

**STORMWATER POLLUTION PREVENTION PLAN**

**(SWPPP)**

**Our Lady of The Presentation Church**

**North Parking Lot Expansion Project**

**Lee's Summit, MO**

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## **PART I: GENERAL PROJECT INFORMATION**

Project Site Name: OLOPC- N. Parking Lot Expansion

Project Site Street/Location: 130 NW Murray Road

City: Lee's Summit State: MO Zip Code: 64081

County: Jackson

Owner's Name: Our Lady of The Presentation Church

Address: 130 NW Murray Road

City: Lee's Summit State: MO Zip Code: 64081

Phone: 816-251-1108

**E-mail:** clauderdale@olpls.org

### **Nature of Construction Activity:**

Construction of a 20,000 Sf parking lot expansion for 57 parking spaces. Land disturbance activity is limited to site grading and utility installation.

Estimated Project Start Date: 9-1-2023

Estimated Project Completion Date: 10/31/2023.

## PART II: PROJECT PLANNING & DESIGN

(To be completed by DESIGN PROFESSIONAL)

Designer's Name: Kevin Sterrett

Company Name: Hg Consult, Inc.

Address: 1411 NE Todd George Road

City: Lee's Summit State: MO Zip Code: 64086

Phone: 816-703-7098 Fax:

E-mail: ksterrett@hgcons.com Cell phone: 816-703-7098

**Soil Disturbing Activities** for this project will include the following (Check all that apply):

- ☒ Stockpiling and re-spreading topsoil
- ☒ Preparing sub grade for streets and sidewalks
- ☒ Disposal areas for excess excavated material
- ☒ Construction of sediment basins or storm water detentions
- ☐ Construction of compacted fill areas for residential building construction
- ☐ Provide and maintain natural buffers around surface waters
- ☒ Stripping of topsoil within the limits of construction
- ☐ Utility trench excavation and backfill
- ☒ Backfilling curbs and sidewalks
- ☐ Borrow areas for fill material
- ☐ Minimize soil compaction and preserve top soil
- ☐ Other (specify):

*Note: Limits of land disturbance must be clearly shown on the erosion and sediment control plan.*

**Total Site Area: 12.5 acres**

**Total Estimated Area** to be disturbed by all activities: 1.96 acres

**Runoff Coefficient** prior to development: .30

**Runoff Coefficient** after development: 0.65

**BMP's Temporary or Permanent:** temporary and permanent

**Describe and Identify** the location of any storm water discharge associated with industrial activities other than construction at the site, such as dedicated asphalt and concrete plants:

N/A

**Controls to Reduce** pollutants from these materials (if applicable):

**Name of Receiving water body/ Outfall:** Cedar Creek

**Distance from Project outfall to receiving water body:** 1500’

**Does this Project** require 401 and 404 permits as defined under the Clean Water Act? (yes/no) no

**If yes**, attach the permits to the SWPPP.

***Note:** If outfall discharge is to more than one receiving water body, attach information for each outfall.*

**Endangered** or threatened species/critical habitats on or near the project (yes/no) No

**If yes**, describe the species and/or critical habitat:

**If yes**, describe steps taken to address the impact of construction:

**Historic Sites** on or near the construction site? (yes/no) No

**If yes**, describe steps taken to address the impact of construction:

**Soils, Slopes, Vegetation, and Current Drainage Patterns** existing soil conditions at construction site including soil types, slopes, drainage patterns, and other topographic features that might affect erosion and sediment control (should also be included on site map).

Soil Type- Asburg silt loam 1%-5% slope, Drainage Pattern- south to north

**Potential Sources of Pollution.** Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of storm water discharges from the construction site.

Stock piled top soil

Identify and list all potential sources, other than sediment, which may reasonably be expected to affect the quality of storm water discharges from the construction's site

None

## **CONSTRUCTION SITE BEST MANAGEMENT PRACTICES**

Description of Best Management Practices (BMPS): The SWPP must include a description of both structural and nonstructural BMPs that will be used at the site. The SWPPP must have sufficient information to be of practical use to contractors and site construction workers to guide the installation and maintenance of BMPs. The SWPPP must provide the following general information for each BMP which will be used one or more times at the site.

