**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
2021 CONSTRUCTION GENERAL PERMIT  
SWPPP TEMPLATE**

**Instructions**

To help you develop the narrative section of your construction site SWPPP, the DEC has created this electronic SWPPP template, designed to guide you through the SWPPP development process and ensure your SWPPP addresses all the necessary elements stated in the Construction General Permit (CGP). You should use this template with the *Alaska Storm Water Guide*, available on the ADEC’s [website](http://dec.alaska.gov/water/wastewater/stormwater/guidance/) at <http://dec.alaska.gov/media/13246/akswguide.pdf>.

This template covers the SWPPP elements required by Alaska’s construction general permit; however, **you must customize this template to reflect the conditions at your site.**

**Using the SWPPP Template**

Each section of this template includes “instructions” and space for “project information.” You should read the instructions for each section as you complete the project information. This template was developed in Word so you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

**Tips for completing the SWPPP template**

If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators. Multiple operators may share the same SWPPP, but make sure responsibilities are clearly described.

Modify this SWPPP template so it meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

**Storm Water Pollution Prevention Plan**

For

Insert Project Name

Insert Project Site Location / Address

Insert City, State, Zip Code

Insert Project Site Telephone Number (if applicable)

Operator(s)

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

SWPPP Contact(s)

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

SWPPP Preparation Date

MM / DD / YYYY

|  |  |  |
| --- | --- | --- |
| *Estimated Project Dates* | | |
| **Start of Construction** |  | **Completion of Construction** |
| MM / DD / YYYY |  | MM / DD / YYYY |

**APDES Project or Permit Authorization Number:**

Enter Permit Authorization Number

RECORD OF SWPPP AMENDMENTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Revision** |  | **Section** |  | **Description** |
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OPERATOR PLAN AUTHORIZATION/CERTIFICATION/DELEGATION

**(To be signed by Responsible Corporate Officer)**

I state that based on my review this SWPPP meets the minimum requirements of the Construction General Permit and that the **[Insert Operator name]** has day-to-day operational control of the project site**. [Insert Operator name]** is responsible for the maintenance and implementation of the SWPPP including inspections, documentation, and application of the Best Management Practices at the site. **[Insert Operator name]** will notify all subcontractors of the requirement of this SWPPP. **[Insert Operator name]** has operational control over the project specifications, including the ability to make changes to the project specifications.

I hereby designate **[Insert Responsible Person(s) Name]**, SWPPP Administrator as my authorized representative. This designee is responsible for the overall operations of the site and will be responsible for the implementation of the Storm Water Pollution Prevention Plan, compliance with the Construction General Permit, selecting and implementing additional Best Management Practices as conditions warrant, and signing all inspection reports required.

I certify under penalty of law that this document and all attachments were prepared under direction of **[Insert Operator name]** 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.

Insert Operator name

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Printed Name |  | Title |

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3. Project Schedule
4. Supporting Documentation:
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   * Endangered Species
   * Other Permits or Requirements
5. Delegation of Authority, Subcontractor Certifications
6. Permit Conditions:
   * Copy of Signed Notice of Intent
   * Copy of Letter from ADEC Authorizing Coverage, with ADEC NOI Tracking Number
   * Copy of 2021 Construction General Permit
7. Grading and Stabilization Records
8. Monitoring Plan (If Applicable) and Reports
9. Training Records
10. Corrective Action Log
11. Inspection Records

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# PERMITTEE (5.3.1)

|  |
| --- |
| Identify permittee and any subcontractors. |

## Operator(s)/Contractor(s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Operator Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control | Day-to-day operational control of those activities at a site which are necessary to ensure compliance with a SWPPP or other permit conditions. | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Owner/Operator Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control | Operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications. | | | | | |

Repeat as necessary.

## Subcontractors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subcontractor Information** | | | | | | |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control | Insert Area of Control (if more than one operator at site) | | | | | |

Repeat as necessary to include all subcontractors.

