Insert Text**

Add any evidence of site contamination. Refer to the Environmental Document for this information.

Historic site contamination evident from existing site features and known past usage of the site: **Insert Text**

Additional information about these sites is available on the DEC Division of Spill Prevention and Response website: <https://www.arcgis.com/home/item.html?id=315240bfbaf84aa0b8272ad1cef3cad3>. Include only those sites listed as ‘Active’ or ‘Cleanup Complete – Institutional Controls’

Add/delete any reference documents that are available to the SWPPP preparer.

## Reference Documents Available

Listed below are the reference documents available for this project. Please contact the Project Engineer for assistance in obtaining these documents.

* Project Specific Permits – located in Appendix D and in the Special Provisions Package
* Geotechnical Report– available from the Plans room during the bidding process or download from the Bid Express project site (<https://ui.bidx.com/login?referer=%2Fak%2Flettings> – login required)
* Environmental Commitment Memo – available at Preconstruction Meeting
* Environmental Document – available for review in the DOT&PF Preliminary Design & Environmental section

# Nature of Construction Activity (5.3.4)

## Scope of Work

Describe the general scope of work for the project, major phases of construction, major erosion & sediment elements, etc. Typically, this will be shown as a short list of bulleted phases or elements (sedimentation basin, erosion control, etc.) for construction of the job.

The Proposed Action would:

**Insert Text**

## Project Function (5.3.4.1)

Briefly describe the function of the construction activity (e.g., low-density residential, shopping mall, subdivision, airport, highway, etc.).

**Insert Text**

## Support Activities (As Applicable)

Modify support activities table, as necessary. “Dedicated” only applies to activities exclusively for the project, i.e. commercial concrete or asphalt plants would be marked “No” under the “Dedicated” column. Location must be provided for ALL support activities, even those which are commercial or off-site. Provide a physical address for the support activities. For private and/or commercial support activities locations, include the name of the individual and/or company and their physical address. Location may be an address or other descriptive location, i.e. NE corner of staging area.

Support activities for this project are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Activity** | **Location** | **Dedicated** | |
| **Yes** | **No** |
| Concrete Batch Plant |  |  |  |
| Asphalt Batch Plant |  |  |  |
| Equipment Staging Yards |  |  |  |
| Material Storage Areas |  |  |  |
| Excavated Material Disposal Areas |  |  |  |
| Borrow Areas |  |  |  |

## Sequence and Timing of Soil-disturbing Activities (5.3.4.2)

The contractor will be required to finish, either temporary or final stabilized, individual areas prior to moving on to the next area. The contractor will be required to prepare a detailed schedule for review and approval prior to commencement of construction activities and is to be included in the SWPPP. The schedule will detail the sequence of activities and describe the stabilization schedule. The contractor must adapt this section with their specific plans in the project SWPPP.

Add to 4.4 sequencing restrictions such as a max length of roadway that can be disturbed or max acreage exposed at any one time before being stabilized.

## Size of Property and Total Area expected to be Disturbed (5.3.4.3)

Estimate the area to be disturbed by excavation, grading, or other construction activities, including support activities described in CGP Part 1.4.2.3 (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, and/or borrow areas).

Calculate the percentage of impervious surface area before and after construction.

Calculate the run-off coefficients before and after construction. For most projects, a weighted “C” from the rational method is appropriate.

The following are estimates of the construction site:

|  |  |  |
| --- | --- | --- |
| **Description** | **Number** | **Remarks** |
| Total project area: | **Number** acres | Describe how this area was calculated (example: ROW to ROW) |
| Construction-site area to be disturbed: | **Number** acres | Describe how this area was calculated (example: ROW to ROW minus 25’ of vegetative buffer on both sides) |
| Percentage impervious area BEFORE construction: | **Percentage** % |  |
| Runoff Coefficient BEFORE construction: | **Number** |  |
| Percentage impervious area AFTER construction: | **Percentage** % |  |
| Runoff coefficient AFTER construction: | **Number** |  |

The values shown in the table above were calculated with the information available at the time of the final design. The contractor’s values will be different due to staging areas, batch plants, material stockpiles, etc. **Insert Text** was used to calculate the Runoff Coefficient. If a discrepancy is found, contact the Project Engineer to request further information.

## Identification of All Potential Pollutant Sources (5.3.4.5)

Identify and list all potential sources of sediment from construction materials and activities which may affect the quality of storm water discharges from the construction site.

Identify and list all potential sources of pollution, other than sediment, from construction materials and activities which may affect the quality of storm water discharges from the construction site.

Potential sources of sediment to storm water runoff:

**Insert Text or Table**

Potential pollutants and sources, other than sediment, to storm water runoff:

|  |  |  |
| --- | --- | --- |
| **Trade Name Material** | **Storm Water Pollutants** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Site Maps (5.3.5)

Site map(s) and drawings are located in Appendix A.

The ESCP must include a legible site map (or set of maps for large projects) showing the entire site and identifying the following site-specific information (if known at the time of design):

The ESCP plans will become the basis of the SWPPP sheets. Include those items marked with **(ESCP)** when applicable.

The project plan sheets may be used to show these features. It’s recommended that a Plan/Plan view be used when creating ESCP sheets to decrease the amount of sheets. A larger site map showing water bodies (see #15 item) may be necessary. This figure would be similar to a vicinity map, but with more detail in respect to water bodies.

The SWPPP must include a legible site map (or set of maps for large projects) showing the entire site and identifying the following site-specific information:

1. North Arrow **(ESCP)**
2. Property boundaries **(ESCP)**
3. Locations where earth-disturbing activities will occur, noting any phasing dictated by design **(ESCP)**
4. Location of areas that will not be disturbed and natural features to be preserved **(ESCP)**
5. Locations of all storm water conveyances including ditches, pipes, and swales **(ESCP)**
6. Locations of storm water inlets and outfalls, with a unique identification code for each outfall **(ESCP)**
7. Location where storm water and/or authorized non-storm water discharges to waters of the U.S. (including wetlands) or a Municipal Separate Storm Sewer Systems (MS4), if present **(ESCP)**
8. Direction of storm water flow and approximate slopes anticipated after grading activities **(ESCP)**
9. Locations where control measures will be installed **(ESCP)**
10. Locations where exposed soils will be or have been stabilized
11. Locations where post-construction storm water controls will be installed (i.e. seeding areas, matting, riprap, sedimentation basins, etc.) **(ESCP)**
12. Locations of support activities, if known
13. Locations where authorized non-storm water will be used
14. Locations and sources of run-on to the site from adjacent property that may contain quantities of pollutants (e.g., sediment, fertilizers and/or pesticides, paints, solvents, fuels) which could be exposed to rainfall, or snowmelt, and could be discharged from your construction site, if applicable **(ESCP)**
15. Locations of all waters of the U.S. (including significant wetland areas 10,000 square feet or greater) on the site within 2,500 feet of the site boundary (~1/2 mile on each side of road) that may be affected by storm water discharges from the site (see Section 7.1) **(ESCP)**
    1. This can be shown on a general location map (USGS quad map, a portion of a city or county map, or other map) with enough detail to identify the location of the construction site and waters of the U.S. within the one mile distance.
16. Location of existing public water system (PWS) drinking water protection areas (DWPA) for PWS sources (e.g. springs, wells, or surface water intakes) that intersect the boundary of the proposed project/permit area. The DWPAs can be found using the interactive web map application, “Alaska DEC Drinking Water Protection Areas”, located at [*http://dec.alaska.gov/das/GIS/apps.htm*](http://dec.alaska.gov/das/GIS/apps.htm)*.* **(ESCP)**
    1. A copy of the webpage from the above URL will work with the addition of the project boundary and labels for the DWPAs by their ID numbers (see Section 9).
17. Sampling point(s), if applicable
18. Areas where final stabilization has been accomplished
19. Location of staging and material storage areas (construction materials, hazardous materials, fuels, etc.) **(ESCP, if known)**
20. Dumpsters
21. Porta-potties
22. Concrete, paint, or stucco washout areas
23. Stabilized construction exits **(ESCP, if known)**

# Discharges

Describe and identify the location of any storm water discharge associated with support activities, including discharges from dedicated asphalt and concrete plants covered by this permit (5.3.8), if known.

