

DOT&PF SWPPP Template

January 2012

General Instructions

The Alaska Department of Transportation and Public Facilities (DOT&PF) has developed its own SWPPP template to assist you in writing a SWPPP that is consistent with the Alaska Department of Environmental Conservation (DEC) SWPPP template and the DOT&PF contract specifications. Other SWPPP development resources are available, such as:

1. DOT&PF *Alaska SWPPP Guide*, which is available on the DOT&PF Storm Water website at: <http://www.dot.state.ak.us/stwddes/desenviron/resources/stormwater.shtml>
2. DOT&PF SWPPP Review Checklist, which is available at: http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml
3. The *Alaska Storm Water Guide*, available on the DEC's website at: <http://dec.alaska.gov/water/wnpspc/stormwater/docs/AKSWGGuide.pdf>.
4. The U.S. Environmental Protection Agency (EPA) guidance *Developing Your Stormwater Pollution Prevention Plan*, available on EPA's website at: www.epa.gov/npdes/swpppguide,
5. EPA's *National Menu of Stormwater Best Management Practices*, available at: <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>

Using the DEC SWPPP Template

The DOT&PF SWPPP template uses the DEC template, but with some required modifications, described in the Specific Instructions below. The DEC SWPPP template is available at <http://dec.alaska.gov/water/wnpspc/stormwater/Index.htm>. Please use the current version available on DEC's website. Then incorporate the DOT&PF modifications, which are outlined in the order they appear in the DEC SWPPP template.

Specific Instructions

Cover Page

Include both the Contractor's and DOT&PF's permit tracking numbers once they are available (and any other tracking numbers if there are additional Operators).

Record of SWPPP Amendments

Delete this page. DOT&PF has developed a form for SWPPP Amendments to include in the Appendices.

Operator Plan Authorization/Certification/Delegation

Delete this page. DOT&PF has developed forms for certifying the SWPPP and delegating signatory authority to include in the SWPPP as later described.

Table of Contents, Appendices

Revise the list of Appendices as follows:

- A Site Maps and Drawings
- B BMP Details
- C Project Schedule
- D Supporting Documentation
 - TMDLs
 - Endangered Species
 - Historic Properties
 - DEC Non-Domestic Wastewater Plan Review No Objection Letter (if required)
 - DEC Dewatering Permit (if required)
 - Environmental Permits and Commitments
- E Delegation of Authority*, Subcontractor Certifications*, Project Staff Tracking* and Personnel Qualifications
- F Permit Conditions
 - Copies of Signed Notices of Intent
 - Confirmations of Delivery of NOIs to DEC
 - Copies of Letters from DEC Authorizing Coverage, with DEC NOI Tracking Numbers
 - Copy of 2011 Alaska Construction General Permit
- G Grading and Stabilization Records*
- H Monitoring Plan (If Applicable) and Reports
- I Training Records*
- J Corrective Action Log* and Delayed Action Item Reports*
- K Inspection Records*
- L SWPPP Preparer's Site Visit*
- M SWPPP Amendment Log*
- N Daily Record of Rainfall*
- O Hazardous Materials Control Plan
- P Treatment Chemical/Active Treatment Systems (If Applicable)
- Q Other
 - Anti-Degradation Analysis (If Applicable)
 - Correspondence with Regulatory Agencies
 - Notices of Termination

Note that appendices with an asterisk (*) are for required DOT&PF forms. These forms are provided at the end of this template for inclusion in the appropriate SWPPP appendix.

SECTION 1 – GENERAL INFORMATION

2.0: Storm Water Contacts

Identify the individuals in the following positions:

Storm Water Lead (SWPPP Manager)

Person(s) Updating the SWPPP (Contractor's Superintendent and/or SWPPP Manager)

Persons Conducting Inspections (Contractor's SWPPP Manager and DOT&PF's Storm Water Inspector)

Person Conducting Monitoring (if applicable)

Person Operating Active Treatment System (if applicable)

3.2: Project Site Specific Conditions

In addition to the information in the DEC template, include the size (in inches) of the 2-year, 24-hour storm for the site in this section. To determine the 2-year, 24-hour storm, use the best available information and/or Technical Paper No. 47 from the National Weather Service available at:

http://www.weather.gov/oh/hdsc/PF_documents/TechnicalPaper_No47.pdf

Resources helpful for completing this section include:

- Soils: soil information may be found on the Natural Resources Conservation Service website: <http://www.ak.nrcs.usda.gov/soils/index.html>.
- Growing Season: Information on the growing season can be found in the Alaska Regional Supplement to the Corps of Engineers Wetland Delineation Manual at <http://www.poa.usace.army.mil/reg/Jurisdiction/Alaska%20Regional%20Supplement.pdf>
- Freeze/Thaw Dates: The anticipated dates of fall freeze-up and spring thaw can be found at <http://www.wrcc.dri.edu/summary/Climsmak.html>

6.1 Locations of Other Industrial Storm Water Discharges

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.

SECTION 2 – COMPLIANCE WITH STANDARDS, LIMITS, AND OTHER APPLICABLE REQUIREMENTS

7.1: Identify Receiving Waters

In addition to the information in the DEC template, provide the Alaska Department of Fish and Game (DF&G) Anadromous Waters catalog number for receiving water bodies that are listed in the DF&G Anadromous Waters Catalog. The catalog is found at:

<http://www.adfg.alaska.gov/sf/SARR/AWC/index.cfm?adfg=maps.interactive>. DOT&PF may also provide consultation documentation regarding anadromous waters.

8.0: Documentation of Permit Eligibility Related to Endangered Species

Use the DOT&PF consultation documentation for this section.

9.0: Historic Properties

Use the DOT&PF documentation for this section.

SECTION 3 – CONTROL MEASURES

Use the format below and instructions for listing BMPs in Section 11.0 Control Measures/Best Management Practices:

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:

For all temporary control measures, including Good Housekeeping BMPs, identified in this section, DOT&PF requires citation for the BMP manual or publication used to select and design the BMP. If the BMP was designed specifically for the project and a manual or publication was not used, include the statement “No manual was used to select or design the BMP” and include information on the BMP’s design and placement in the SWPPP.

Permanent BMPs do not need a citation. Permanent, or Post-Construction, BMPs are permanent features that have been included in the DOT&PF contract.

- 1) *BMP Manuals:* 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, and attach the appropriate pages to the SWPPP.
- 2) *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, which is:

- BMP description and drawing, as appropriate; the description should include information such as: Purpose, Applicability, and Limitations
- Design specifications
- Installation detail
- Maintenance and inspection requirements
- Removal

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 SWPPP Preparer must provide the missing information in the SWPPP. Any drawing or description developed by the SWPPP Preparer must include the statement “No BMP manual or publication was used for this design.”

- 3) *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 SWPPP. It may also be helpful to provide the manufacturer’s website if the information was obtained online.

11.13: Treatment Chemicals

In addition to providing all the information in the DEC template, attach required documentation outlined in the 2011 CGP Part 4.5.1 for the selected chemical(s) in Appendix Q. To document the training for employees using treatment chemicals, use Appendix E.

11.14: Active Treatment System Information

For this section, simply include the packet submitted to DEC in Appendix Q, and refer to this documentation.

11.18: Permanent/Post-Construction BMPs

Add this section to the DEC Template to 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 11.12).

Examples of Permanent/Post-Construction BMPs include the following:

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

SECTION 4 – INSPECTIONS, MONITORING, AND RECORDKEEPING

12.0: Inspections

DOT&PF requires Contractors to use the Inspection Report (Form 25D-100) for conducting inspections and the Corrective Action Log (Form 25D-112) to document completion of corrective actions instead of those provided as samples in the DEC template. Attach these DOT&PF forms to the SWPPP in Appendices K and J, respectively.

13.0: Monitoring Plan

Complete section 13.1. If monitoring is not required, delete sections 13.2 and 13.3. If monitoring is required, DOT&PF will have developed a monitoring plan that can be used to complete the information in this section. In addition, attach the monitoring plan to the SWPPP in Appendix H.

14.1: Additional Documentation Requirements

DOT&PF requires the dates when grading activities temporarily or permanently cease and dates when stabilization measures are initiated be recorded on the Grading and Stabilization Log (Form 25D-110). Attach the Log to the SWPPP in Appendix G.

14.1.1: Records of Employee Training

DOT&PF requires records of training to be documented on the Training Log (Form 25D-125). Attach this form to the SWPPP in Appendix I.