# STORM WATER CONTACTS (5.3.2)

|  |
| --- |
| Identify the qualified persons responsible for the following required positions (note: a small project may have all these responsibilities carried out by one person):   * Storm Water Lead (5.3.2); person updating the SWPPP (5.3.2.2); Person(s) Conducting Inspections (5.3.2.3); Person(s) Conducting Monitoring (if applicable, 5.3.2.4), and Person(s) Operating Active Treatment System (if applicable, 5.3.2.5). * Document that the named individuals are Qualified Persons as described in CGP Appendix C. Include documentation of qualifications in Appendix E of the SWPPP. |

|  |  |
| --- | --- |
| **Qualified Personnel** | **Responsibility** |
| **Storm Water Lead**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Authority to stop and/or modify construction activities as necessary to comply with the SWPPP and the terms and conditions of the permit. |
| **SWPPP Preparer**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Possess the skills to assess conditions at the construction site that could impact storm water quality. Familiar with Part 5 as a means to implement the permit. |
| **Storm Water Inspector**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Assess conditions at the construction site that could impact storm water quality. Assess the effectiveness of any erosion and sediment control measures selected to control the quality of storm water discharge, and familiar with Part 6 as a means to ensure compliance with the permit. |
| **Monitoring Person (If Applicable)**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Knowledgeable in the principles and practices of water quality monitoring who is familiar with Part 7 and the monitoring plan for the site and how to conduct water quality sampling, testing, and reporting. |
| **Active Treatment System Operator (If Applicable)**  Company  Name  Address  City, State, Zip Code  Telephone #  Fax/Email | Knowledgeable in the principles and practices of treatment systems that employs chemical coagulation, chemical flocculation or electrocoagulation to aid in the treatment of storm water runoff. Familiar with Part 4.5 as a means to implement and comply with the permit. |

# PROJECT INFORMATION (5.3.3)

|  |
| --- |
| This section gathers all relevant site data together to assist with filing for permit coverage. |

## Project Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | | | | | | | | |
| Enter Text | | | | | | | | |
| Location Address: | Street: | | | | | Borough or similar government subdivision: | | |
| Enter Text | | | | | Enter Text | | |
| City: | | | | | State: | Zip: | |
| Enter Text | | | | | Alaska | Enter Text | |
| Latitude (decimal degree, 5 places): | | | | Longitude (decimal degree, 5 places): | | | |
| Enter Text | | | | Enter Text | | | |
| Determined By: | GPS | ☐ Web Map: Enter Text | ☐ USGS Topo Map, Scale: Enter Text | | | | ☐ Other: Enter Text |

## Project Site Specific Conditions (5.3.3)

|  |
| --- |
| **Instructions**:  Briefly describe the existing site conditions, including:   * Mean annual precipitation based on nearest appropriate weather station (5.3.3.1). Precipitation data for Alaska weather-recording stations are available at the Western Regional Climate Center Internet website: <https://xmacis.rcc-acis.org/>. * Soils, topography, drainage patterns, approximate growing season, and vegetation. * Evidence of site contamination. |

**Mean annual precipitation based on nearest weather stations (inches)**: Insert Text

**Soil Type(s) and Slopes** *(describe soil type(s) and current slopes; note any changes due to grading or fill activities)*: Insert Text

**Landscape Topography**: Insert Text

**Drainage Patterns** (*describe current drainage patterns and note any changes due to grading or fill activities*): Insert Text

**Approximate Growing Season**: Insert Text

**Type of Existing Vegetation**: Insert Text

**Historic site contamination evident from existing site features and known past usage of the site**: Insert Text

# NATURE OF CONSTRUCTION ACTIVITY (5.3.4)

## Scope of Work

|  |
| --- |
| *Describe the general scope of work for the project, major phases of construction, etc.* |

Insert Text

## Project Function (5.3.4.1)

|  |
| --- |
| Briefly describe the function of the construction activity (e.g., low-density residential, shopping mall, subdivision, airport, highway, etc.). |

Insert Text

## Support Activities (As Applicable)

**Support activities for this project are**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Activity** | **Location** | **Dedicated** | |
| **Yes** | **No** |
| Concrete Batch Plant |  |  |  |
| Asphalt Batch Plant |  |  |  |
| Equipment Staging Yards |  |  |  |
| Material Storage Areas |  |  |  |
| Excavated Material Disposal Areas |  |  |  |
| Borrow Areas |  |  |  |

## Sequence and Timing of Soil-disturbing Activities (5.3.4.2)

|  |
| --- |
| Briefly describe the intended sequence and timing of activities that disturb soils at the site. |

Insert Text

## Size of property and total area expected to be disturbed (5.3.4.3)

|  |
| --- |
| * Estimate the area to be disturbed by excavation, grading, or other construction activities, including support activities described in CGP Section 1.4.2.3 (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, and/or borrow areas). * Calculate the percentage of impervious surface area before and after construction. * Calculate the run-off coefficients before and after construction. |