- Physical description of the BMP;
- Site and physical conditions that must be met for effective use of the BMP;
- BMP installation/construction procedures, including typical drawings; and
- Operation and maintenance procedures for the BMP.

**The SWPP must provide the following information for each specific instance where a BMP is to be installed:**

- Whether the BMP is temporary or permanent;
- Where, in relation to other site features, the BMP is to be located;
- When the BMP will be installed in relation to each phase of the land disturbance procedures to complete the project; and
- What site conditions must be met before removal of the BMP if the BMP is not a permanent BMP?

(check all that apply)

### **Soil Stabilization and Slope Protection BMPs:**

- ☐ Scheduling      ☐ Straw Mulch      ☐ Slope Drains      ☐ Soil Binders
- ☒ Hydroseeding      ☐ Hydraulic/Wood      ☐ Streambank
- ☐ Geotextile, ECB's or TRM's      ☐ Earth Dikes/Swales & Lined Ditches
- ☒ Outlet Protection/Velocity Dissipater      ☒ Preservation of Existing Vegetation

### **Perimeter Controls & Sediment Barriers:**

- ☒ Silt Fence      ☐ Fiber Rolls      ☐ Check Dam      ☐ Sandbag Barrier
- ☐ Direct stormwater to vegetated areas      ☐ Sediment Traps
- ☐ Gravel Bag Berm      ☒ Storm Drain Inlet Protection

☐ Sediment/Desilting Basin      ☐ Earth Dikes/Swales & Lined Ditches

☐ Maintain natural buffers around surface waters

☐ Other (specify):

**Establish Stabilized Construction Exits:**

☒ Stone Pads      ☐ Entrance/Outlet Tire Wash

☐ Other (specify):

**Non-Storm Water Management BMPs:**

☐ Pile Driving Operations

☐ Dewatering Operations

☐ Clean Water Diversion

☐ Potable Water/Irrigation

☒ Concrete Finishing

☐ Material/Equipment Use Over Water

☐ Concrete Curing

☐ Paving and Grinding Operations

☐ Water Conservation Practices

☐ Demolition/Removal Over Water

☐ Illicit/Illegal Discharge Detection

☐ Vehicle & Equipment Cleaning

☐ Temporary Stream Crossing

☐ Vehicle and Equipment Fueling & Maintenance

☐ Other (specify):

**Waste Management & Materials Pollution Control BMPs:**

- ☐ Spill Prevention/Control
 ☐ Stockpile Management  
☐ Solid Waste Management
 ☐ Liquid Waste Management  
☒ Concrete Waste Management (Washout Area)  
☒ Sanitary/Septic Waste Management
 ☐ Material Delivery/Storage Use  
☐ Hazardous Waste Management
 ☐ Contaminated Waste Management  
☐ Other

### Permanent Stabilization BMPs:

- ☐ Retaining Walls
 ☐ Porous Pavement
 ☐ Biofilters  
☐ Infiltration Basins
 ☐ Vegetative Buffers
 ☐ Slope  
☒ Outlet Protection/Velocity Dissipation Devices  
☐ Earth Dikes, Drainage Swales & Lined Ditches
 ☒ Detention/Retention Devices  
☐ Other (specify):

The contractor must select, install, use, operate, and maintain appropriate BMPs for the permitted sites. The following manual are acceptable resources for the selection of appropriate BMPs, but should not be considered exclusive:

*Kansas City Metropolitan Chapter of the American Public Works Association:  
Division 5100 Erosion and Sediment Control manual.*

or

*Storm Water Management for Construction Activities: Developing Pollution Prevention Plans  
and Best Management Practices, (Document number EPA 832-R-92-005)  
published by the United States Environmental Protection Agency USEPA) in 1992.*



## **PART III: CONSTRUCTION PHASE**

**(To be completed by GENERAL CONTRACTOR)**

**General Contractor's Name:**

**Company Name:**

**Address:**

**City:**  **State:**  **Zip Code:**

**Phone:**  **Fax:**

**E-mail:**  **Cell Phone:**

***Note:** The General Contractor must designate an individual responsible for environmental matters who has primary responsibility for ensuring compliance with the Storm Water Pollution Prevention Plan (SWPPP) during construction.*