Identify all allowable sources of non-storm water discharges to be used at the site (5.3.9), if known.

Subject to compliance with the terms and conditions of the CGP, the permittee is authorized to discharge pollutants in storm water discharges from the site. If the permittee is eligible for coverage under CGP and does not comply with the requirements of the CGP, the permittee may be in violation of this general permit for otherwise eligible discharges.

Instructions:

Describe and identify the location of any storm water discharge associated with support activities, including discharges from dedicated asphalt and concrete plants covered by the CGP (5.3.8).

## Locations of Other Industrial Storm Water Discharges (5.3.8)

The contractor is required to identify discharges from related support activities. Portable batch plants located on department-supplied property must be included in the contractor’s SWPPP and related inspections. If the DOT&PF is not a CGP operator for the site or sites listed in this subsection, then describe the sites and BMPs for them in a separate SWPPP2. In this section, explain which areas are covered within this SWPPP and which are covered within a separate SWPPP2. Also provide information on where the SWPPP2 is available for review.

## Allowable Non-Storm Water Discharges (1.4.3; 4.3.7; 5.3.9)

The contractor must list all allowable non-storm water discharges and describe how the discharges will be minimized and managed to reduce pollution to storm water in the contractor’s SWPPP.

Allowable Non-Storm Water Discharges:

* Discharges from fire-fighting activities (1.4.3.1)
* Fire hydrant flushing (1.4.3.2)
* Waters used to wash vehicles where detergent are not used (1.4.3.3)
* Water used to control dust (1.4.3.4)
* Potable water including uncontaminated water line flushings (1.4.3.5)
* Routine external building wash down that does not use detergents (1.4.3.6)
* 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 (1.4.3.7)
* Uncontaminated air conditioning or compressor condensate (1.4.3.8)
* Uncontaminated, non-turbid discharges of ground water or spring water (1.4.3.9)
* Foundation or footing drains where flows are not contaminated with process materials such as solvents or contaminated groundwater (1.4.3.10)
* Uncontaminated construction dewatering waters that are treated by an appropriate control measure in compliance with Part 4.4.2 or have been treated with treatment chemicals in compliance with Part 4.6 (1.4.3.11)
* Landscape irrigation (1.4.3.12)

**VERIFY** all information in Sections 7-9 with your Environmental Analyst. The Environmental Document for your project will contain most of this information and should be used as a reference document to populate these sections. Include supporting documentation in Appendix D.

# Documentation of Permit Eligibility Related to Total Maximum Daily Loads (3.2, 5.6)

If the project is discharging into a water body with an EPA-established or approved Total Maximum Daily Load (TMDL), the project must implement measures to ensure the discharge of pollutants from the site is consistent with the assumptions and requirements of the TMDL. Refer to the CGP for additional requirements.

The ESCP must include documentation supporting a determination of permit eligibility with regard to waters that have a TMDL. Document how the project is not contributing to the type of TMDL found in the waterbody.

The Integrated Water Quality Report can be found as the most recently EPA-approved report under Integrated Reports at: <https://dec.alaska.gov/water/water-quality/integrated-report/>

A search of the “Alaska’s Final **Insert Year** Integrated Water Quality Monitoring and Assessment Report” found no listings or impairments for the **Insert Receiving Waters**.

Document how the project is not contributing to the type of TMDL

## Identify Receiving Waters (5.3.3.3)

List any water bodies that would receive storm water from the site, including rivers, streams, lakes, coastal waters, and wetlands. Include waters of the U.S. that are located within 2,500 feet of the site boundary that **may be affected** by storm water discharges from the site. Include wetland areas that measure 10,000 square feet or greater. Describe each as clearly as possible (e.g., Noyes Slough, a tributary to the Chena River, etc.).

Indicate locations of all water bodies on site map.

Note any stream crossings, if applicable. Provide the ADF&G Anadromous Waters catalog number for receiving water bodies. The catalog is found at: <https://www.adfg.alaska.gov/sf/SARR/AWC/index.cfm?ADFG=main.interactive>.

List storm sewer and/or drainage systems into which storm water from the site could discharge and water body(ies) the system(s) ultimately discharge to.

Description of receiving waters: **Insert Text**

Determine if your project contains Outstanding Natural Resource Waters (see CGP Part 2.1.6). This is important to identify early in the ESCP as this could have significant impact on the Contractor’s schedule due to the lengthy submittal requirements dictated by the CGP.

This determination is now being done by the Environmental Impact Analyst assigned to the project. It will be in included in the Environmental Document and consultation will have been conducted by the analyst.

Outstanding Natural Resource Waters (2.1.6):

The DEC must be consulted, at least 30 days prior to construction activities, when determining requirements for water quality analysis on all projects that meet the following:

* Will or may discharge storm water to a Tier 3 water body, also known as Outstanding Natural Resource Waters (ONRW).

No ONRW are designated as of the issuance date of the CGP. Verify with the Environmental Analyst that the sentence below is still correct.

No ONRW are designated in Alaska as of the date of this document.

Include a description of any storm drain or drainage systems in your project.

Description of storm sewer and/or drainage systems: **Insert Text**

Other: **Insert Text**

## Identify TMDLs (5.6.1)

Determine whether the project may discharge into a water body with an EPA-established or approved Total Maximum Load (TMDL).

See DEC web site for a listing of impaired water bodies: <https://gis.data.alaska.gov/maps/ADEC::alaska-dec-impaired-waters/about?layer=0>.

Look through **all** impaired water body categories -- 4a, 4b, and 5.

Is an EPA-established or approved TMDL published for the receiving water(s) listed in Section 7.1?

Yes  No

If YES, list the TMDL(s) here. Include a summary of consultations with state or federal TMDL authorities. Include correspondence or other supporting documentation in Appendix D.

TMDL: **Insert Text**

Summary of consultation with state or federal TMDL authorities (5.6.2): **Insert Text**

Measures taken to ensure compliance with TMDL (5.6.3): **Insert Text**

Are there impaired receiving waters listed in Section 7.1 without an approved TMDL?  Yes  No

# Documentation of Permit Eligibility Related to Endangered Species (3.3, 5.7)

The ESCP must include documentation supporting a determination of permit compliance with regard to the Endangered Species Act.

The Environmental Document will contain information on whether endangered or threatened species or their critical habitats are on or near your site.

Attach any correspondence in Appendix D for any stage of the project planning between the USFWS, EPA, National Marine Fisheries Service (NMFS), or others and the project regarding listed species and critical habitat, including any notification that delays the project’s authorization to discharge under this permit.

## Information on Endangered or Threatened Species or Critical Habitat (5.7.1)

Are endangered or threatened species and critical habitats on or near the project area?

Yes  No

Describe how this determination was made: **Insert Text**

Will species or habitat be adversely affected by storm water discharge?

Yes  No

Describe the species and/or critical habitat, if species or habitat will be affected by storm water discharge.

**Insert Text**

Include in Appendix D, any agency correspondence in the ESCP (5.7.4).

Provide summary of necessary measures (5.7.5): **Insert Text**

# Applicable Federal, State, Tribal, or Local Requirements (4.10, 4.15)

The project must ensure storm water control measures implemented at the site are consistent with all applicable federal, state, tribal, or local requirements for soil and erosion control and storm water management.

Describe applicable federal, state, tribal, or local requirements, if any. Refer to the Environmental Document for this information.

**Insert Text**

The project will comply with all applicable Federal, State, Local, and Tribal requirements for soil erosion control and storm water management.

The contractor will be responsible for obtaining all necessary permits and clearances for material and disposal sites, and/or equipment storage areas in accordance with the CGP for Storm Water Discharges from Construction Activities.

## Historic Properties

Check the Environmental Document and with your Analyst to determine if there are historic sites on or near your project.

SHPO consultation was completed on: **Insert Date**

Are there any historic sites on or near the construction site?