**The following are estimates of the construction site**:

|  |  |  |
| --- | --- | --- |
| Total Project Area: | number | acres |
| Construction-site area to be disturbed: | number | acres |
| Percentage impervious area BEFORE construction: | Percentage | % |
| Runoff coefficient BEFORE construction: | enter value |  |
| Percentage impervious area AFTER construction: | Percentage | % |
| Runoff coefficient AFTER construction: | enter value |  |

## Identification of All Potential Pollutant Sources (5.3.4.5)

|  |
| --- |
| * Identify and list all potential sources of sediment from construction materials and activities which may affect the quality of storm water discharges from the construction site. * Identify and list all potential sources of pollution, other than sediment, from construction materials and activities which may affect the quality of storm water discharges from the construction site. |

**Potential sources of sediment to storm water runoff**:

Insert Text or Table Here

**Potential pollutants and sources, other than sediment, to storm water runoff**:

Insert Text or use Table below

|  |  |  |
| --- | --- | --- |
| **Trade Name Material** | **Storm Water Pollutants** | **Location** |
|  |  |  |
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# SITE MAPS (5.3.5)

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| The SWPPP must include a legible site map (or set of maps for large projects) showing the entire site and identifying the following site-specific information:   * North arrow and bar scale * Property boundaries * Locations where earth-disturbing activities will occur, noting phasing * Location of areas that will not be disturbed and natural features to be preserved * Location of all storm water conveyances including ditches, pipes, and swales * Locations of storm water inlets and outfalls, with a unique identification code for each outfall * Locations where storm water and/or authorized non-storm water discharges to waters of the U.S. (including wetlands) or a Municipal Separate Storm Sewer System (MS4). * Direction of storm water flow and approximate slopes anticipated after grading activities * Locations where control measures will be or have been installed * Locations where exposed soils will be or have been stabilized * Locations where post-construction storm water controls will be or have been installed * Locations of support activities * Locations where authorized non-storm water will be used * Locations and sources of run-on to the site from adjacent property that may contain quantities of pollutants which could be exposed to precipitation. * Locations of all waters of the U.S. on-site (including significant wetland areas ≥10,000 ft2) and those within 2,500 feet of the site boundary * Location of existing public water system (PWS) drinking water protection areas (DWPA) for PWS sources (e.g., springs, wells, or surface water intakes) that intersect the boundary of the project area. *(The DWPAs can be found using the interactive web map application, “Alaska DEC Drinking Water Protection Areas” located at* [*http://dec.alaska.gov/das/GIS/apps.htm*](http://dec.alaska.gov/das/GIS/apps.htm)*.)* * Sampling point(s), if applicable * Areas where final stabilization has been accomplished * Staging and material storage areas (construction materials, hazardous materials, fuels, etc.) * Dumpsters * Porta-potties * Concrete, paint, or stucco washout areas * Stabilized construction exits |

**Include a general location map in Appendix A of this SWPPP**. (5.3.4.4)

**Include site maps in Appendix A of this SWPPP**. (5.3.5)

# DISCHARGES

|  |
| --- |
| Subject to compliance with the terms and conditions of the CGP, the permittee is authorized to discharge pollutants in storm water discharges from the site. If the permittee is eligible for coverage under this permit and does not comply with the requirements of this general permit, the permittee may be in violation of this general permit for otherwise eligible discharges.  Instructions:   * Describe and identify the location of any storm water discharge associated with support activities, including discharges from dedicated asphalt and concrete plants covered by this permit (5.3.8). * Identify all allowable sources of non-storm water discharges to be used at the site (5.3.9). |

## Locations of Other Industrial Storm Water Discharges (5.3.8)

Insert Text

## Allowable Non-Storm Water Discharges (1.4.3; 4.3.7; 5.3.9)

Insert Text

# DOCUMENTATION OF PERMIT ELIGIBILITY RELATED TO TOTAL MAXIMUM DAILY LOADS (3.2, 5.6)

|  |
| --- |
| If the permittee is discharging into a water body with an EPA-established or approved Total Maximum Daily Load (TMDL), the permittee must implement measures to ensure the discharge of pollutants from the site is consistent with the assumptions and requirements of the TMDL. Refer to the CGP for additional requirements.  The SWPPP must include documentation supporting a determination of permit eligibility with regard to waters that have a TMDL. |