**Contractor's Individual Response for Environmental Matters:**

**Phone:**  **Fax:**

**E-mail:**  **Cell phone:**

How will they be notified when a rain event causes runoff from the site:

**Subcontractors:** Check all items for which subcontractors will be used and attach a list of all the subcontractor's company names:

☐ Gas                      ☐ Water                      ☐ Grading                      ☐ Paving

- ☐ Blasting
 ☐ Electric
 ☐ Storm Sewers
 ☐ Sanitary Sewers  
☒ Curb and Gutter
 ☒ Concrete Flatwork
 ☐ Sediment controls
 ☒ Seeding and Mulching  
☐ Concrete and Drainage Structures  
☒ Other (specify):

**List All Additional subcontractors used on the project whose scope of work includes land disturbance activities (keep list updated throughout the project):**

**Contacts:**

**Contact Phone Number:**

**Other Utilities and Contractors: List all other utility companies and contractors which will be doing work on the site with their own contractors involving land disturbance:**

**Contacts:**

**Contact Phone Number:**

**Important Recorded Dates: To be filled in during construction activities:**

Completed SWPPP approval:

Groundbreaking activities begin:

Construction temporarily or permanently ceased:

Stabilization measures initiated:

Permanent stabilization achieved:

### **Sequence of Construction:**

**The General Contractor must complete the following intended construction sequence and timing for major activities, including any opportunities for phasing, grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time.**

**Phase:**

**BMP and Stabilization Methods:**

1.

2.

3.

4.

5.

## **PART IV: GENERAL REQUIREMENTS**

### **(To be understood and implemented by GENERAL CONTRACTOR)**

- 1) Discharges must not cause violations of the Water Quality Standards 10 CST 20-7.031(3), which state, in part, that no water contaminant, by itself or in combination with other substances, will prevent the waters of the state from meeting the following conditions:
  - a) Waters must be free from substances in sufficient amounts to cause the formation of putrescent, unsightly or harmful bottom deposits or prevent full maintenance of beneficial uses;
  - b) Waters must be free from oil, scum and floating debris in sufficient amounts to be unsightly or prevent full maintenance of beneficial uses;
  - c) Waters must be free from substances in sufficient amounts to cause unsightly color or turbidity, offensive odor or prevent full maintenance of beneficial uses;
  - d) Waters must be free from substances or conditions in sufficient amounts to have a harmful effect on human, animal or aquatic life;
  - e) There must be no significant human health hazard from incidental contact with the water;
  - f) There must be no acute toxicity to livestock or wildlife watering;
  - g) Waters must be free from physical, chemical or hydrologic changes that would impair the natural biological community;
  - h) Waters must be free from used tires, car bodies, appliances, demolition debris, used vehicles, or equipment and solid waste as defined in Missouri's Solid Waste Law, Section 260.200, RSMo, except as the use of such materials is specifically permitted pursuant to Section 260.200-260.247.
- 2) The contractor must designate an individual to be responsible for environmental matters (See Part III). The individual responsible for environmental matters must have a thorough and demonstrable knowledge of the site's SWPPP, City's Land Disturbance Permit, and sediment and erosion control practices in general. The individual responsible for environmental matters or a designated inspector must be knowledgeable in erosion, sediment, and storm water control principles, must inspect all structures that function to prevent pollution of waters of the state.
- 3) The contractor must store all paint, solvents, petroleum products and petroleum waste products, and storage containers (such as drums, cans, or cartons) according to best management practices (BMPs). The materials exposed to precipitation must be stored in watertight, structurally sound, closed containers. All containers must be inspected for leaks or spillage during the once per week inspection of BMP's.
- 4) The contractor must retain a current copy of the SWPPP at an easily accessible location so that it can be made available at the time of an on-site inspection by Federal, State or Local regulatory agencies.
- 5) The contractor must post a copy of the public notification sign of the information board at the main entrance to the site. The public notification sign must contain:
  - a) The land disturbance permit number;
  - b) The name and phone number of individual responsible for environmental matters; and
  - c) The onsite location of the SWPPP and the hours that it is viewable to the public.The public notification sign must remain posted at the site until the site has been fully stabilized.
- 6) The contractor must at all times maintain all pollution control measures and systems in good order to achieve compliance requirements of the SWPPP, as well as State and Federal Law.

