

**STORM WATER POLLUTION
PREVENTION PLAN**

For

CITY OF WINFIELD, KANSAS

CONSTRUCTION ACTIVITIES

At

[PROJECT NAME]

[Site Address]

[City, State Zip Code]

Prepared for:

[Owner/Operator Name]

[Owner/Operator Address]

[Owner/Operator City, State Zip Code]

Prepared by:

[Preparer Name]

[Prepare Business]

[Preparer Address]

[Preparer City, State Zip Code]

[Preparer Phone No.]

[Month, Year]

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SECTION 1

Notice of Intent (NOI)
Owner's Certification and Delegation
Contractor's Certification and Delegation
Sub-Contractor Certifications
Professional Engineer's Certification

Insert NOTICE OF INTENT (NOI) Submitted to KDHE.

NOI along with instructions can be found on the web at:

<http://www.kdheks.gov/stormwater/>

Click on “Construction Stormwater Program”

STORM WATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

OWNER'S CERTIFICATION and DELEGATION

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 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 known violations.

Project Owner: _____

Authorized Representative: _____

Title: _____

Address: _____

Signature, Date: _____

As Project Owner, I have delegated the following individual to monitor Storm Water Prevention Plan (SWPPP) compliance:

Owner Representative: _____

Title: _____

Signature, Date: _____

Phone: _____

STORM WATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

CONTRACTOR'S CERTIFICATION and DELEGATION

I certify under penalty of law, that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this Certification. I understand that I am legally required under the Clean Water Act, to ensure compliance with the terms and conditions of NPDES storm water CGP and this Storm Water Pollution Prevention Plan (SWPPP).

I understand that I am fully responsible for all subcontractors who perform work activities on the construction site, to comply with all provisions and requirements of the NPDES storm water CGP and this SWPPP.

Contractor : _____

Authorized Representative: _____

Title: _____

Address: _____

Signature, Date: _____

As Contractor, I have delegated SWPPP compliance and inspection responsibilities to the following individual for the duration of construction activities for which this company is under contract with this project.

Contractor SWPPP Representative: _____

Title: _____

Signature, Date: _____

Phone: _____

STORM WATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

SUB-CONTRACTOR CERTIFICATION

I certify under penalty of law, that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this Certification. I understand that I am legally required under the Clean Water Act, to ensure compliance with the terms and conditions of NPDES storm water CGP and this Storm Water Pollution Prevention Plan (SWPPP).

Contractor: _____

Sub-Contractor: _____

Authorized Representative: _____

Title: _____

Signature, Date: _____

Phone: _____

Sub-Contractor: _____

Authorized Representative: _____

Title: _____

Signature, Date: _____

Phone: _____

Sub-Contractor: _____

Authorized Representative: _____

Title: _____

Signature, Date: _____

Phone: _____

STORM WATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

PROFESSIONAL ENGINEER'S CERTIFICATION

I certify this Storm Water Pollution Prevention Plan (SWPPP) has been prepared in accordance with good engineering practice and the Clean Water Act.

Company: _____

Professional Engineer: _____

Address: _____

Phone: _____

P.E. Seal

(Signed and Dated)

SECTION 2

Storm Water Pollution Prevention Plan (SWPPP)

STORM WATER POLLUTION PREVENTION PLAN

PROJECT AND SITE DESCRIPTION:

PROJECT NAME AND LOCATION

PROJECT NAME

PROJECT LOCATION

Total Site Area: XXXX Acres Estimated Disturbed Area: XXX Acres

OWNER'S NAME AND ADDRESS

Owner Name

Address

DESCRIPTION

This project will consist of site construction to accommodate (describe project scope) Soil disturbing activities will primarily include:

MODIFY AS NECESSARY

1. Construction of temporary construction exit points
2. Construction of temporary sediment basin and storm water retention pond
3. Site grading and installation of material laydown area
4. Installation of storm sewer pipes, inlets and subsurface retention/detention pond
5. Construction of dry and wet utilities
6. Construction of site retaining walls
7. Construction of curb and gutter, drives, and parking areas
8. Construction of landscape irrigation system

The estimated time for completion of the construction project is XXX calendar days.

RUNOFF COEFFICIENT, SOILS, AND RAINFALL INFORMATION

The initial coefficient of runoff for the pre-construction site is "c" = 0.XX

The current site consists of: (describe project site).

The post-construction coefficient of runoff for the site will be "c" = 0.XX

The site is XXX acres of which XXX acres will be disturbed by construction activities.