## Identify Receiving Waters (5.3.3.3)

|  |
| --- |
| Instructions:   * List any water bodies that would receive storm water from the site, including rivers, streams, lakes, coastal waters, and wetlands. Describe each as clearly as possible (e.g., Noyes Slough, a tributary to the Chena River, etc.). * Indicate location of all water bodies on site map. * Note any stream crossings, if applicable. * List storm sewer and/or drainage systems into which storm water from the site could discharge and water body(ies) the system(s) ultimately discharge to. |

**Description of receiving waters**: Insert Text

**Description of storm sewer and/or drainage systems**: Insert Text

**Other**: Insert Text

## Identify TMDLs (5.6.1)

|  |
| --- |
| Determine whether the project may discharge into a water body with an EPA-established or approved Total Maximum Load (TMDL) for turbidity or sediment.  **Instructions**:   * See ADEC web site for a listing of impaired water bodies: <http://dec.alaska.gov/water/water-quality/impaired-waters>. * Look through all impaired water body categories -- 4a, 4b, and 5. |

**Is an EPA-established or approved TMDL published for the receiving water(s) listed in Section 7.1?**  Yes  No.

|  |
| --- |
| If YES, list the TMDL(s) here. Include a summary of consultations with state or federal TMDL authorities. Include correspondence or other supporting documentation in Appendix D. |

**TMDL**: Insert Text

**Summary of consultation with state or federal TMDL authorities (5.6.2)**: Insert Text

**Measures taken to ensure compliance with TMDL (5.6.3)**: Insert Text

# DOCUMENTATION OF PERMIT ELIGIBILITY RELATED TO ENDANGERED SPECIES (3.3, 5.7)

|  |
| --- |
| The SWPPP must include documentation supporting a determination of permit compliance with regard to the Endangered Species Act.  **Instructions**:   * Determine whether endangered or threatened species or their critical habitats are on or near your site. * Attach any correspondence for any stage of the project planning between the USFWS, EPA, National Marine Fisheries Service (NMFS), or others and the permittee regarding listed species and critical habitat, including any notification that delays the permittee’s authorization to discharge under this permit (Appendix D). |

## Information on Endangered or Threatened Species or Critical Habitat (5.7.1)

**Are endangered or threatened species and critical habitats on or near the project area?**  Yes  No.

**Describe how this determination was made**: Insert Text

**Will species or habitat be adversely affected by storm water discharge?**  Yes  No.

|  |
| --- |
| Describe the species and/or critical habitat, if species or habitat will be affected by storm water discharge. |

Insert Text

**Include any agency correspondence in the SWPPP (5.7.4)**.

**Provide summary of necessary measures (5.7.5)**: Insert Text

# APPLICABLE FEDERAL, STATE, TRIBAL, OR LOCAL REQUIREMENTS (4.15)

|  |
| --- |
| A permittee must ensure storm water control measures implemented at the site are consistent with all applicable federal, state, tribal, or local requirements for soil and erosion control and storm water management.  **Instructions**:  Describe applicable federal, state, tribal, or local requirements, if any. |

Insert Text.

Control Measures

|  |
| --- |
| **Instructions**:  Describe the Best Management Practices (BMPs) to be implemented to control pollutants in storm water discharges. For each major activity identified:   * Clearly describe appropriate control measures. * Describe general sequence during the construction process in which the measures will be implemented. * Describe maintenance and inspection procedures to be undertaken for that specific BMP. * Include protocols, thresholds, and schedules for cleaning, repairing, and/or replacing damaged or failing BMPs. * Identify staff responsible for maintaining BMPs. (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)   Categorize each BMP under one of the following areas of BMP activity as described below:   1. *Minimize disturbed area (preserve native topsoil, phase construction activities) (4.2.2)* 2. *Maintain natural buffer areas (4.2.3)* 3. *Control storm water discharges and flow rates (4.2.5)* 4. *Protect steep slopes (4.2.6)* 5. *Storm drain inlet protection measures (4.3.1)* 6. *Water body protection measures (4.3.2)* 7. *Down-slope sediment controls (4.3.3)* 8. *Stabilized construction vehicle access and exit points (4.3.4)* 9. *Dust generation and track-out from vehicles (4.3.5, 4.3.6)* 10. *Stockpile Management (4.3.7)* 11. *Authorized Non-Storm Water Discharges (4.3.8)* 12. *Sediment basins (4.3.9)* 13. *Dewatering (4.4)* 14. *Soil stabilization (4.5)* 15. *Treatment chemicals/Active treatment Systems (4.6)* 16. *Good housekeeping measures (4.8)* 17. *Any additional BMPs*     * Note the location of each BMP on your site map(s).     * Any structural BMPs should have design specifications and details referred to in Appendix B.     * For more information or ideas on BMPs, see the ADEC Alaska Storm Water Guide: <http://dec.alaska.gov/water/wastewater/stormwater/guidance/> |