Yes  No

Describe how this determination was made: **Insert Text**

NOTE: When including documentation on historical properties, do NOT include any information that could be used to locate historic sites.

If NO, insert the first page of the SHPO determination letter with the stamp “No Historic Properties Affected” on it into the appendices.

If YES, describe or refer to documentation which determines the likelihood of an impact on this historic site and steps taken to address that impact. Append additional correspondence or documentation in the Appendix D.

**Insert Text**

If cultural or paleontological resources are discovered after the initial commencement of construction activities, work that would disturb such resources is to be stopped, and the Office of History and Archaeology, a Division of Parks and Outdoor Recreation of the Alaska Department of Natural Resources (<http://dnr.alaska.gov/parks/oha/>), is to be notified immediately at (907) 269-8721.

It is the Contractor’s responsibility, thru the Project Engineer, to get clearance for material and disposal sites that have not been assessed during the Design phase of the project.

## Projects near Public Water System (PWS) (4.10)

The CGP includes a requirement for projects near Public Water Systems (PWS). Include the paragraph below tailored to your project.

The project boundary intersects **Insert Number** Public Water System (PWS) Drinking Water Protection Area(s) (DWPA) and **Insert Number** Provisional Protection Area(s), and will have to follow the requirements of the 2021 CGP Part 4.10. The PWS contact will need to be notified by whatever method is most expedient: email, phone, or post (4.10.1). This should be done by the DOT&PF Project Engineer on behalf of both parties.

The intersecting DWPAs and Provisional Protect Areas ID numbers (PWSID) with contact information are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Water System Name** | **PWSID** | **Contact Name** | **Phone #** | **Address** | **Email** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The water system name, number, name of contact, and all methods of contact can be found at: <https://dec.alaska.gov/eh/dw/dwp/protection-areas-map/>.

If the project is near a PWS, add language that addresses the following items:

1. Within the identified DWPA, restrict project activities that could significantly change the natural surface water drainage or groundwater gradient (4.10.2).

2. Immediately notify the nearby PWS of any identified potential contamination, such as spills or excess erosion (4.10.3).

Record the time, date, and method of contact and enter into the SWPPP in Appendix Q. Either a copy of the email, or a formal memo stating the date of phone call, or a receipt from certified mail will fulfill this obligation.

For Section 10:

Fill out as many sections as the department has control over. Provide suggested methods for other areas. Make it clear that the contractor is required to adapt the language used in the SWPPP to fit their detailed plan of construction.

Designers: You need to consider how the project may be constructed. Think about the construction process and how/when temporary and/or permanent BMPs should be installed:

Prior to construction…

For example: Prior to clearing activities, perimeter controls (Fiber Rolls, Silt Fence, etc.) shall be installed.

Upon/once constructed…

For example: Once a culvert has been constructed, an energy dissipater will be installed at the outlet and fiber roll collars will be installed around each end of the culvert. Fiber roll will be removed once final stabilization has occurred.

General Principles for Erosion and Sediment Controls.

The contractor must design, install, and maintain effective erosion and sediment controls to minimize the discharge of pollutants. At a minimum, such controls must be designed, installed, and maintained to:

* Control storm water volume and velocity to minimize soil erosion and pollutant discharges;
* Control storm water discharges, including both peak flowrates and total storm water volume, to minimize channel and streambank erosion and scour in the immediate vicinity of discharge points;
* Minimize the amount of soil exposed during construction activity;
* Minimize the disturbance of steep slopes;
* Minimize sediment discharges from the site. The design, installation, and maintenance of erosion and sediment controls must address factors such as the amount, frequency, intensity, duration of precipitation; the nature of resulting storm water runoff; and soil characteristics, including the range of soil particle sizes expected to be present on the site;
* Provide and maintain natural buffers around waters of the U.S., direct storm water to vegetated areas and maximize storm water infiltration to reduce pollutant discharges, unless infeasible;
* Minimize soil compaction. Minimizing soil compaction is not required where the intended function of a specific area of the site dictates it to be compacted.
* Unless infeasible, preserve topsoil. Preserving topsoil is not required where the intended function of a specific area of the site dictates that the topsoil be disturbed or removed.

Additional Erosion and Sediment Controls Selection and Design Considerations:

Preventing storm water from coming into contact with polluting materials is generally more effective, and less costly, than removing pollutants from storm water;

Using a combination of control measures is more effective than using control measures in isolation for minimizing pollutants in the storm water discharge;

Using technologically available, economically practicable, and achievable methods in light of best industry practices;

Assessing the type and quantity of pollutants, including their potential to impact receiving water quality, is critical to designing effective control measures that will achieve the limits in this permit;

Minimizing impervious areas at the permittees facility and infiltrating runoff onsite (including bioretention cells, green roofs, and pervious pavement, among other approaches) can reduce runoff and improve groundwater recharge and stream base flows in local streams, although care must be taken to avoid ground water contamination;

Dissipate storm water runoff into open vegetated swales and natural depressions to reduce in stream impacts of erosive flows;

Conserving and/or restoring of riparian buffers will help protect streams from storm water runoff and improve water quality; and

Using treatment interceptors (e.g., sand filters) may be appropriate in some instances to minimize the discharge of pollutants.

Describe the Best Management Practices (BMPs) to be implemented to control pollutants in storm water discharges. For each major activity identified:

* Clearly describe appropriate control measures.
* Describe the general sequence during the construction process in which the measures will be implemented.
* Describe maintenance and inspection procedures to be undertaken for that specific BMP.
* Include protocols, thresholds, and schedules for cleaning, repairing, and/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 areas of BMP activity as described below:

1. *Minimize the Amount of Soil Exposed during Construction Activity (4.2.2) & Site Delineation (4.2.1)*
2. *Maintain Natural Buffer Areas (4.2.3) & Clearing Vegetation (4.2.4)*
3. *Control Storm Water Discharges and Flow Rates (4.2.5)*
4. *Protect Steep Slopes (4.2.6)*
5. *Storm Water Inlet Protection (4.3.1)*
6. *Water Body Protection (4.3.2)*
7. *Down-Slope Sediment Controls (4.3.3)*
8. *Stabilized Construction Vehicle Access and Exit Points (4.3.4)*
9. *Track-Out from vehicles (4.3.5)*
10. *Dust Generation (4.3.6)*
11. *Stockpile Management (4.3.7)*
12. *Sediment Basins (4.3.9)*
13. *Dewatering (4.4)*
14. *Soil Stabilization (4.5)*
15. *Treatment Chemicals / Active Treatment Systems (4.6)*
16. *Good Housekeeping Measures (4.8)*
17. *Spill Notification (4.9)*
18. *Construction and Waste Materials (5.3.7)*
19. *Permanent/Post-Construction BMPs (4.11)*
20. *Projects near a Public Water System (PWS) (4.10)*

* Note the location of each BMP on your site map(s).
* Any structural BMPs should have design specifications and details referred to in Section 11 or included in Appendix B.

For more information or ideas on BMPs, see the DEC *Alaska Storm Water Guide*: <https://dec.alaska.gov/water/wastewater/stormwater/resources/guidance/> & for a list of Alaska specific BMPs look at the DOT&PF *Alaska SWPPP Guide*’s Appendix B - BMP Guide for Erosion & Sediment Control at <http://dot.alaska.gov/stwddes/desenviron/assets/pdf/bmp/bmp_all.pdf>

# Control Measures/Best Management Practices (4.0; 5.3.6)

Much of the guidance in this section is for both the ESCP & SWPPP preparers. Carefully read through the requirements listed below when filling out Section 10. When developing this section, think about how they are going to construct the project. Look at means and measures but do not direct the contractor…merely suggest. Consider ‘prior to/upon construction’ methods (i.e. upon placing culvert install a fiber roll and outlet protection). The following sections describe BMPs that will or may be used as necessary to prevent erosion and control sediment.

The selection, design, installation, maintenance, and removal of control measures must be in accordance with good engineering practices, manufacturer specifications, and address site-specific conditions such as precipitation, site topography, soil characteristics, and growing season.

