

DOT&PF SWPPP Template

February 2016

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: <https://dec.alaska.gov/water/wastewater/stormwater/guidance/>
4. The U.S. Environmental Protection Agency (EPA) guidance *Developing Your Stormwater Pollution Prevention Plan*, available on EPA's website at: http://www3.epa.gov/npdes/pubs/sw_swppp_guide.pdf
5. EPA's *National Menu of Stormwater Best Management Practices*, available at: <http://www.epa.gov/sites/production/files/2014-04/documents/stormwater-best-management-practices.pdf>

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 <https://dec.alaska.gov/water/wastewater/stormwater/construction>. 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
 - Applicable Federal, State, Tribal, Historical, or Local Requirements
 - 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 2016 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 located at http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml and must be included in the appropriate SWPPP appendix.

SECTION 1 – GENERAL INFORMATION

1.0: Permittee Operator(s)/ Contractor(s) and Subcontractors

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)

Persons Signing Inspection Reports (Contractor's Superintendent and/or DOT&PF Project Engineer)

Person Conducting Monitoring (if applicable)

Person Operating Active Treatment System (if applicable)

3.0 Project Information

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. If there is a NWS station in the immediate vicinity of the project that is to substitute for a rain gauge in accordance with the 641 spec, then identify the station in this section. To determine the 2-year, 24-hour storm, use the best available information and/or NOAA Atlas 14 available at:

https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_ak.html

Resources helpful for completing this section include:

- Soils: soil information may be found on the Natural Resources Conservation Service website: <https://www.nrcs.usda.gov/wps/portal/nrcs/ak/soils/surveys/>.
- 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/Portals/34/docs/regulatory/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>

4.0: Nature of the Construction Activity

5.0 Site Maps

6.0 Discharges

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.

7.0 Documentation of Permit Eligibility Related to Total Maximum Daily Loads

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.

7.2: Identify TMDLs

DEC's instructions ask that all impaired water body categories be looked at, but not all impaired water bodies have TMDLs. Therefore, please also answer this question:

Are there impaired receiving waters listed in Section 7.1 without an approved TMDL?

Yes No

8.0: Documentation of Permit Eligibility Related to Endangered Species

Use the DOT&PF consultation documentation for this section.

9.0: Applicable Federal, State, Historic, Tribal, or local Requirements

Use the DOT&PF documentation for this section.

10.0: CONTROL MEASURES/BEST MANAGEMENT PRACTICES

Use the format below and instructions for listing BMPs in Section 10.0 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 include the appropriate BMP manual pages in Appendix B of 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.

10.9 Soil Stockpiles

10.10 Sediment Basins

10.11 Dewatering

Use the DEC AKG002000 – Excavation Dewatering General Permit. The dewatering of accumulated groundwater and storm water that accumulates within an excavation area is an authorized discharge under the permit. The permit does provide discharge authorization for dewatering conducted within 1,500 feet of a permit defined “DEC-identified contaminated site” although special permit conditions apply and additional requirements may be added in the discharge authorization.

10.12 Soil Stabilization

Does the SWPPP outline the general sequence of the stabilization practices that will be used to achieve temporary and permanent stabilization?

10.13: Treatment Chemicals

In addition to providing all the information in the DEC template, attach required documentation outlined in the 2016 CGP Part 4.6.1 for the selected chemical(s) in Appendix Q. To document the training for employees using treatment chemicals, use Appendix E or use Appendix I (training log) for additional documentation of training specific to treatment chemical use.

10.14: Active Treatment System Information

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

10.15.2: Fueling and Maintenance Areas

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 mention, 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.

10.16: Spill Notification

Does the SWPPP describe spill prevention and response measures or reference an HMCP/SPCC that is provided in the SWPPP?

10.18: 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

11.0: 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.

12.0: Monitoring Plan

Complete section 12.1. Answer the question “Is the disturbed acreage equal to or greater than 20 acres?” for the area being disturbed that discharge to the impaired water. If yes, develop a phasing plan to limit the acreage that is disturbed at one time. If monitoring is not required, delete sections 12.2 and 12.3. 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.

13.0: Post Authorization Records

13.1: 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.

14.0: Maintaining an updated SWPPP

14.1: 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.

15.0: 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.

15.4: 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 15.4. 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. All SWPPP forms are located at http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml.

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.

Place Subcontractors Certifications in Appendix E.

APPENDICES

The following is the full list of required Appendices. All DOT&PF SWPPP forms are located at http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml. 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)\
- DOT&PF Delegation of Authority (Form 25D-107)
- SWPPP Subcontractor Certification (Form 25D-105)
- Project Staff Tracking (Form 25D-127)

APPENDIX F – Permit Conditions

- Copies of Signed Notices of Intent
- Confirmation s of Delivery of NOIs to DEC
- Copies of Letters from DEC Authorizing Coverage with DEC NOI Tracking Numbers
- Copy of 2016 Alaska Construction General Permit

APPENDIX G – Grading and Stabilization Records

- Grading and Stabilization Log (Form 25D-110)

APPENDIX H – Monitoring Plan (If Applicable) and Reports

APPENDIX I – Training Records

- Training Log (Form 25D-125)

APPENDIX J – Corrective Action Log and Delayed Action Item Reports

- Corrective Action Log (Form 25D-112)
- Delayed Action Item Report (Form 25D-113) – to be completed by DOT&PF as needed

APPENDIX K – Inspection Records

- Inspection Report (Form 25D-100)

APPENDIX L – SWPPP Preparer’s Site Visit

- Pre-Construction Site Visit (Form 25D-106)

APPENDIX M – SWPPP Amendment Log

- SWPPP Amendment Log (Form 25D-114)

APPENDIX N – Daily Record of Rainfall

- Daily Record of Rainfall (Form 25D-115)

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