# CONTROL MEASURES/BEST MANAGEMENT PRACTICES (4.0; 5.3.6)

|  |
| --- |
| Use this section to describe the types and locations of control measures and BMPs to be installed and maintained in accordance with Section 4.0 of the CGP.  Describe each control measure and BMP, including installation schedule and maintenance, inspection, and removal requirements. You may include a brief description of each BMP in this section and refer to detailed installation, maintenance, inspection, removal requirements, and manufacturer’s specifications to be included in Appendix B.  If a control measure or BMP will be used to comply with more than one element of this section, you do not need to repeat the detailed installation, maintenance, inspection, removal requirements, and manufacturer’s information. For each element, identify the control measure or BMP to be used, and refer to the section or Appendix B where the detailed information is presented.  The person(s) identified in Section 2.0 of this SWPPP will be responsible for ensuring compliance with the installation, maintenance, inspection, and removal of these control measures. |

## Minimize Amount of Soil Exposed During Construction Activity (4.2.2)

|  |
| --- |
| **Instructions**:  Describe the areas that will be disturbed with each phase of construction and methods (signs, fences, etc.) you will use to protect those areas that should not be disturbed.  Describe natural features identified and how each will be protected during construction activity.  Describe how topsoil will be preserved. |

Insert text or table here.

## Maintain Natural Buffer Areas (4.2.3)

**Are stream crossings or waters of the U.S. located within or immediately adjacent to the property?**  Yes  No.

|  |
| --- |
| If YES, describe the control measures to be implemented to comply with the CGP Section 4.2.3 (e.g., buffer areas, perimeter controls, etc.) |

Insert Text.

## Control Storm Water Discharges and Flow Rates (4.2.5)

|  |
| --- |
| **Instructions**:  Describe control measures to comply with the CGP (e.g., divert storm water around the site, slow down or contain storm water, use of velocity dissipation devices, installing permanent storm water management controls prior to construction of site improvements to the extent practicable, etc.). |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

### Protect Steep Slopes (4.2.6)

**Will steep slopes be present at the site during construction?**  Yes  No.

|  |
| --- |
| If YES, describe control measures to be implemented to comply with CGP Section 4.2.6 (e.g., reduce continuous slope length, divert storm water around slopes, stabilized exposed areas, etc.). |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Storm Water Inlet Protection Measures (4.3.1)

|  |
| --- |
| **Instructions**:  Describe control measures (e.g., filter berms, perimeter controls, temporary diversion dikes, etc.) to be implemented to protect all inlets receiving storm water from the project during the duration of the project. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Water Body Protection Measures (4.3.2)

|  |
| --- |
| **Instructions**:  Describe control measures selected to minimize discharge of sediment prior to entry into water bodies located on or immediately downstream of the site. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Down-Slope Sediment Controls (4.3.3)

|  |
| --- |
| **Instructions**:  Describe sediment controls (e.g., silt fence or temporary diversion dike) for any portion of the down-slope perimeter where storm water will be discharged from disturbed areas of the site. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Stabilized Construction Vehicle Access and Exit Points (4.3.4)

|  |
| --- |
| Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (i.e., vehicle tracking), and stabilization practices (i.e., stone pads and/or wash racks) to minimize off-site vehicle tracking of sediments and discharges to storm water. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Dust Generation and Track-Out from Vehicles (4.3.5 and 4.3.6)

|  |
| --- |
| Describe control measures to minimize the generation of dust and off-site vehicle tracking of sediment. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Soil Management (4.3.7)

**Will soil stockpiles be at the site during construction?**  Yes  No.

|  |
| --- |
| If YES, describe control measures intended to control sediment loss from the stockpiles (e.g., tarps or perimeter straw wattles). Show location(s) of stockpile(s) on site maps. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Authorized Non-Storm Water Discharges (4.3.8)

Describe any measures taken to minimize any non-storm water authorized by this permit.