The plan preparer will use this section to describe the types and locations of control measures and BMPs to be installed and maintained in accordance with CGP Part 4.0.

Describe each control measure and BMP, including installation schedule and maintenance, inspection, and removal requirements. You may include a brief description of each BMP in this section and refer to detailed installation, maintenance, inspection, removal requirements, and manufacturer’s specifications that **MUST** be included in the Appendix B.

If a control measure or BMP will be used to comply with more than one element of this section, you do not need to repeat the detailed installation, maintenance, inspection, removal requirements, and manufacturer’s information. For each repeated element, identify the control measure or BMP to be used, and refer to the section or Appendix B where the detailed information is presented.

The person(s) identified in Section 2.0 of this SWPPP will be responsible for ensuring compliance with the installation, maintenance, inspection, and removal of these control measures.

The format to be used is:

BMP Description:

Describe purpose, applicability, limitations and design. If using a BMP manual or publication, this information may be found there.

BMP Manual/Publication:

Provide the citation information as described below. If referencing Appendix B, where the BMP details are provided, ensure the attached sheets clearly identify this information.

Installation Schedule:

Identify the activity or phase prior to which the BMP will be installed or the activity that requires this BMP to be installed before it can begin.

Maintenance and Inspection:

Describe the thresholds and/or indicators for maintenance and protocols for inspecting the BMP. Describe the maintenance procedures. If using a BMP manual or publication, this information may be found there.

Responsible Staff:

Name the position and company who is responsible for installation and maintenance.

How to Cite a BMP Publication:

DOT&PF requires citations for the BMP manual or publication used to select and design the BMP, along with a description of the BMP. If no BMP manual or publication was used to select or design a given BMP then state “No BMP manual or publication was used in the design or selection of this BMP”. BMP designs submitted by the contractor and approved by the Project Engineer may be used but still must state that no manual or publication was used.

BMP Manuals/Publications: BMP manuals describe each BMP and outline details such as installation, design parameters, applicability/limitations, maintenance, and targeted pollutants. To cite a manual, include the title, author (individual or agency) and date of publication.

Be careful when citing outside of the state control measures or BMPs. Read through them to make sure they do not put any additional restrictions that go beyond the CGP. If citing outside of state BMPs, make sure to mark out any requirements that do not apply to this project or do not meet CGP requirements and cite as ‘modified from (insert BMP manual title).

DOT&PF Specifications and Plan Sheets: The publication cited may be the DOT&PF contract specifications and plan sheets provided that the minimum information regarding the BMP is included (those listed above).

When the plans and specifications are used, the reference must include the sheet or page number and these must be appended to the SWPPP. If the specifications and plan sheets do not provide the minimum information, the plan preparer must provide the missing information in the plan. Any drawing or description developed by the plan preparer must include the statement “No BMP manual or publication was used for this design.”

Manufacturer’s Specification Sheet: Referencing a manufacturer’s specification sheet is suitable only if it includes all the necessary information listed in the above subsection. When using the manufacturer’s specification sheet(s), provide the product name, manufacturer, and date of copyright, and attach copies of the specification sheet(s) to the plan. It may also be helpful to provide the manufacturer’s website if the information was obtained online. You may deviate from manufacturer’s specifications where you provide justification for such deviation and include documentation of your rationale in the ESCP/SWPPP.

Permanent/Post-Construction Control Measures: Identify any permanent/post-construction control measures that will be installed during the construction process and not discussed elsewhere in the SWPPP (permanent Soil Stabilization measures should be covered in section 10.13).

## Minimize Amount of Soil Exposed during Construction Activity (4.2.2)

Describe how the disturbed land areas (e.g., clearing and grading) and undisturbed land areas (e.g., trees, boundaries of sensitive areas, or buffers established by CGP Part 4.2.3) will be delineated.

Describe the areas that will be disturbed for each phase of construction, and the methods you will use (e.g., signs, fences, etc.) to protect the areas that are to be left undisturbed. Construction activities must be phased to minimize the extent and duration of exposed soil.

Identify natural features and describe how each will be protected during construction activity.

Describe how native topsoil will be preserved. Native topsoil should be preserved for later use with on-site stockpiles, unless deemed infeasible by space constraints or site design criteria creates impervious surfaces (CGP Part 4.2.2.1).

|  |  |
| --- | --- |
| ***BMP Description*** | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule*:** |  |
| ***Maintenance and Inspection*:** |  |
| ***Responsible Staff*:** |  |

### Site Delineation (4.2.1)

**Insert text or table here**

## Maintain Natural Buffer Areas (4.2.3)

Are stream crossings or waters of the U.S. located within or immediately adjacent to the property?  Yes  No

If YES, describe the control measures to be implemented to comply with the CGP Part 4.2.3 (e.g., buffer areas, perimeter controls, etc.).

You must maintain natural buffer areas at stream crossings and around the edge of any waters of the U.S. that are located within or immediately adjacent to the construction activity in accordance with the following:

* The buffer must be a minimum of 25 feet wide, or the width as required by local ordinance, unless infeasible based on site dimensions;
* Exceptions are allowed for water dependent activities, specific water access activities, or necessary water crossings;
* A permittee should, to the extent practicable, use perimeter controls adjacent to buffers and direct storm water sheet flow to buffer areas to increase sediment removal and maximize storm water infiltration.

**Insert Text**

### Clearing Vegetation (4.2.4)

Clearing of vegetation that disturbs the vegetative mat and exposes soil is **prohibited** prior to obtaining authorization under the CGP.

Cutting of trees and brush while the ground is frozen without disturbing the vegetative mat for the purpose of clearing in accordance with the U.S. Fish & Wildlife Service “Recommended Time Periods for Avoiding Vegetation Clearing” is allowed prior to the submittal of a project’s NOI. If vegetation clearing that disturbs the vegetative mat and occurs after the onset of spring thaw (as defined in Appendix C) or conditions that consist of above freezing temperatures that cause melting of snow, the permittee must develop a SWPPP and file an NOI. Operators must receive authorization under this permit and otherwise comply with the terms of this permit prior to such clearing.

## Control Storm Water Discharges and Flow Rates (4.2.5)

Describe control measures to comply with the CGP (e.g., divert storm water around the site, slow down or contain storm water, use of velocity dissipation devices, installing permanent storm water management controls prior to construction of site improvements to the extent practicable, etc.). Storm water that may concentrate must be slowed down or contained.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description*:** | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule*:** |  |
| ***Maintenance and Inspection*:** |  |
| ***Responsible Staff*:** |  |

### Protect Steep Slopes (4.2.6)

Will steep slopes be present at the site during construction?  Yes  No

If YES, describe control measures to be implemented to comply with CGP Part 4.2.6 (e.g., reduce continuous slope length, divert storm water around slopes, stabilized exposed areas, etc.).

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** *Fiber Rolls for Erosion Control BMP-10.01.a* | |
| ***BMP Manual/Publication:*** *DOT&PF, Alaska SWPPP Guide, March 2021* | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** | Installed prior to soil disturbance in the contributing drainage area. |
| ***Maintenance and Inspection:*** | Inspection: Look for roll ends remain abutted tightly. Ensure that the rolls are in contact with the soil and are entrenched. Look for scouring underneath the rolls.  Maintenance: If rolls are crushed, torn, slumping, or split, the damaged sections must be replaced. Remove sediment accumulated upslope of the roll when it reaches one-half the distance between the top of the fiber roll and the ground surface. |
| ***Responsible Staff:*** | SWPPP Manager & Superintendent, Contractor |

Sediment Controls:

Sediment control measures (e.g. sediment ponds, traps, filters, etc.) must be constructed as one of the first steps in grading. These control measures must be functional before other land disturbing activities take place.