Calculation of "c" value for post-construction site, site weighted average:

$$c = \{(ac)(\text{"c"})+(ac)(\text{"c"})+(ac)(\text{"c"})\}/\text{total site acres} = 0.XX$$

The site has soils, which are classified by the USDA Soil Conservation Service as These soils are described as

The site is in County, which receives a maximum of X to X inches of rainfall annually with the highest amounts of rainfall received in the months of ____ through _____.

STORM WATER POLLUTION PREVENTION PLAN

NAME OF RECEIVING WATERS

Runoff from the project site is discharged into[Describe whether city storm drain, stream, river, etc. as well as ultimate receiving river (Arkansas River, ie.)]

CONTROLS:

EROSION AND SEDIMENT CONTROLS

1. Stabilization Practices

Stabilization practices for this site include:

- A. [Land clearing activities shall be done only in areas where earthwork will be performed and shall progress, as earthwork is needed.]
- B. [Frequent watering of disturbed areas to minimize dust during construction.]
- C. [Installation of interim Best Management Practices (BMPs) to reduce overland flow lengths].
- D. [Permanent or Temporary Seeding of disturbed areas when earthwork completed.]

2. Structural Practices

Structural practices for this site include but are not limited to the following range of BMPs. Construction details of BMPs are included on the Temporary Erosion Control Sheets:

- A. [Inlet protection and outlet protection using silt fences, sand bags, etc.]
- B. [Perimeter protection using silt fences.]
- C. [Facility wide sediment basin.]
- D. [Stabilized construction exit points and sufficient staging area for construction materials.]
- E. [Containment of the on-site sanitation facility to prevent uncontrolled waste discharges during pumping and cleaning activities.]
- F. [Other structural BMPs installed and maintained by the Contractor, as warranted by site conditions.]

STORM WATER POLLUTION PREVENTION PLAN

3. Sequence of Major Activities

The Contractor will be responsible for implementing the following erosion control and storm water management control structures. All structural practices shall be maintained through the course of the construction and shall be sequenced according to activities in the field. The Contractor may designate these tasks to certain subcontractors as he sees fit, but the ultimate responsibility for implementing these controls and ensuring their proper functioning remains with the Contractor. Refer to TESCPS contained in this SWPPP for details. The order of activities will be as follows and shall be documented on the Record of Stabilization and Construction Activities Form:

- A. [Construct temporary construction exits].
- B. [Install perimeter silt fences and other BMPs].
- C. [Perform grading].
- D. [Frequent watering of the disturbed areas to minimize dust].
- E. [Disturbed areas of the site where construction activity has ceased for more than 14 days shall be stabilized].
- F. [Install BMPs at the locations of all grate inlets, curb inlets, and at the ends of all exposed storm sewer pipes].
- G. [Carry out final grading and gravel and/or asphalt placement].
- H. [Remove BMPs only after all paving is complete and exposed surfaces are stabilized].
- I. [Remove temporary construction exits].

STORM WATER POLLUTION PREVENTION PLAN

OTHER CONTROLS:

Management of materials and practices, outside of soil disturbing activities, shall be the responsibility of the Contractor. Such activities shall include, but not be limited to, the items shown below.

1. Waste Disposal

[All waste materials will be collected and stored in securely lidded metal dumpsters rented from local waste haulers. The dumpster will meet all local and state solid waste management regulations. All waste and construction debris from the site will be deposited in the dumpsters. The dumpster will be emptied on a periodical basis. No construction waste materials will be buried onsite].

2. Sanitary Waste

[All sanitary waste will be collected from the portable units on a frequent, periodical basis by a licensed sanitary waste management contractor].

3. Concrete Waste From Concrete Trucks

[Excess concrete and concrete wash water shall be returned to the concrete plant or deposited at a designated containment area on site, constructed in a manner to prevent runoff from entering the street, storm water drainage systems or waterways. Wash water may not be deposited in streets, curbs, gutters, storm drains, or waterways].

4. Hazardous Substances and Hazardous Waste

[All hazardous waste materials will be disposed of in the manner specified by local or state regulation or by the manufacturer. The contractor's site personnel will be instructed in these practices and the contractor's Site Manager will be responsible for seeing that these practices are followed].