## Sediment Basins (4.3.9)

|  |
| --- |
| Refer to CGP Section 4.3.9 to determine if a sediment basin is required for your site. |

**Will a sediment basin be required during construction?**  Yes,  No.

|  |
| --- |
| If YES, provide a brief description of the sediment basin here. Append detailed design information in Appendix B (e.g., calculated volume of runoff from a two-year, 24-hour storm, or other assumptions used to calculate appropriate sediment-basin size). Show location of sediment basin(s) on site maps. |

Insert Text

## Dewatering (4.4)

|  |
| --- |
| Describe dewatering practices to be implemented if water must be removed from an area so construction activity can continue. |

**Will dewatering be conducted during construction?**  Yes,  No.

**Will excavation dewatering be conducted within 1,500 feet of a DEC mapped contaminated site found on the following website**?  Yes,  No.<http://www.arcgis.com/home/item.html?id=315240bfbaf84aa0b8272ad1cef3cad3>

|  |
| --- |
| If yes to above question, review and comply with the DEC Excavation Dewatering General Permit (AKG002000 <http://dec.alaska.gov/water/wastewater/stormwater/dewater-hydrostatic/#dewater>) or most current version, for specific requirements. |

Describe control measures to be implemented to comply with dewatering discharges authorized either under the CGP or the DEC Excavation Dewatering general permit requirements.

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Soil Stabilization (4.5, 5.3.6.3)

|  |
| --- |
| A permittee must stabilize all disturbed areas of the site to minimize on-site erosion and sedimentation and the resulting discharge of pollutants.  Soil stabilization requirements vary depending on the mean annual precipitation for the site. Refer to CGP Section 4.5 for specific requirements.  **Deadline to Initiate Stabilization**. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site or temporarily ceased on any portion of the site and will not resume for a period exceeding:   * Seven (7) calendar days for those areas of the state with a mean annual precipitation of forty (40) inches or greater; or * Fourteen (14) calendar days for those areas of the state with a mean annual precipitation less than forty (40) inches.   Note: In the context of this provision, “immediately” means no later than the end of the next work day, following the day when the earth-disturbing activities have temporarily or permanently ceased.  **Deadline to Complete Temporary Stabilization Activities**. As soon as practicable, but no later than 14 calendar days after the initiation of soil stabilization measures consistent with Part 4.5.1.1, the following are required to be completed:   * For vegetative stabilization, all activities necessary to initially seed or plant the area to be stabilized; and/or * For non-vegetative stabilization, the installation or application of all such non-vegetative measures.   **Instructions**:  Refer to the Alaska Plant Materials Center’s *A Revegetation Manual for Alaska and Coastal Revegetation & Erosion Control Guide* at [http://plants.alaska.gov](http://plants.alaska.gov/) for help in selecting appropriate seed mixes and information on methods for revegetation.  Describe temporary stabilization control measures and sequence of installation.  Describe final stabilization control measures and sequence of installation. |

**BMP Description**: Insert text here

**Permanent**,  **Temporary**

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Treatment Chemicals (4.6; 5.3.6.4)

|  |
| --- |
| The use of treatment chemicals to reduce erosion from the land or sediment in a storm water discharge is allowed provided all the requirements of CGP Section 4.6 are met. |

**Will treatment chemicals be used to control erosion and/or sediment during construction?**  Yes,  No.

|  |
| --- |
| If YES, comply with CGP Section 4.5 and complete the following subsections. |

## Treatment Chemicals (4.6.1)

|  |
| --- |
| Describe what chemicals will be used, including information required by CGP Section 4.6.1. |

Insert Text

### Treatment Chemical Use Procedures (4.6.2)

|  |
| --- |
| Describe training for employees using treatment chemicals at the site. Document this training in either Appendix E (Employee Qualifications) or Appendix G (Training Records). |

Insert Text

### Application of Treatment Chemicals (4.6.3)

|  |
| --- |
| The application of treatment chemicals shall be in combination with appropriate physical control measures to ensure effectiveness of treatment chemical.  **Instructions**:  Briefly describe treatment chemical application procedures to be used. Append detailed treatment chemical application procedures to this SWPPP in Appendix B. |

Insert Text

## Active Treatment System Information or cationic treatment chemicals (4.6.7)

|  |
| --- |
| A permittee who uses an Active Treatment System (ATS) or cationic treatment chemicals as a control measure *(as defined in the CGP Appendix C )* must submit information required by the ADEC for review at least 14 days prior to start of operation of the ATS at the project. Specific submittal requirements can be found at 4.6.7. |

**Will an ATS or cationic treatment chemicals be used as a control measure at the site?**  Yes,  No.

|  |
| --- |
| If YES, briefly describe the ATS process below and submit information required by CGP Section 4.6.7 to the ADEC. |

Insert text.