## Storm Water Inlet Protection Measures (4.3.1)

Describe control measures (e.g., filter berms, perimeter controls, temporary diversion dikes, etc.) to be implemented to protect all inlets receiving storm water from the project during the duration of the project.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

## Water Body Protection Measures (4.3.2)

Describe control measures selected to minimize discharge of sediment prior to entry into water bodies located on or immediately downstream of the site.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** *Rock Filter Berm BMP-16.00* | |
| ***BMP Manual/Publication:*** *DOT&PF, Alaska SWPPP Guide, March 2021* | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** | Gravel filter berms will be used as perimeter protection 24 hours after grubbing. |
| ***Maintenance and Inspection:*** | Inspection: Look for voids, undercutting, and/or sediment accumulation.  Maintenance: Make repairs to berms at first sign of deterioration. Remove and either dispose of or reincorporate into the project any sediment buildup before 1/2 of above ground height or capacity or 1/3 if protecting a water body or storm drain inlet. Replace filter material when necessary. |
| ***Responsible Staff:*** | SWPPP Manager & Superintendent, Contractor |

|  |  |
| --- | --- |
| ***BMP Description*:** *Culvert Inlet Protection BMP-08.00* | |
| ***BMP Manual/Publication:*** *DOT&PF, Alaska SWPPP Guide, March 2021* | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule*:** | Immediately when culvert is installed, bedded, and backfilled. All culvert inlet protection will be installed within 24 hours of culvert placement. |
| ***Maintenance and Inspection*:** | Inspection: Look for roll ends remain abutted tightly. Ensure that the rolls are in contact with the soil and are entrenched. Look for scouring underneath the rolls.  Maintenance: Remove accumulated sediment before it reaches 1/3 of the design depth. Repair any structural damage and restore structure to original dimensions and is in full contact with soil around the inlet. |
| ***Responsible Staff*:** | SWPPP Manager & Superintendent, Contractor |

## Down-Slope Sediment Controls (4.3.3)

Describe sediment controls (e.g., silt fence or temporary diversion dike) for any portion of the down-slope and side-slope perimeter where storm water will be discharged from disturbed areas of the site.

**Example Format:**

Fibers rolls will be used as a down-slope sediment control. See Section 10.3.1 Protect Steep Slopes for the BMP description, installation, maintenance, and inspection information.

|  |  |
| --- | --- |
| ***BMP Description:*** | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** |  |
| ***Maintenance and Inspection:*** | Inspection:  Maintenance: |
| ***Responsible Staff:*** |  |

## Stabilized Construction Vehicle Access and Exit Points (4.3.4)

Vehicle access points must be limited as much as possible and must be stabilized.

Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (i.e., vehicle tracking), and stabilization practices (i.e., stone pads and/or wash racks) to minimize off-site vehicle tracking of sediments and discharges to storm water.

Any rubber tire operating on bare soils will require a stabilized entrance / exit prior to driving on paved surfaces. Tracked equipment must be cleaned prior to operating on paved surfaces. The existing gravel surfaces will be used for the stabilized access and exit points.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

## Dust Generation and Track-Out from Vehicles (4.3.5, 4.3.6)

Describe control measures to minimize the generation of dust and off-site vehicle tracking of sediment. Dust must be minimized prior to the vehicle exits by application of water or other dust suppression techniques.

The contractor will be required to remove any debris including soil and rock from the roadway. Any material tracked will be swept up daily.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

## Soil Management and Soil Stockpile (4.3.7)

Will soil stockpiles be at the site during construction?  Yes  No

If YES, describe control measures intended to control sediment loss from the stockpiles (e.g., tarps or perimeter straw wattles). Show location(s) of stockpile(s) on site maps, if known. Stockpiles must be stabilized or covered, protected with sediment controls and located away from storm water inlets, conveyance channels, or water bodies, if possible.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** *Plastic Covering BMP-12.00* | |
| ***BMP Manual/Publication:*** *DOT&PF, Alaska SWPPP Guide, March 2021* | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** | Plastic covering will be installed when the stockpile will not be actively worked on more than 14 days or when there are windy conditions. Plastic covering will be secured either by weighted or trenched method. |
| ***Maintenance and Inspection:*** | Inspection: Look for unsecured covering or locations of erosion under the covering.  Maintenance: Re-secure covering. |
| ***Responsible Staff:*** | SWPPP Manager & Superintendent, Contractor |

## Authorized Non-Storm Water Discharges (4.3.8)

A permittee must minimize any non-storm water authorized by this permit. List any authorized non-storm water discharges.

## Sediment Basins (4.3.9)

Refer to CGP Part 4.3.8 to determine if a sediment basin is required for your site.

Note that sediment basins are required for common drainage locations with 10 or more acres disturbed at one time. Construction must be phased so that either no more than 10 acres (with a common drainage) is disturbed at one time or sediment basins are installed.

Will a sediment basin be required during construction?  Yes  No

If YES, provide a brief description of the sediment basin here. Append detailed design information in appendices (e.g., calculated volume of runoff from a two-year, 24-hour storm, or other assumptions used to calculate appropriate sediment-basin size). Show location of sediment basin(s) on site maps.

**Insert Text**

## Dewatering (4.4)

Describe dewatering practices to be implemented if water must be removed from an area so construction activity can continue.

Will dewatering be conducted during construction?  Yes  No

Will excavation dewatering be conducted within 1,500 feet of a DEC mapped contaminated site found on the DEC website?  Yes  No

For DEC’s contaminated sites: <http://www.arcgis.com/home/item.html?id=315240bfbaf84aa0b8272ad1cef3cad3>.

If yes to above question, review and comply with the DEC General Permit for Excavation Dewatering (AKG002000 - <https://dec.alaska.gov/water/wastewater/stormwater/permits-approvals/dewater/>), or most current version, for specific requirements

If a NOI for coverage under the dewatering permit is submitted, attach it and DEC’s response in Appendix D.

Describe control measures to be implemented to comply with dewatering discharges authorized either under the CGP or the DEC General Permit for Excavation Dewatering requirements.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** |  |
| ***Maintenance and Inspection:*** | Inspection:  Maintenance: |
| ***Responsible Staff:*** |  |

## Permanent/Post-Construction BMPs (4.11)

Describe any permanent/post-construction control measures that will be installed during the construction process AND have not been discussed elsewhere in this document.

Examples of these measures are:

* Biofilters
* Detention/Retention Devices
* Earth Dikes, Drainage Swales, and Lined Ditches
* Infiltration Basins
* Vegetated Strips and/or Swales

### Soil Stabilization (4.5, 5.3.6.3)

The project must stabilize all disturbed areas of the site to minimize on-site erosion and sedimentation and the resulting discharge of pollutants.

Soil stabilization requirements vary depending on the mean annual precipitation for the site. Refer to CGP Part 4.5 for specific requirements.

Refer to the Alaska Plant Materials Center’s Alaska Coastal Revegetation & Erosion Control Guide and Interior Alaska Revegetation & Erosion Control Guide at <http://plants.alaska.gov> for help in selecting appropriate seed mixes and information on methods for revegetation.

Describe permanent & temporary stabilization control measures and sequence of installation.

Describe how the site will be stabilized prior to seasonal freeze-up.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** | |
| ***BMP Manual/Publication:*** | |
| ***Permanent***  ***Temporary*** | |
| ***Installation Schedule:*** |  |
| ***Maintenance and Inspection:*** | Inspection:  Maintenance: |
| ***Responsible Staff:*** |  |

## Treatment Chemicals (4.6; 5.3.6.4)

Provide documentation for all treatment chemicals and/or an Active Treatment System (ATS) to comply with CGP Part 4.6. Submit cationic treatment chemical use or ATS to DEC at least 14 days for approval be for installing.

Will treatment chemicals be used to control erosion and/or sediment during construction?

☐ Yes ☐ No

If YES, comply with CGP Part 4.6 and complete the following sections (10.15 & 10.16).

## Treatment Chemicals (4.6.1)

The use of treatment chemicals to reduce erosion from the land or sediment in a storm water discharge is allowed provided all the requirements of CGP Part 4.6 are met. Use conventional sediment controls before and after the application of treatment chemicals. Chemicals may only be applied where storm water is treated upstream and is directed to a sediment control (e.g., sediment trap, sediment basin) before discharge.

No treatment chemicals will be used on this project.

If YES, comply with ACGP Part 4.6 and complete the following subsections. If NO, delete the following subsections.

