

Chapter 9 – Design Guides

9.11 CIVIL AND SITE GUIDE

9.11.2 STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

A. General Information

1. **SPDES Permit:**
 - a. Storm water discharges from construction activities are regulated under the NYSDEC SPDES General Permit for Storm Water Discharges from Construction Activity, Permit No. GP-0-10-001.
 - b. A copy of the permit can be found at www.dec.ny.gov/chemical/43133.html.
 - c. The location of the site and the size of the disturbance will determine if a permit is required.
 - d. If a permit is required, a storm water pollution prevention plan will need to be developed. The construction activity will determine the components of the SWPPP. A SWPPP may include the following components:
 - 1) Erosion and sediment control plan (activities listed in Table 1, Appendix B of the permit).
 - 2) Erosion and sediment control plan and post construction storm water management controls (activities listed in Table 2, Appendix B of the permit).
 - e. Note: in addition to the components above, an enhanced phosphorus removal component is required for the following watersheds (Appendix C of the permit):
 - 1) East of Hudson (Figure 1)
 - 2) Onondaga Lake (Figure 2)
 - 3) Greenwood Lake (Figure 3)

B. When is a Stormwater Pollution Prevention Plan (SWPPP) Required?

1. **Projects involving soil disturbances of greater than 1 acre:**
 - a. Excludes routine maintenance activities that are performed to maintain line and grade, hydraulic capacity or original purpose of the facility.
2. **Projects involving soil disturbance of less than one acre if required by DEC.**
3. **Projects involving soil disturbance between 5000 square feet and 1 acre if located in the East of Hudson Watershed.**
 - a. Refer to Figure 1, Appendix C and Appendix D of the permit for applicable locations.
4. **For Projects Disturbing Greater than 5 Acres at One Time:**
 - a. Project must have DEC approval to disturb more than 5 acres at one time.
 - 1) **All projects** (40,000, Q, M, J and E) should have at minimum an erosion and sediment control plan. The complexity of the plan will

depend on the work being performed and the site constraints and characteristics. This not a requirement of the DEC but a policy initiated by OGS Design.

- 2) **Note:** Projects that are tributary to waters classified as AA and AA-S and are on Soil Slope Phases identified as E and F (generally greater than 25% slope) as set forth in the County Soil Survey are not eligible under GP-0-10-001. An individual permit will be required.

C. What Happens if a Project Requires a SWPPP?

- 1. For all projects the following procedures should be followed:

For Projects Located within a Municipal Separate Storm Sewer System (MS4):

Approval from the MS4 is not required. However, the OGS or Consultant Designer shall contact the MS4 to determine if they have additional requirements above those required by the SPDES Permit. Any requirements shall be incorporated into the SWPPP. The OGS or Consultant Designer shall submit documents at the 100% and Final Documents phase to the MS4 for their review and information.

a. Program Phase:

- 1) Determine if a SWPPP is required and what components. Provide brief description of components in the Program Report.

For Consultant Designed Projects:

OGS Project Manager (PM) should include SWPPP Preparation and site visits in the Consultant term assignment.

b. 100% Submission Phase:

- 1) Include SWPPP components in design documents.
- 2) For SWPPPs that are more complex, the designer should meet with the EIC to review all aspects of the SWPPP, especially those that involve complex phasing plans.

For Consultant Designed Projects:

- 1) The project shall be reviewed by the OGS PM.
- 2) For complex SWPPPs, the OGS PM and EIC shall meet at the site to review the SWPPP.

c. Final Documents Phase:

- 1) The designer will complete the Notice of Intent (NOI) and provide it to the OGS PM. The OGS PM will obtain the client’s signature and transmit the completed NOI to the DEC.

- 2) The designer will prepare the SWPPP Construction and Maintenance Manual.