# PART V: BMP PERFORMANCE REQUIREMENTS

## (To be maintained by GENERAL CONTRACTOR)

- 1) Discharge to Valuable Resources Waters: Storm water discharges as described in 1.a., 1.b. and 1.c. below must be considered discharges to “valuable resource waters”. For the purpose of this SWPPP, the term “stream feet” will mean the distance in feet following the nearest drainage channel from the land disturbance to the valuable resource water.
  - a) Storm water discharges within 1000 stream feet of Streams identified as a losing stream\*.
    - i. Streams or lakes listed as an outstanding national or state resource water\*;
    - ii. Reservoirs or lakes used for public drinking water supplies\*;
    - iii. Streams, lakes or reservoirs identified as critical habitat for endangered species\*, or
    - iv. Streams, lakes or reservoirs listed as impaired for sediment and/or an unknown pollutant by standard MDNR methodology.\*
  - b) Storm water discharges:
    - i. Within 100 stream feet of a permanent stream (class P) or major reservoir (class 12), or
    - ii. Within 2 stream miles upstream of biocriteria reference locations\*.
  - c) Storm water discharges where:
    - i. Any of the disturbed area is defined as a wetland (Class W), by 10 CSR 20-7.03(1)(F)7\*; or
    - ii. The storm water discharges to a sinkhole or other direct conduit to groundwater.
    - iii. Total Settable Solids from a storm water outfall must not exceed 2.5 m/L/hr.
    - iv. If the disturbed area discharges to valuable resource water, Total Settable Solids must not exceed 0.5 ml/L/hr.

\*Identified or described in 10 CSR 20, Chapter 7. These regulations are available at many libraries and may be purchased from MDNR by calling the Water Pollution Control Program at (573) 751-1300. The regulations are also available from the Missouri Secretary of State's Office.

- 2) Disturbed Areas: Slopes for disturbed areas must be defined. A site map or maps, defining the sloped areas for all phases of the project, must be included in the SWPPP. **Where soil disturbing activities cease in an area for 14 days or more, the contractor must construct BMPs to establish temporary stabilization. Temporary stabilization must be completed within 7 calendar days. Temporary stabilization must consist of well-established and maintained BMPs that are reasonably certain to protect waters of the state from sediment pollution. These BMPs may include a combination of sediment basins, check dams, sediment fences, and mulch. The types of BMPs used must be suited to the area disturbed, taking into account the number of acres exposed and the steepness of the slopes. If the slope of the area is greater than 3:1 (3 feet horizontal to 1 foot vertical) or if the slope is greater than 3% and greater than 150 feet in length, then the contractor must establish temporary stabilization within 7 days of ceasing operations on that part of the site. Delays in work caused by inclement weather or equipment malfunction are not considered “ceasing operations” for the purpose of this section, as long as work resumes as soon as possible. Final stabilization of the disturbed areas must be initiated immediately and completed within 7 calendar days whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site. Allowances to the 7 day completion period for temporary and final stabilization may be made due to weather and equipment malfunctions. The use of allowances shall be documented in the SWPPP.**
- 3) Installation: The contractor must ensure the BMPs are properly installed at the locations and relative times specified. Peripheral or border BMPs to control runoff from disturbed areas must be installed or marked for preservation before general site clearing is started. Storm water discharges from disturbed areas, which leave the site, must pass through an appropriate BMP prior to leaving the land disturbance site. A drainage

course change must be clearly marked on a site map and described. The location of all BMPs must be indicated on a site map.

- 4) Sedimentation Basins: Sedimentation basins are required for each drainage area with 10 or more acres disturbed at one time. The sedimentation basin must be sized to contain a volume of at least 3600 cubic feet per each disturbed acre draining into it. Accumulated sediment must be removed from the basin when the basin is 50 % full. When discharging from the basin and impoundments, utilize outlet structures that withdraw water from the surface, unless infeasible. Discharges from the basin must not cause scouring of the banks or bottom of the receiving stream. The basin must be maintained until final stabilization of the disturbed area served by the basin.