### Treatment Chemical Selection (4.6.2)

Describe what chemicals will be used, including information required by CGP Part 4.6.2.

**Insert Text**

### Treatment Chemical Use Procedures (4.6.3; 4.6.6)

Describe storage methods that will be used and ensure they comply with Part 4.6.3.

Describe training for employees using treatment chemicals at the site, as specified in Part 4.6.6. Document this training in either appendix for Employee Qualifications or Training Records.

**Insert Text**

### Application of Treatment Chemicals (4.6.4; 4.6.5)

The application of treatment chemicals shall be in combination with appropriate physical control measures to ensure effectiveness of treatment chemical. Use chemicals in accordance with good engineering practices and specifications of the chemical provider/supplier.

Briefly describe treatment chemical application procedures to be used. Append detailed treatment chemical application procedures Appendix P.

**Insert Text**

## Active Treatment System Information or Cationic Treatment Chemicals (4.6.7)

A permittee who uses an Active Treatment System (ATS) or cationic treatment chemicals as a control measure must submit information required by the DEC for review at least 14 days prior to start of operation of the ATS at the project. Specific submittal requirements can be found at 4.6.7.

Will an ATS or cationic treatment chemicals be used as a control measure at the site?

Yes  No

If YES, simply include the packet submitted to DEC in Appendix P and refer to this documentation below.

**Insert Text**

## Good Housekeeping Measures (4.8)

The project must design, install, implement, and maintain effective good housekeeping measures to prevent and/or minimize the discharge of pollutants. The project must include appropriate measures for any of the following activities at the site.

Consult the DEC Storm Water Guide or other resources for more information or ideas on BMPs. See also the EPA’s National Menu of BMPs at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater> for a list of Alaska specific BMPs look at the *Alaska SWPPP Guide*’s Appendix B - BMP Guide for Erosion & Sediment Control at <http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/bmp/bmp_all.pdf>

### Washing of Equipment and Vehicles (4.8.1)

Will equipment and vehicle washing and/or wheel wash-down be conducted at the site?

Yes  No

If YES, describe the control measures to be implemented to comply with CGP Part 4.8.1.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

### Fueling and Maintenance Areas (4.8.2)

Describe equipment/vehicle fueling and maintenance practices to be implemented to control pollutants to storm water (e.g., secondary containment, drip pans, spill kits, etc.).

Describe spill prevention and control measures to be implemented, including ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.

Will equipment and vehicle fueling or maintenance be conducted at the site?

Yes  No

The contractor’s lay down yards, fueling and maintenance areas must be delineated on the contractor’s SWPPP site map. Spill kits appropriate to respond to the hazards on site will be required. Inspections will include the contractor’s fueling, maintenance, and laydown areas. Equipment will be maintained to prevent oils and grease from discharging with storm water. Prior to use each day, equipment operators are required to do a visual inspection for leaks, drips, and excess grease. If leaks cannot be repaired and stopped, the equipment will be placed out of service over drip pans and/or pads to collect any fluids or grease and prevent pollution discharge. Topping off fluids will not be allowed in lieu of maintenance. Equipment operators will look for excess grease accumulations, especially when the weather warms up, removing and properly disposing of excess grease to prevent discharge.

HMCP or SPCC: For the specific sections in the Good Housekeeping BMPs that deal with fueling and oiling, equipment care and maintenance, waste materials, etc., it should be mentioned, by referencing the specific page and section, this requirement for BMP reference and citation is met. Also, it will/can create less conflict within the SWPPP due to the HMCP being project specific and the BMP citations more generic.

### Staging and Material Storage Areas (4.8.3)

Designate areas to be used for staging and material storage areas. Locate such activities, to the extent practicable, away from storm water conveyance channels, storm water inlets, and waters of the U.S.; and minimize the exposure to precipitation and storm water and vandalism for all chemicals, treatment chemicals, liquid products, petroleum products, and other materials that have the potential to pose a threat to human health or the environment.

### Washout of Applicators/Containers Used for Paint, Concrete, and Other Materials (4.8.4)

Describe location(s) and controls to minimize the potential for storm water pollution from washout areas for concrete mixers, paint, stucco, etc.

Will washout areas for trucks, applicators, or containers of concrete, paint, or other materials be used at the site?  Yes  No

If YES, describe control measures to be implemented to comply with CGP Part 4.8.4. If NO, delete the following paragraph.

The contractor will provide a designated concrete washout area. The washout area may be moved during the construction process but the location must be kept current on the site map. Concrete wash water may not be discharged with storm water. The washout must have sufficient capacity for the scheduled activities.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

### Fertilizer or Pesticide Use (4.8.5)

Describe fertilizers and/or pesticides expected to be used and/or stored on-site and procedures for storage of materials to minimize exposure of the materials to storm water.

Will fertilizers or pesticides be used at the site?  Yes  No

If YES, describe control measures to be implemented to comply with CGP Part 4.8.5.

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description***: | |
| ***BMP Manual/Publication:*** | |
| ***Installation Schedule***: |  |
| ***Maintenance and Inspection***: | Inspection:  Maintenance: |
| ***Responsible Staff***: |  |

Contractors will obtain authorization to spray pesticides through DOT&PF M&O utilizing the DOT&PF Integrated Vegetation Management Plan (IVMP). A permit from DEC is only required (in addition to IVMP authorization obtained via working through the regional M&O environmental analysts and a TCP from ROW) if the contractor is applying pesticide to a water body/aquatic site. Also, if spraying within the MOA, a local permit must be obtained from the MOA as well. For more information and contacts, visit <http://dot.alaska.gov/stwdmno/ivmp/index.shtml>.

## Spill Notification (4.9)

The contractor shall describe spill-notification procedures, including relevant federal, state, tribal, and local agency contact information, to be implemented in the event of a leak, spill, or release of hazardous substances or oil that occur at the construction site. Refer to CGP Part 4.9 for permit requirements.

Contractor shall use DOT&PF Hazardous Material Control Plan template at <http://www.dot.state.ak.us/stwddes/dcsconst/assets/docs/constforms/hmcp_template.doc> to create project specific plan. Include final plan as approved by DOT&PF in Appendix O.

## Construction and Waste Materials (4.8.6, 5.3.7)

Describe in general terms the type of construction and waste materials expected to be stored at the site, with updates as appropriate, and describe the measures for handling and disposal of all wastes generated at the site, including clearing and demolition debris or other waste soils removed from the site, construction and domestic waste, hazardous or toxic waste, and sanitary waste. Refer also to CGP Parts 4.8.3 Staging and Material Storage Areas, and 4.8.6 Storage, Handling, and Disposal of Construction Waste.

Building materials and other construction site wastes must be properly managed and disposed of to reduce the risk of pollution from materials such as surplus or refuse building materials or hazardous wastes. Practices such as trash disposal, recycling, proper material handling, and spill prevention and cleanup measures can reduce the potential for storm water runoff to mobilize construction site wastes and contaminate surface or groundwater.

The contractor must establish proper building and material storage areas to avoid pollutants coming in contact with rainfall or flowing storm water. Any materials that have the potential to pollute storm water will be covered to prevent rainfall from coming into contact with them. Garbage containers will be covered to prevent debris from blowing away as well. Any contractor supplied staging area must be included in inspections and the SWPPP. No materials will be staged or stored, even temporarily in flowing water.

The contractor should designate a waste collection area on site that does not receive substantial amount of runoff from upland areas and does not drain directly to a water body.

**Construction Materials**

**Insert Text or Table**

**Waste Materials**

**Insert Text or Table**

**Example Format:**

|  |  |
| --- | --- |
| ***BMP Description:*** *General Construction Site Waste Management* | |
| ***BMP Manual/Publication:*** *DEC Alaska Storm Water Guide, December 2011* | |
| ***Installation Schedule:*** | Continuously during construction activities |
| ***Maintenance and Inspection:*** | Inspection: Inspect storage and use areas and identify containers or equipment that could malfunction and cause leaks or spills. Check equipment and containers for leaks, corrosion, support or foundation failure, or other signs of deterioration, and test them for soundness.  Maintenance: Immediately repair or replace any that are found to be defective. |
| ***Responsible Staff:*** | SWPPP Manager & Superintendent, Contractor |

# Inspections (5.4; 6.0)

Minimum requirements for the locations and scope of site inspections are described in the CGP Part 6.4.