STORM WATER POLLUTION PREVENTION PLAN

MAINTENANCE/INSPECTION PROCEDURES:

Erosion and Sediment Control and Stabilization Measures Maintenance and Inspection Practices

- A. The following inspection and maintenance practices will be used to maintain erosion and sediment controls and stabilization measures to be performed by the Contractor.
1. All control measures will be inspected at least every 14 days and within 24 hours following a 0.5 inches rainfall event.
 2. All measures will be maintained in good working order; if repairs are found to be necessary, they will be initiated within 24 hours of report.
 3. Built up sediment will be removed from silt fence when it has reached one-third the height of the fence.
 4. Silt fences will be inspected for depth of sediment, tears, etc., to see if the fabric is securely attached to the fence posts, and to see that the fence posts are securely in the ground.
 5. The sediment basin, if present, will be inspected for depth of sediment, and built up sediment will be removed when it reaches 10 percent of the design capacity.
 6. Temporary and permanent seeding and all other stabilization measures will be inspected for bare spots, washouts, and healthy growth.
 7. A maintenance inspection report will be made after each inspection. Copies of the Inspection Report Forms to be completed by the inspector are included in this SWPPP under SECTION 4.
 8. The Contractor will be responsible for selecting and training the individuals who will be responsible for these inspections, maintenance and repair activities, and filling out inspection and maintenance reports.
 9. Personnel selected for the inspection and maintenance responsibilities will receive training from the Contractor. Documentation of this personnel training will be kept in the Contractor's SWPPP Folder.
 10. Disturbed areas and materials storage areas will be inspected for evidence of or potential for pollutants entering storm water systems.
 11. Report to **U.S. Environmental Protection Agency** within 24 hours any noncompliance with the SWPPP that will endanger public health or the environment.

Inspection and Maintenance Report Forms

These Inspection Report Forms shall be readily accessible to governmental inspection officials and the Owner for review upon request. Copies of the reports shall be provided to any of these persons, upon request, via mail or facsimile transmission. Inspection and maintenance report forms are to be maintained by the permittee for three (3) years following the final stabilization of the site and the date on the Notice of Termination (NOT).

Other Record-Keeping Requirements

The Contractor shall provide copies of the completed forms and any reports filed with regulatory agencies if reportable quantities of hazardous materials are spilled.

STORM WATER POLLUTION PREVENTION PLAN

SUMMARY OF EROSION AND SEDIMENT CONTROL AND STABILIZATION MEASURES MAINTENANCE/INSPECTION PROCEDURES

- All control measures will be inspected at least every 14 days and within 24 hours following a rainfall event of 0.5 inches.
- All measures will be maintained in good working order; if a repair is necessary, it will be initiated within 24 hours of report.
- Built-up sediment will be removed from silt fences when it has reached one-third the height of the fence.
- Silt fences will be inspected for depth of sediment, tears, to see if the fabric is securely attached to the fence posts, and to see that the fence posts are firmly in the ground.
- Sediment basins, if present, will be inspected for depth of sediment, and built-up sediment will be removed when it reaches 10% of the design capacity or at the end of the job.
- Diversion dikes, if present, will be inspected and any breaches promptly repaired.
- Temporary and permanent seeding and planting and other stabilization measures will be inspected for bare spots, washouts, and healthy growth.
- A maintenance inspection report will be made after each inspection. A copy of the Inspection Report Forms to be used is included in this SWPPP under SECTION 4.
- The Contractor will select the individuals who will be responsible for inspections, maintenance and repair activities, and filling out the inspection and maintenance reports.
- Personnel selected for inspection and maintenance responsibilities will receive training from the Contractor. They will be trained in all the inspection and maintenance practices necessary for keeping the erosion and sediment controls used onsite in good working order.
- Disturbed areas and materials storage areas will be inspected for evidence of or potential for pollutants entering storm water systems.
- Report to U.S. Environmental Protection Agency within 24 hours any noncompliance with the SWPPP that will endanger public health or the environment. Follow up with a written report within 5 days of the noncompliance event.