Where use of a sediment basin of this size is impractical, the contractor must evaluate and specify other similarly effective BMPs to be employed to control erosion and sediment delivery. The BMPs must provide equivalent protection. The contractor must provide temporary and permanent sedimentation basins to have a stabilized spillway to minimize the potential for erosion of the spillway or basin embankment.

- 5) Dewatering: Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls. The SWPPP shall include a description of any anticipated dewatering methods including the anticipated volume of water to be discharged and the anticipated maximum flow discharged from these dewatering activities expressed in gallons per minute. Maximum flow may be stated in the SWPPP as an estimate based on the type and capacity of equipment being used for dewatering. The SWPPP shall call for specific BMPs designed to treat water pumped from trenches and excavations and in no case shall this water be pumped off-site without being treated by the specified BMPs. When discharging from the basin and impoundments, utilize outlet structures that withdraw water from the surface, unless infeasible.

## **PART VI: ADDITIONAL REQUIREMENTS AND CONTROLS**

**(To be understood and implemented by the GENERAL CONTRACTOR)**

- 1) The contractor must comply with all federal and state regulations regarding underground storage tanks, above ground storage tanks and dispensers of fueling facilities.
- 2) The contractor must manage hazardous wastes in accordance with the provisions of the Missouri Hazardous Waste Laws and Regulations. This includes hazardous wastes that are generated (by maintenance, cleaning, and repair activities), transported or stored on site.
- 3) Materials Inventory: Check items stored outside on the site during construction:
  - ☐ Pipe, Fittings, and joint compounds for utility piping
  - ☐ Gravel and stone bedding
  - ☐ Concrete forming materials
  - ☐ Other (specify):

(Note: fuels, oils and other petroleum products, forming oils and compounds, fertilizers, pesticides, or any other hazardous or toxic compounds must be stored according to best management practices.

- 4) Spill Prevention / Materials Management Practices:
  - a) Petroleum Products: all vehicles kept on site will be monitored for leaks and should receive regular preventative maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers, which are clearly labeled. Any asphalt substances use on site will be applied according to the manufacturer's recommendations.
  - b) Fueling and Servicing: No fueling, servicing, maintenance, or repair of equipment or machinery may be done within 50 feet of a stream, or within 100 feet of a classified stream, losing stream or sinkhole. Fueling activities must be in compliance with all federal and state regulations regarding underground storage, above ground storage, and dispensers of fueling facilities.
  - c) Track Out: a stabilized construction exit has been designated on the site plan. Only designated exits can be used for exit from the site. Where sediment is present on roadways, all storm water curb inlets must have inlet protection. Where storm water will flow off the end of where a roadway terminates, a sediment catching BMP (ex. Gravel bean, silt fence, etc.) must be provided. The General Contractor is responsible for keeping track out cleaned from adjoining streets on a daily basis, if needed.
  - d) Concrete Trucks: concrete trucks will be allowed to wash out only in locations (designated on the site map) where discharge is contained and marked with appropriate signage.
  - e) Disposal of Hazardous Materials: no fuels, oils, lubricants, solvents, or other hazardous materials can be disposed of on this site. All hazardous materials must be properly disposed of, in accordance with Missouri State Law.

- f) Solid Waste: The General Contractor is responsible for disposing of all solid waste from the site in accordance with Missouri State Law. Dumpsters or other collection facilities must be provided as needed. Solid waste may not be buried on site.
- g) Sanitary Waste: The General Contractor is responsible for providing sanitary facilities on the site. Sanitary waste may be disposed only in locations having a Missouri State permit.
- h) Other Discharges: Water for pressure testing sanitary sewers, flushing water lines, etc. may be discharged only in approved areas.

5) Air Emissions:

Dust Control: The General Contractor is required to control fugitive emissions from the site. Dust can be minimized by stabilizing areas with BMPs as soon as possible. Watering must be provided in unstabilized areas. Fugitive dust emissions are regulated by the Kansas City Health Department, Air Quality Program. Call (816) 513-6314 for guidance.

6) Hazardous Products:

The contractor must store all paint, solvents, petroleum products and petroleum waste products, and storage containers (such as drums, cans, or cartons) according to best management practices (BMPs). The materials exposed to precipitation must be stored in watertight, structurally sound, closed containers. All containers shall be inspected for leaks or spillage during the once per week inspections of BMPs.