Inspection requirements for linear projects are described in the CGP Part 6.5.

Describe the frequency inspections will occur at your site, including any correlations to storm frequency and intensity.

Note that inspection details for particular BMPs should be included in Section 11 or Appendix B.

## Inspection Schedules (5.4.1.2; 6.1; 6.2; 6.6)

Refer to CGP Part 6.1 for inspection frequency requirements.

Required inspection frequency is based on mean annual precipitation for the site. Refer to Section 3.2 for annual precipitation data and can be found in the project specifications.

A permittee must allow an authorized representative of DEC, EPA or the MS4 operator to conduct a site inspection in accordance with the CGP Part 6.6.

Inspection Frequency:

The inspection frequency in Central Region will now be once every seven calendar days.

Inspection frequency: **Once every seven calendar days**

Justification for reduction in inspection frequency, if applicable: **Insert Text**

As defined by the CGP, winter shutdown means the cessation of soil disturbing or soil stabilizing construction activity for winter. Typically this period is from October/November to April/May and is approximately from Fall Freeze-up to Spring Thaw.

CGP Definition of Fall Freeze-up: For the purposes of this permit, means for planning purposes in the development of the SWPPP and initial planning of control measure maintenance the date in the fall that air temperatures will be predominately below freezing. It is the date in the fall that has an 80% probability that a minimum temperature below a threshold of 32.5 degrees Fahrenheit will occur on or after the given date.

CGP Definition of Spring Thaw: For the purposes of this permit, means for planning purposes in the development of the SWPPP and initial planning of control measure maintenance the date in the spring that air temperatures will be predominately above freezing. It is the date in the spring that has a 20% probability that a minimum temperature below a threshold of 32.5 degrees Fahrenheit will occur on or after the given date.

These dates can be found by looking up the “Fall ‘Freeze’ Probabilities” & “Spring ‘Thaw’ Probability” for the weather station closest to the site on the website: [www.wrcc.dri.edu/summary/Climsmak.html](http://www.wrcc.dri.edu/summary/Climsmak.html). NOTE: this estimation of “Fall Freeze-up” & “Spring ‘Thaw’” is for planning purposes only. During construction, the permittee will need to maintain control measures based on actual conditions.

Estimated date of winter shutdown: **Insert Text**

The inspections will be conducted jointly with department personnel as directed by the Project Engineer. The schedule for site inspections will be established and updated daily as necessary to meet the requirements of the CGP and provide the department with notice and opportunity to participate in the site inspection.

## Inspection Form or Checklist (5.4.1.3; 6.7)

Contractor is required to attach Form 25D-100 in Appendix K. An Inspection Report will be completed after each inspection, identifying BMPs installed at the time of inspection, noting corrective actions required, and documenting complete-by-date for any actions discovered during the inspection. Each report will be certified by the Contractor’s Superintendent and DOT&PF’s Project Engineer.

## Corrective Action Procedures (5.4.1.4; 8.0)

Identify how conditions found that require corrective action will be addressed:

The following guidelines apply for setting corrective action complete-by dates as required by the CGP:

For conditions that are easily remedied (i.e., removal of tracked sediment, maintenance of control measures, or spill clean-up), the permittee must initiate appropriate steps to correct the problem within twenty-four hours from the time of discovery and correct the problem as soon as possible; or

If installation of a new control measure is needed or an existing control measure requires significant redesign and reconstruction or replacement, the permittee must install the new or modified measure and make it operational within seven calendar days from the time of discovery of the need for the corrective action, unless infeasible.

If a discharge occurs during a local 2-year, 24-hour storm event, a corrective action must be initiated the day after the storm event ends as described in CGP Part 8.1.1.

For corrective actions that could affect a subcontractor, notify the subcontractor within three calendar days of taking the corrective action.

Additionally, deadlines for completion of corrective actions shall be selected to protect water quality and prior to the next storm event unless impracticable.

**Corrective Action Log**

The corrective action log will document the following within 24 hours of discovery of any conditions listed in CGP Part 8.1 (use Form 25D-112 and include in Appendix J):

* Date the problem was identified
* Summary of corrective action taken or to be taken
* Notice of whether SWPPP modifications were required as a result of this discovery or corrective action
* Date corrective action completed and name of person completing the action

In the event there is a reason (outside of the project staff’s control) that a corrective action cannot practicably be completed by the set complete-by date, DOT&PF will complete a Delayed Action Item Report (Form 25D-113). This form will set a new complete-by date and document the reason that the previous date could not be met.

## Inspection Recordkeeping (5.4.2)

Records (including inspection reports, corrective action logs, delayed action item reports, grading and stabilization logs, amendment logs, staff tracking logs, rainfall logs, and training logs) will be maintained for a minimum period of at least three (3) years after the permit is terminated. A hard copy and electronic copy of the final SWPPP, including all appendices, will be transmitted to DOT&PF when the project’s NOTs are filed.

# Monitoring Plan (If Applicable) (5.5; 7.0)

## Determination of Need for Monitoring Plan

Use the information collected and presented in Section 7.0 of this document to help complete this section.

If storm water discharges from the site into a water body with an EPA-established or approved Total Maximum Load (TMDL) for turbidity or sediment, the water body is considered impaired for turbidity or sediment.

If the receiving water is impaired for turbidity or sediment AND the project disturbance is 20 acres or more, then turbidity must be monitored during duration of disturbance and stabilization.

Answer briefly the following questions and determine whether the project has a monitoring requirement for turbidity.

Is there an EPA-established or approved TMDL for **Insert Name of Receiving Water**?  Yes  No

Is the receiving water listed as impaired for turbidity and/or sediment?  Yes  No

If NO, there is no monitoring requirement and delete the rest of the section & Section 12.2 & 12.3. If YES, answer the following questions.

What is the acreage of the disturbance in the proposed construction project? **Insert Text**

Is the disturbed acreage equal to or greater than 20 acres?  Yes  No

If NO, there is no monitoring requirement and delete the following paragraph & Section 12.2 & 12.3. If YES, proceed with monitoring template.

If YES, develop a phasing plan to limit the acreage that is disturbed at one time.

A project subject to the monitoring requirements of CGP Part 3.2 is required to collect and analyze storm water discharge samples and document monitoring activities with the procedures described in CGP Part 7.0.

## Monitoring Plan Development

If subject to the monitoring requirements of CGP Part 3.2, the project must develop a written site-specific monitoring plan for analytical monitoring that includes all the requirements of CGP Part 7.0 and follows the applicable DEC Quality Assurance Guide for a Water Quality Monitoring Plan (see <http://dec.alaska.gov/water/water-quality/quality-assurance/>). Most monitoring projects should fall under the Tier 2 Water Quality Monitoring Quality Assurance Project Plan criteria. A *Generic Tier 2 Quality Assurance Project Plan* (follow the link on the above site) has been developed to assist applicants in developing a project specific QA Water Quality Monitoring QA Plan.

Also see the DEC storm water website, <https://dec.alaska.gov/water/wastewater/stormwater/>, for information to use in developing the monitoring plan.

The monitoring plan must be included as a part of the SWPPP in either Appendix H or separate SWPPP section.

At a minimum, the SWPPP must document the person(s) responsible for conducting monitoring, schedules to be followed for monitoring, any checklist or form that will be used to record monitoring results, and correct action procedures.

Monitoring schedules (5.5.1.2; 7.3.2): **Insert Text**

Monitoring form or checklist (5.5.1.3; 7.3.9): **Insert Text**

Corrective action procedures (5.5.1.4; 8.0): **Insert Text**

## Monitoring Considerations

This section does not need to be filled out but is a list of reminders for the applicant.