For Consultant Designed Projects:

- 1) The Consultant Designer shall complete the NOI and provide it to the OGS PM. The OGS PM will obtain the client’s signature on the NOI and transmit the signed NOI to DEC.
- 2) The Consultant shall prepare the SWPPP Construction and Maintenance Manual and submit it to the OGS PM.
- 3) The OGS PM shall insert a copy of the completed NOI and the DEC Acknowledgement Letter into the SWPPP Construction and Maintenance Manual.

d. Construction Phase:

- 1) Initial Job Meeting: The OGS PM shall provide a copy of the SWPPP Construction and Maintenance Manual to the EIC prior to or at the Initial Job Meeting.
- 2) For projects with complex SWPPPs, the OGS PM/Designer should attend the Initial Job Meeting or Pre-Construction Meeting to discuss the SWPPP.
- 3) Initial Site Inspection: Depending on the complexity of the project, the OGS PM/Designer may want to attend the initial site inspection.
- 4) If during construction, the OGS PM is alerted that the erosion and sediment control practices are not adequately controlling run off from the site, the OGS PM shall contact the Designer. The Designer and EIC shall work together to determine what additional measures are required and amend the SWPPP accordingly.
- 5) Final Inspection:
 - a) The EIC should notify the OGS PM when the site has been stabilized to schedule a final inspection of the site. The meeting shall include the EIC, OGS PM/Designer and Facility Representative. If there are no deficiencies found, the OGS PM/Designer shall have the EIC/Designer and the client sign the Notice of Termination (NOT). The OGS PM shall file the NOT with DEC. If there are deficiencies found, a list shall be provided to the Contractor. Once the deficiencies are corrected, a second inspection shall be performed. The OGS PM/designer will complete the NOT, have it signed by the Client and file it with the DEC.
 - b) The PM/Designer will turn over the SWPPP Operation and Maintenance Manual to the responsible Facility Representative for storage for a minimum of 5 years.

For Consultant Designed Projects:

The Consultant shall meet with the EIC and the responsible Facility Representative to perform a final site inspection and complete the Notice of Termination (NOT). The Consultant shall turn the SWPPP Operation and Maintenance Manual over to the Facility Representative. The Consultant shall send the NOT to the OGS PM for filing with the DEC.

D. What's Included in the SWPPP Construction and Maintenance Manual?

1. The *SWPPP Construction and Maintenance Manual* contains all the information required by the SPDES General Permit. It includes the following sections:

Note: The SWPPP Construction and Maintenance Manual must be kept on the project site at all times.

- a. **SPDES General Permit:** This section contains a copy of the SPDES General permit.
- b. **Notice of Intent (NOI) and DEC Acknowledgement letter:** This section contains a copy of the completed NOI and a copy of the DEC Acknowledgement Letter. This information should be inserted by the OGS PM.
- c. **Project Description:** This section contains a brief description of the project including the location and work to be performed.
- d. **Certification of the SWPPP Preparer:** This section contains the certification statement signed by the SWPPP Preparer.
- e. **Storm Water Pollution Prevention Plan (SWPPP):** This contains the Contract drawings and specifications that make up the SWPPP.
- f. **Hydraulic Analysis:** Design Calculations used to determine Water Quality Volume and Runoff Volumes for the pre and post-construction 1, 10 and 100 year storms. It also includes calculations used to size any erosion and sediment control practices. This information is provided by the Designer.
- g. **Pre-Construction Meeting Documents:** This section contains a blank copy of the Pre Construction Meeting documents. Note: that this not a DEC requirement but a policy initiated by OGS.
- h. **Weekly Construction Inspections and Construction Inspection Checklist:** This section contains a blank copy of the inspection checklist that must be completed by the EIC on a weekly basis. It also contains a copy of the Construction Inspection Checklist. This is a checklist of items to be looked at during the construction of the permanent storm water controls. It must be edited by the designer prior to insertion in the manual. It is provided as information for the EIC.
- i. **Contractor's Certification Statement:** This section includes a blank copy of the Contractor and subcontractors' certification statements. The Contractor's certification statement must be signed prior to the commencement of any earth disturbing activities.

- j. **Final Site Inspection and Notice of Termination (NOT):** This section includes a blank copy of the NOT. The designer and EIC will complete the NOT and have it certified by a responsible Facility Representative during the final site inspection. The OGS PM will then file it with the DEC.
- k. **Post Construction Maintenance:** This section includes a copy of the operation and maintenance procedures that the Facility must undertake when the project is complete.
- l. **Miscellaneous:** This section includes any additional information pertaining to the SWPPP or that may be useful to the EIC. It will always include:
 - 1) **Best Management Practices (BMPs):** List of best practices that should be employed at the site.
 - 2) **Sample DEC Inspection Checklist:** This is for the EIC's information. It is a copy of the inspection checklist that DEC uses when it performs an inspection. It is recommended that the EIC become familiar with this checklist.

End of Storm Water Pollution Prevention Plan (SWPPP)