15.1: Log of SWPPP Modifications

DOT&PF requires SWPPP modifications to be documented on the SWPPP Amendment Log (Form 25D-114). Attach this Log to the SWPPP in Appendix M.

16.4: Signature and Certification

As co-permittees, the SWPPP is signed 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 attach it in Section 16.4. 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. To open the Contractor certification form, click twice on the icon.



Form 25D-109.doc

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 the SWPPP. To open the DOT&PF certification form, click twice on the icon.



Form 25D-109.doc

Place Subcontractors Certifications in Appendix E.

APPENDICES

The following is the full list of required Appendices. Those SWPPP Appendices that utilize DOT&PF forms include the appropriate form as an embedded document. To open the form, click twice on the icon. Some Appendices will require the SWPPP Preparer and/or SWPPP Manager to include the appropriate attachments at a later time.

APPENDIX A – SITE MAPS AND DRAWINGS

APPENDIX B – BMP DETAILS

APPENDIX C – PROJECT SCHEDULE

APPENDIX D – SUPPORTING DOCUMENTATION

- **TMDLs**
- **ENDANGERED SPECIES**
- **HISTORIC PROPERTIES**
- **DEC NON-DOMESTIC WASTEWATER PLAN REVIEW NO OBJECTION LETTER (IF REQUIRED)**
- **DEC DEWATERING PERMIT (IF REQUIRED)**
- **ENVIRONMENTAL PERMITS AND COMMITMENTS**

APPENDIX E – DELEGATION OF AUTHORITY, SUBCONTRACTOR CERTIFICATIONS, PROJECT STAFF TRACKING & PERSONNEL QUALIFICATIONS

CONTRACTOR DELEGATION OF AUTHORITY (FORM 25D-108)



Form25D-108.doc

DOT&PF DELEGATION OF AUTHORITY (FORM 25D-107)



Form25D-107.doc

SWPPP SUBCONTRACTOR CERTIFICATION (FORM 25D-105)



Form 25D-105.doc

PROJECT STAFF TRACKING (FORM 25D-127)



Form 25D-127.doc

APPENDIX F – PERMIT CONDITIONS

- **COPIES OF SIGNED NOTICES OF INTENT**
- **CONFIRMATIONS OF DELIVERY OF NOIS TO DEC**
- **COPIES OF LETTERS FROM DEC AUTHORIZING COVERAGE WITH DEC NOI TRACKING NUMBERS**
- **COPY OF 2011 ALASKA CONSTRUCTION GENERAL PERMIT**

APPENDIX G – GRADING AND STABILIZATION RECORDS

GRADING AND STABILIZATION LOG (FORM 25D-110)



Form 25D-110.doc

APPENDIX H – MONITORING PLAN (IF APPLICABLE) AND REPORTS

APPENDIX I – TRAINING RECORDS

TRAINING LOG (FORM 25D-125)



Form 25D-125.doc

APPENDIX J – CORRECTIVE ACTION LOG AND DELAYED ACTION ITEM REPORTS

CORRECTIVE ACTION LOG (FORM 25D-112)



Form 25D-112.doc

DELAYED ACTION ITEM REPORT (FORM 25D-113) – TO BE COMPLETED BY DOT&PF AS NEEDED

**APPENDIX K – INSPECTION RECORDS
INSPECTION REPORT (FORM 25D-100)**



Form 25D-100.doc

**APPENDIX L – SWPPP PREPARER’S SITE VISIT
PRE-CONSTRUCTION SITE VISIT (FORM 25D-106)**



Form 25D-106.doc

**APPENDIX M – SWPPP AMENDMENT LOG
SWPPP AMENDMENT LOG (FORM 25D-114)**



Form 25D-114.doc

**APPENDIX N – DAILY RECORD OF RAINFALL
DAILY RECORD OF RAINFALL (FORM 25D-115)**



Form 25D-115.doc

APPENDIX O – HAZARDOUS MATERIALS CONTROL PLAN

APPENDIX P – TREATMENT CHEMICAL/ACTIVE TREATMENT SYSTEMS (IF APPLICABLE)

APPENDIX Q – OTHER

- ANTI-DEGRADATION ANALYSIS (IF APPLICABLE)
- CORRESPONDENCE WITH REGULATORY AGENCIES
- NOTICES OF TERMINATION