7) Spill Controls:

- a) The contractor's individual responsible for environmental matters will be the spill prevention and cleanup coordinator. The contractor must notify the City's designated individual responsible for environmental matters immediately of all spills that takes place during the construction project. Manufacturer's recommended methods for spill cleanup will be clearly posted, and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.
- b) Material and equipment necessary for spill cleanup will be kept in the material storage area on-site. Equipment and materials will include, but not be limited to: brooms, dust pans, mops, rags, gloves, kitty litter, sand, sawdust, and plastic and metal trash containers (specifically for this purpose).
- c) All spills will be cleaned up immediately upon discovery.
- d) The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
- e) The spill prevention procedures will include measures to prevent spills from re-occurring and how to clean up the spill if there is another one.

8) Additional Good Housekeeping Practices:

- a) An effort will be made to store only enough products to do the job.
- b) All materials stored on-site will be stored in a neat, orderly manner in their appropriate containers; and if possible, under a roof or other enclosure.
- c) Whenever possible, all of a product will be used up before disposing of the containers in accordance with Missouri State Law.
- d) Manufacturer's recommendations for proper use and disposal will be followed.
- e) All paint containers will be tightly sealed and stored when not required for use. Excess paint will not be dumped into the storm sewer system, but will be properly disposed of in accordance with Missouri State Law.



## **PART VII: CERTIFICATION**

**(To be completed by ALL PARTIES)**

### **General Contractor's Certification:**

I hereby certify that I understand the requirements stated in this plan, yhat I am responsible for completing the requirements set forth in this SWPPP, including any modification to the SWPPP after commitment of land disturbance activities as shown on the site plan, and that I am responsible for the performance of any subcontractors at the site.

**General Contractor:**

By:

Title:

Date:

### **Subcontractors Certification:**

I hereby certify that I understand the requirements stated in this SWPPP, that I am responsible for completing the requirements, which have been listed in the plan as being a part of my scope of work.

**Subcontractor:**

By:

Title:

Date:

**Subcontractor:**

By:

Title:

Date:

**Subcontractor:**

By:

Title:

Date:

**Subcontractor:**

By:

Title:

Date:

# **SITE INSPECTION REPORTS**

## **(To be completed by CONTRACTOR)**

Site Inspection Reports: Regularly scheduled inspections must be, at a minimum, once per seven calendar days and within 48 hours after any storm event equal or greater than a 2 year, 24 hour storm event has ceased. These inspections must be conducted by the person responsible for environmental matters at the site, or a person trained by and directly supervised by the person responsible for environmental matters at the site. For disturbed areas that have not been finally stabilized, all installed BMPs and other pollution control measures must be inspected for proper installation, operation and maintenance. All storm water outfalls must be inspected for proper installation, operation and maintenance. All storm water outfalls must be inspected for evidence of erosion or sediment deposition. The receiving stream must also be inspected for 50 feet downstream of the outfall. Any problems must be noted in an inspection report and corrected within seven calendar days of the inspection. If weather conditions make it impossible to correct the problem within seven days, a detailed report of the problem (including pictures), must be filed with the regular inspection reports. The contractor must correct BMP malfunctions as soon as weather conditions allow. Parts of the site that have been finally stabilized may be inspected once per month. A log of each inspection must be kept. The Inspection report is to include the following minimum information: inspector's name, date of inspection, observations relative to the effectiveness of the BMPs, actions taken or necessary to correct problems, and a listing of areas where land disturbance operations have permanently or temporarily stopped. The inspection report must be signed by the person responsible for environmental matters or by the person performing the inspection, if duly authorized to do so. Include copies of all site inspection reports at the end of the SWPPP document.