## Good Housekeeping Measures (4.8)

|  |
| --- |
| A permittee must design, install, implement, and maintain effective good housekeeping measures to prevent and/or minimize the discharge of pollutants. A permittee must include appropriate measures for any of the following activities at the site.  Consult the ADEC Storm Water Guide or other resources for more information or ideas on BMPs. See also the EPA’s National Menu of BMPs at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater> |

### Washing of Equipment and Vehicles (4.8.1)

**Will equipment and vehicle washing and/or wheel wash-down be conducted at the site?**  Yes,  No.

|  |
| --- |
| If YES, describe the control measures to be implemented to comply with CGP Section 4.8.1. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

### Fueling and Maintenance Areas (4.8.2)

|  |
| --- |
| Describe equipment/vehicle fueling and maintenance practices to be implemented to control pollutants to storm water (e.g., secondary containment, drip pans, spill kits, etc.).  Describe spill prevention and control measures to be implemented, including ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. |

**Will equipment and vehicle fueling or maintenance be conducted at the site?**  Yes,  No.

|  |
| --- |
| If YES, describe the control measures to be implemented to comply with CGP Section 4.8.2. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

### Staging and Material Storage Areas (4.8.3)

Designate areas to be used for staging and material storage areas. Locate such activities, to the extent practicable, away from storm water conveyance channels, storm water inlets, and waters of the U.S.; and minimize the exposure to precipitation and storm water and vandalism for all chemicals, treatment chemicals, liquid products, petroleum products, and other materials that have the potential to pose a threat to human health or the environment.

### Washout of Applicators/Containers Used for Paint, Concrete, and Other Materials (4.8.4)

|  |
| --- |
| Describe location(s) and controls to minimize the potential for storm water pollution from washout areas for concrete mixers, paint, stucco, etc. |

**Will washout areas for trucks, applicators, or containers of concrete, paint, or other materials be used at the site?**  Yes,  No.

|  |
| --- |
| If YES, describe control measures to be implemented to comply with CGP Section 4.8.4. |

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

### Fertilizer or Pesticide Use (4.8.5)

|  |
| --- |
| Describe fertilizers and/or pesticides expected to be used and/or stored on-site and procedures for storage of materials to minimize exposure of the materials to storm water. |

**Will fertilizers or pesticides be used at the site?**  Yes,  No.

|  |
| --- |
| If YES, describe control measures to be implemented to comply with CGP Section 4.8.5. |

**Material Name**: Insert Text

**BMP Description**: Insert text here

**Installation Schedule**: Insert text here

**Maintenance and Inspection**: Insert text here

**Responsible Staff**: Insert text here

Repeat as needed.

## Spill Notification (4.9)

|  |
| --- |
| Describe spill-notification procedures, including relevant federal, state, tribal, and local agency contact information, to be implemented in the event of a leak, spill, or release of hazardous substances or oil that occur at the construction site. Refer to CGP Section 4.9 for permit requirements. |

Insert Text.

## Construction and Waste Materials (4.8.6, 5.3.7)

|  |
| --- |
| Describe in general terms the type of construction and waste materials expected to be stored at the site, with updates as appropriate, and describe the measures for handling and disposal all wastes generated at the site, including clearing and demolition debris or other waste soils removed from the site, construction and domestic waste, hazardous or toxic waste, and sanitary waste. Refer also to CGP Sections 4.8.3, Staging and Material Storage Areas, and 4.8.6, Storage, Handling, and Disposal of Construction Waste. |

Insert Text.

# INSPECTIONS (5.4; 6.0)

|  |
| --- |
| * Minimum requirements for the locations and scope of site inspections are described in the CGP Part 6.4. * Inspection requirements for linear projects are described in the CGP Part 6.5. * The person(s) identified in Section 2.0 will be responsible for conducting inspections. Reference or attach the inspection form to be utilized. * Describe the frequency inspections will occur at your site, including any correlations to storm frequency and intensity. * Note that inspection details for particular BMPs should be included in Section 11 or Appendix B. * Document repairs and maintenance you undertake as a result of your inspections. These actions can be documented in the corrective actions log described in Section 11.3 below. * See suggested inspection form in Section 11.2. * Retain inspection records in Appendix K. |