STORM WATER POLLUTION PREVENTION PLAN

CONSTRUCTION/IMPLEMENTATION CHECKLIST

1. Maintain Records of Construction Activities, including:
 - Dates when major grading activities occur
 - Dates when construction activities temporarily cease on a portion of the site
 - Dates when construction activities permanently cease on a portion of the site
 - Dates when stabilization measures are initiated on the site
 - Dates of rainfall and the amount of rainfall
 - Dates and descriptions of the character and amount of any spills of hazardous materials
 - Records of reports filed with regulatory agencies if reportable quantities of hazardous materials spilled
2. Prepare Inspection Reports summarizing:
 - Name of inspector
 - Qualifications of inspector
 - Measures/areas inspected
 - Observed conditions
 - Changes necessary to the SWPPP
3. Report Releases of Reportable Quantities of Oil or Hazardous Materials (if they occur):
 - Notify National Response Center (1-800-424-8802) immediately
 - Notify the Kansas Department of Health and Environment.
 - Notify permitting authority in writing within 14 days
 - Modify the pollution prevention plan to include:
 - the date of release
 - circumstances leading to the release
 - steps taken to prevent reoccurrence of the release
4. Modify Pollution Prevention Plan as necessary to:
 - Comply with the minimum permit requirements when notified by **U.S. Environmental Protection Agency** or Kansas Dept. of Health and Environment that the plan does not comply
 - Address a change in design, construction operation, or maintenance, which has an effect on the potential for discharge of pollutants
 - Prevent reoccurrence of reportable quantity releases of a hazardous material or oil

STORM WATER POLLUTION PREVENTION PLAN

SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN (SPCC):

MATERIALS COVERED

The following materials or substances with known hazardous properties are expected to be present onsite during construction:

Concrete	Cleaning solvents	Soil stabilization additives
Detergents	Petroleum based products	Concrete additives
Paints	Pesticides	Fertilizers
Paint solvents	Acids	

MATERIAL MANAGEMENT PRACTICES

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of materials and substances to storm water runoff.

1. Good Housekeeping

The following good housekeeping practices will be followed onsite during the construction project.

- A. An effort will be made to store only enough products required to do the job.
- B. All materials stored onsite will be stored in a neat, orderly manner and, if possible, under a roof or other enclosure.
- C. Products will be kept in their original containers with the original manufacturer's label in legible condition.
- D. Substances will not be mixed with one another unless recommended by the manufacturer.
- E. Whenever possible, all of a product will be used up before disposing of the container.
- F. Manufacturer's recommendations for proper use and disposal will be followed.
- G. The Contractor will be responsible for daily inspections to ensure proper use and disposal of materials.
- H. If surplus product must be disposed of, manufacturer's or local/state/federal recommended methods for proper disposal will be followed.
- I. All of the product in a container will be used before the container is disposed of. All such containers will be triple-rinsed with water prior to disposal. The rinse water used in these containers will be disposed of in a manner in compliance with state and federal regulations and will not be allowed to mix with storm water discharges.

STORM WATER POLLUTION PREVENTION PLAN

2. Spill Prevention Practices

In addition to the good housekeeping, the following practices will be followed for spill prevention and cleanup.

- A. Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and cleanup supplies.
- B. Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite in spill control and containment kit (containing, for example, absorbent such as kitty litter or sawdust, acid neutralizing powder, brooms, dust pans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.).
- C. All spills will be cleaned up immediately after discovery.
- D. The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with the hazardous substances.

CONTROL OF ALLOWABLE NON-STORMWATER DISCHARGES:

Certain types of discharges are allowable under the U.S. Environmental Protection Agency General Permit for Construction Activity, and it is the intent of this SWPPP to allow such discharges. These types of discharges will be allowed under the conditions that no pollutants will be allowed to come in contact with the water prior to or after its discharge. The control measures, which have been outlined previously in this SWPPP, will be strictly followed to ensure that no contamination of these non-storm water discharges takes place. The following allowable non-storm water discharges that may occur from the job site include:

- A. Discharges from fire fighting activities.
- B. Fire hydrant flushing (see note below).
- C. Waters used to wash vehicles or control dust in order to minimize offsite sediment tracking.
- D. Potable water sources such as waterline flushing (see note below), irrigation drainage from watering vegetation, routine exterior building washdown (without detergents present). (See Note below)
- E. Pavement wash waters where spills or leaks of hazardous materials have not occurred or detergents have not been used.
- F. Springs and other uncontaminated groundwater, including dewatering ground water infiltration.
- G. Foundation or footing drains where no contamination with process materials such as solvents is present

SECTION 3

Temporary Erosion and Sedimentation Control Plan Sheets (TESCPS)

**INSERT EROSION AND SEDIMENTATION CONTROL
PLANS AND SPECIFICATIONS**

SECTION 4

Inspection Report Form
Record of Stabilization and Major Activities Form
SWPPP Modification Report Form
Project Rainfall Log Form

STORM WATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

INSPECTION REPORT FORM

Inspection Date: _____

Inspector: _____

Does Inspector have Required Training? Y N

Date & Amount of Last Rainfall: _____

Condition of:

Construction Entrances:	Acceptable	Not Acceptable	N/A
Drop Inlet Protection:	Acceptable	Not Acceptable	N/A
Curb Inlet Protection:	Acceptable	Not Acceptable	N/A
Culvert Inlet Protection:	Acceptable	Not Acceptable	N/A
Outlet Stabilization:	Acceptable	Not Acceptable	N/A
Diversions & Slope Drains:	Acceptable	Not Acceptable	N/A
Stream Crossings:	Acceptable	Not Acceptable	N/A
Slope Breaks:	Acceptable	Not Acceptable	N/A
Sediment Basins:	Acceptable	Not Acceptable	N/A
Sediment Traps:	Acceptable	Not Acceptable	N/A
Check Dams:	Acceptable	Not Acceptable	N/A
Erosion Control Blankets:	Acceptable	Not Acceptable	N/A
Temporary Seeding:	Acceptable	Not Acceptable	N/A
Permanent Seeding:	Acceptable	Not Acceptable	N/A
Surface Roughening:	Acceptable	Not Acceptable	N/A
Dust Control:	Acceptable	Not Acceptable	N/A

Maintenance Required for Deficiencies Identified:

To Be Completed By: _____

Within 7 Calendar Days, On or Before: _____, 20__

These reports shall be kept on file as part of the Storm Water Pollution Prevention Plan for at least three (3) years from the date of completion and submission of the Final Stabilization Certification/Termination Checklist and Notice of Termination (NOT). A copy of the SWPPP shall be available at all times during construction, on the construction site, or pre-approved off-site location.

STORMWATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

RECORD OF STABILIZATION AND MAJOR ACTIVITIES FORM

A record of dates when major grading activities occur, when construction activities temporarily or permanently cease on a portion of the site, and when stabilization measures are initiated shall be maintained until final site stabilization is achieved and the Notice of Termination is filed.

MAJOR GRADING, CONSTRUCTION, OR STABILIZATION ACTIVITIES

Description of Activity: _____

Location: _____

Contractor: _____

Begin Date: _____ End Date: _____

Stabilization Method: _____ Application Date: _____

Description of Activity: _____

Location: _____

Contractor: _____

Begin Date: _____ End Date: _____

Stabilization Method: _____ Application Date: _____

Description of Activity: _____

Location: _____

Contractor: _____

Begin Date: _____ End Date: _____

Stabilization Method: _____ Application Date: _____

Description of Activity: _____

Location: _____

Contractor: _____

Begin Date: _____ End Date: _____

Stabilization Method: _____ Application Date: _____

Description of Activity: _____

Location: _____

Contractor: _____

Begin Date: _____ End Date: _____

Stabilization Method: _____ Application Date: _____

STORMWATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

SWPPP MODIFICATION REPORT FORM

Date Submitted: _____

Submit To: CITY OF WINFIELD City Engineer
Address:
Telephone:
Facsimile:
Sent Via: <input type="checkbox"/> Facsimile <input type="checkbox"/> Courier <input type="checkbox"/> US Mail

Authorized Author: _____ Title: _____

Company: _____ Project Role: _____

Signature: _____ Date: _____

Modifications Required to the STORMWATER POLLUTION PREVENTION PLAN: _____

Reasons for Modifications: _____

SECTION 5

Final Stabilization Certification Checklist and Contractor's Certification
Notice of Termination (NOT)

STORMWATER POLLUTION PREVENTION PLAN

PROJECT NAME

Project Owner

Site Address

City, State Zip Code

**FINAL STABILIZATION CERTIFICATION CHECKLIST
AND CONTRACTOR'S CERTIFICATION**

- All soil disturbing activities are complete.
- Temporary Erosion and Sediment Control Measures have been removed or will be removed at the appropriate time.
- All areas of the Construction Site not otherwise covered by a permanent pavement or structure have been stabilized with a uniform perennial vegetative cover with a density of 75% or equivalent measures have been employed.

CONTRACTOR'S CERTIFICATION:

“I certify under penalty of law that all storm water discharges associated with industrial activity from the identified project that are authorized by NPDES General Permit have been eliminated and that all disturbed areas and soils at the construction site have achieved Final Stabilization and all temporary erosion and sediment control measures have been removed or will be removed at the appropriate time.”

Printed Name: _____

Signature: _____ Date: _____

Title: _____

Company Name: _____

Insert NOTICE OF TERMINATION (NOT) Submitted to KDHE.

NOT along with instructions can be found on the web at:

<http://www.kdheks.gov/stormwater/>

Click on “Construction Stormwater Program”

SECTION 6

Attachments

Record Keeping Documentation of the SWPP