### **\*\*REMINDER\*\***

- 1) The SWPPP must remain on-site until the site has been closed out.
- 2) A copy of the permit needs to be attached to the SWPPP.
- 3) Any update or modification to reflect change at the site effecting discharge, or where inspections identify SWPPP/BMPs as ineffective, needs to be attached to the SWPPP.
- 4) Any additional federal, state, or local permits need to be attached to the SWPPP.
- 5) The SWPPP, as well as all supporting documentation (permits, inspection reports, and addendums to the SWPPP, location maps, and site plan), must be retained for three (3) years.
- 6) SWPPPs are dynamic documents, which can be changed during the construction process. The goal of SWPPPs is to keep sediment on project sites and assure water quality standards. If BMPs or procedures are not attaining this goal, then the SWPPP should be changed or updated in order to better address specific conditions.
- 7) Total settle-able Solids from a storm water outfall exceeding 2.5 mg/L/hr (or 0.5 mg/L/hr if discharged to valuable resource water) may allow MDNR to determine a violation of the Water Quality Standards may occur or has occurred.
- 8) The contractor must post a copy of the public notification sign, including the permit number, on the information board at the main entrance to the site. The public notification sign must remain posted at the site until the site has been finally stabilized.

### **SWPPP APPENDICES**

#### **APPENDIX A — INSPECTION REPORTS**

#### **APPENDIX B— EROSION AND SEDIMENT CONTROL PLANS**

#### **APPENDIX C— MDNR LAND DISTURBANCE PERMIT (IF REQUIRED)**

## **APPENDIX A – INSPECTION REPORTS**

### **Sample Inspection Report**

### **Instructions**

This sample inspection report has been developed as a helpful tool to aid you in completing your site inspections. This sample inspection report was created consistent with EPA's Developing Your Stormwater Pollution Prevention Plan. You can find both the guide and the sample inspection report (formatted in Microsoft Word) at [www.epa.gov/npdes/swpppguide](http://www.epa.gov/npdes/swpppguide).

This inspection report is provided in Microsoft Word format to allow you to easily customize it for your use and the conditions at your site. You should also customize this form to help you meet the requirements in your construction general permit related to inspections.

#### **Using the Inspection Report**

This inspection report is designed to be customized according to the BMP's and conditions at your site. For ease of use, you should take a copy of your site plan and number all of the stormwater BMPs and areas of your site that will be inspected. A brief description of the BMP or area should then be listed in the site-specific section of the inspection report. For example, specific structural BMPs such as construction site entrances, sediment ponds, or specific areas with silt fence (e.g., silt fence along Main Street; silt fence along slope in NW corner, etc.) should be numbered and listed. You should also number specific non-structural BMPs or areas that will be inspected (such as trash areas, material storage areas, temporary sanitary waste areas, etc.).

You can complete the items in the "General Information" section that will remain constant, such as the project name, NPDES tracking number, and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.

When conducting the inspection, walk the site by following your site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been addressed (customize this list according to the conditions at your site). Note any required corrective actions and the date and responsible person for the correction in the Corrective Action Log.

## STORMWATER CONSTRUCTION SITE INSPECTION REPORT

General Information									
Project Name:									
NPDES Tracking No.:		Location:							
Date of Inspection:		Start/End Time:							
Inspector's Name(s):									
Inspector's Title(s):									
Inspector's Contact Information:									
Inspector's Qualifications:		Insert qualifications or add reference to the SWPPP. (See Section 5 of the SWPPP Template)							
Describe present phase of construction:									
<b>Type of Inspection:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post -storm event									
Weather Information									
Has there been a storm event since the last inspections? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>If yes, provide:</b>  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Storm Start Date &amp; Time</td> <td style="width: 33%;">Storm Durations (hrs)</td> <td style="width: 33%;">Approximate Amount of Precipitation (in.)</td> </tr> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </table>				Storm Start Date & Time	Storm Durations (hrs)	Approximate Amount of Precipitation (in.)			
Storm Start Date & Time	Storm Durations (hrs)	Approximate Amount of Precipitation (in.)							
<b>Weather at time of this Inspection?</b>  <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds  <input type="checkbox"/> Other: <span style="float: right;">Temperature:</span>									

Have any discharges occurred since the last inspection?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:		
Are there any discharges at the time of inspection?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:		

### Site-specific BMPs

- Number the structural and non-structural BMPs identified in your SWPPP on your site map and list them below (add as many BMPs as necessary). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required BMPs at your site.
- Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Overall Site Issues

Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Are discharge points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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**Non-Compliance**

**CERTIFICATION STATEMENT**

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

Print name and title: Kevin Sterrett, Development Services Manager

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