* Locate upstream/upgradient sampling point(s) to determine background turbidity in the receiving water body. The location should be reasonably close to discharge but not so close as to experience increased turbidity from discharge. Clearly mark in field and on map in SWPPP.
* Sample the discharge where it enters the receiving water body or where it leaves the construction site. Clearly mark in field and on map in SWPPP.
* The discharge entering the water body impaired for turbidity or sediment must not exceed 5 nephelometric turbidity units (NTU) above natural conditions when the natural turbidity is 50 NTU or less, and may not have more than a 10-percent increase in turbidity when the natural turbidity is more than 50 NTU, not to exceed a maximum increase of 25 NTU.

If Turbidity exceeds allowable levels:

* Correct control measures within seven (7) calendar days, update your SWPPP to reflect improvements, submit a Corrective Action Report consistent with the CGP, AND continue daily sampling until discharge meets allowable turbidity.
* If a specific waste-load allocation has been established for turbidity or sediment that would apply to the discharge of storm water from the construction site, the permittee must implement necessary steps to meet that allocation.
* If there is only a general waste-load allocation applicable to construction storm water discharges, the permittee must consult the DEC to confirm consistency with approved TMDL.

Sections 13, 14, & 15 are ok as is and are left in as a list of reminders for the SWPPP preparer while they are filling out their plan.

# Post-Authorization Records (5.8)

**Copy of Permit Requirements (5.8.1)**

The contractor’s SWPPP must contain the following documents:

* copy of CGP (5.8.1.1)
* copy of the signed and certified NOI form submitted to DEC (5.8.1.2)
* upon receipt, a copy of letter from DEC authorizing permit coverage, providing tracking number (5.8.1.3)

These documents must be included in Appendix F.

## Additional Documentation Requirements (5.8.2)

The Grading and Stabilization Log, Form 25D-110 in Appendix G, will be filled out to satisfy the following CGP requirements:

* Dates when grading activities occur (5.8.2.1.1)
* Description of grading activities and location (5.8.2.1.2)
* Dates when construction activities temporarily or permanently cease on a portion of the site (5.9.2)
* Dates when stabilization measures are initiated (5.8.2.1.4)
* Description of Stabilization Measure (5.8.2.1.5)
* Date of beginning and ending period for winter shutdown (5.8.2.2)

Other documents will be included as shown below:

* Copies of inspection reports (5.4.2; 5.8.2.3; insert in Appendix K).
* Copies of monitoring reports, if applicable (7.3.9.2; 5.8.2.4; 5.8.2.5; 5.5.2; 9.1; insert in Appendix H).
* Documentation in support of chemical-treatment processes (4.6; 5.8.2.7; insert in Appendix P).
* Documentation of maintenance and repairs of control measures (5.8.2.9; 8.1; 8.2; insert in Appendix J).
* Copy of DEC Letter of Non-Objection (insert in Appendix D).

### Records of Employee Training (4.14; 5.8.2.8)

Training staff and subcontractors is an effective BMP. Document all training conducted for your staff, those with specific storm water responsibilities (e.g. installing, inspecting, and maintaining BMPs), and subcontractors. Use the Training Log (Form 25D-125) in Appendix I.

Describe Training Conducted: **Insert Text**

General storm water and BMP awareness training for staff and subcontractors:

During safety meetings and schedule briefings, corrective actions from the previous period will be reviewed. The contractor is encouraged to discuss timing of activities and stabilization requirements. Records of the training topics, attendees, and length must be maintained in the contractor’s SWPPP.

Detailed training for staff and subcontractors with specific storm water responsibilities:

**Insert Text**

Individual(s) Responsible for Training:

**Insert Names, Titles, and Contact Numbers here**

Documentation of training conducted shall be record on Form 25D-125 and included in Appendix I.

# Maintaining an Updated SWPPP (5.9)

This section does not need to be filled out but is a list of reminders for the applicant.

The permittee must modify the SWPPP, including site map(s), in response to any of the following:

* Whenever changes are made to construction plans, control measures, good housekeeping measures, monitoring plan (if applicable), or other activities at the site that are no longer accurately reflected in SWPPP (5.9.1.1);
* If inspections of site investigations by staff or by local, state, tribal, or federal officials determine SWPPP modifications are necessary for permit compliance (5.9.1.2); and
* To reflect any revisions to applicable federal, state, tribal, or local laws that affect control measures implemented at the construction site (5.9.1.3).

## SWPPP Amendment Log (5.9.2)

A permittee must keep a log showing dates, name of person authorizing the change, and a brief summary of changes for all significant SWPPP modifications (e.g., adding new control measures, changes in project design, or significant storm events that cause replacement of control measures). Use DOT&PF construction form 25D-114. **Amendments must be approved by an AK-CESCL or equivalently certified individual and be included in Appendix M**. **The Superintendent and the SWPPP Manager are the only persons authorized to amend the SWPPP and update the SWPPP Amendment Log. Amendments must be approved by the Project Engineer. This approval must be documented in the “PE’s Initials column” by the Project Engineer.**

## Deadlines for SWPPP Modifications (5.9.3)

Revisions to the SWPPP must be completed within seven days of the inspection that identified the need for a SWPPP modification or within seven days of substantial modifications to the construction plans or changes in site conditions.

# Additional SWPPP Requirements (5.10)

## Retention of SWPPP (5.10.1)

A copy of the SWPPP (including a copy of the permit), NOI, and acknowledgement letter from DEC must be retained at the construction site.

## Main Entrance Signage (5.10.2)

A sign or other notice must be posted conspicuously near the main entrance of the site. The sign or notice must include a copy of the completed NOI for both DOT&PF and the contractor.

## Availability of SWPPP (5.10.3)

The permittee must keep a current copy of the SWPPP at the site. The SWPPP must be made available to subcontractors, government and tribal agencies, and MS4 operators, upon request.

## Signature and Certification (5.10.4)

As co-permittees, the SWPPP is signed, dated, and certified by both the contractor and by DOT&PF. DOT&PF requires the use of its forms, instead of those provided as examples in the DEC template. The contractor must complete the SWPPP Contractor Certification (Form 25D-111) once DOT&PF approves the SWPPP and include it in Appendix E. Either the contractor’s corporate officer or their duly authorized representative can certify the SWPPP. If a duly authorized representative certifies, the Delegation of Signature Authority form must be included in Appendix E.

Upon approval, DOT&PF will provide the contractor with signed DOT&PF forms for the DOT&PF SWPPP Certification (Form 25D-109) and DOT&PF Delegation of Authority (Form 25D-107) for inclusion in Appendix E of the SWPPP.

**APPENDIX A**

**SITE MAPS AND DRAWINGS**

See Section 5.0 for guidance on creating site maps and drawings.

When including plan sheets, produce an extra set of “clean” sheets which the SWPPP preparers can use for phased erosion and sediment controls (submitted in PDF format which will be sent to Construction staff via the Transfer to Construction Memo to pass on).

For projects that generate a large amount of 11”x17” drawings, include Appendix A as a separate volume to Contracts. These drawings will be reproduced similar to the signed plan set (not folded to 8.5”x11”). The Special Notice to Bidders will need to be modified to include Volume 1 & 2.

**APPENDIX B**

**BMP DETAILS**

Include any BMP details that you’ve developed drawing for. If you site a BMP from a manual, that’s sufficient and no additional details need to be included unless you’re modifying it for site specific reasons.

Details that may be included in this appendix are:

Silt Fence – replaced by *Alaska SWPPP Guide* BMP-20.00 (make modification to state that silt fence accumulated sediment will be removed at 1/3 the capacity)

**APPENDIX D**

**SUPPORTING DOCUMENTATION**

Include all supporting documentation in Appendix D. This is in response to requests from Construction, SWPPP preparers, and for project violations of permit conditions.

If your project has been determined by the SHPO to have “No Historic Properties Affected”, include the first page of the letter with the “No Historic Properties Affected” stamp. Do NOT include any information that could locate an environmentally sensitive area.

**APPENDIX E**

**PROJECT SPECIFIC ESCP DISCUSSIONS & COMMENTS**

This appendix is only required in the ESCP. Include any other pertinent information related to erosion & sediment control on your project that doesn’t fit anywhere else in the template.