## Inspection Schedules (5.4.1.2; 6.1; 6.2)

|  |
| --- |
| * Refer to CGP Part 6.1 for inspection frequency requirements. * Required inspection frequency is based on mean annual precipitation for the site. Refer to SWPPP section 3.2 for annual precipitation data. * A permittee may reduce the inspection frequency as described in the CGP Part 6.2. Document the justification for a reduction in inspection frequency, if applicable. * Identify dates of winter shutdown, if applicable. Refer to CGP Appendix C for definitions of Winter Shutdown, Fall Freeze-Up, and Spring Thaw. * A permittee must allow an authorized representative of ADEC, EPA or the MS4 operator to conduct a site inspection in accordance with the CGP Section 6.6. |

**Inspection frequency**: Insert Text

**Justification for reduction in inspection frequency, if applicable**: Insert Text

**Estimated date of winter shutdown**: Insert Text

## Inspection Form or Checklist (5.4.1.3; 6.7)

Attach to SWPPP

## Corrective Action Procedures (5.4.1.4; 8.0)

|  |
| --- |
| Describe actions you will take to repair, replace, and maintain BMPs undertaken based on the inspections and maintenance procedures described above. Include a corrective action log, placed below or as an attachment. This log should describe actions taken, date completed, and note the person who completed the work. Actions related to the findings of inspections should reference the specific inspection report. |

Insert Text

**Corrective Action Log**

Insert table or reference attachment.

## Inspection recordkeeping (5.4.2)

Records will be maintained for a minimum period of at least three (3) years after the permit is terminated.

# MONITORING PLAN (If Applicable) (5.5; 7.0)

## Determination of Need for Monitoring Plan

|  |
| --- |
| Use the information collected and presented in Section 7.0 of this SWPPP to help complete this section.  If storm water discharges from the site into a water body with an EPA-established or approved Total Maximum Load (TMDL) for turbidity or sediment, the water body is considered impaired for turbidity or sediment.  If the receiving water is impaired for turbidity or sediment AND the project disturbance is 20 acres or more, then turbidity must be monitored during duration of disturbance and stabilization.  Instructions:  Answer briefly the following questions and determine whether the project has a monitoring requirement for turbidity. |

**Is there an EPA-established or approved TMDL for Insert Name of Receiving Water?**

**Is the receiving water listed as impaired for turbidity and/or sediment?**  Yes,  No.

|  |
| --- |
| If no, there is no monitoring requirement. If YES, answer the following questions. |

**What is the acreage of the disturbance in the proposed construction project?** Insert Text

**Is the disturbed acreage equal to or greater than 20 acres?**  Yes,  No.

|  |
| --- |
| If no, there is no monitoring requirement. If YES, proceed with monitoring template.  A permittee subject to the monitoring requirements of CGP Part 3.2 is required to collect and analyze storm water discharge samples and document monitoring activities with the procedures described in CGP Part 7.0. |

## Monitoring Plan Development

|  |
| --- |
| If subject to the monitoring requirements of CGP Part 3.2, the permittee must develop a written site-specific monitoring plan for analytical monitoring that includes all the requirements of CGP Part 7.0 and follows the applicable ADEC Quality Assurance Guide for a Water Quality Monitoring Plan (see <http://dec.alaska.gov/water/water-quality/quality-assurance/>). Most monitoring projects should fall under the Tier 2 Water Quality Monitoring Quality Assurance Project Plan criteria. A *Generic Tier 2 Quality Assurance Project Plan* (<http://dec.alaska.gov/media/13137/generictier2qapp.doc>) has been developed to assist applicants in developing a project specific QA Water Quality Monitoring QA Plan.  Also see the ADEC storm water website (<http://dec.alaska.gov/water/wastewater/stormwater/construction>) for information to use in developing the monitoring plan.  Instructions:   * The monitoring plan must be included as a part of the SWPPP as either an appendix or separate SWPPP section. Appendix H of the SWPPP template may be used for this purpose. * At a minimum, the SWPPP must document the person(s) responsible for conducting monitoring, schedules to be followed for monitoring, any checklist or form that will be used to record monitoring results, and correct action procedures. |

**Monitoring schedules** (5.5.1.2; 7.3.2): Insert Text

**Monitoring form or checklist** (5.5.1.3; 7.3.9): Insert Text

**Corrective action procedures** (5.5.1.4; 8.0): Insert Text

## Monitoring Considerations

|  |
| --- |
| This section does not need to be filled out but is a list of reminders for the applicant. |

* Locate upstream/upgradient sampling point(s) to determine background turbidity in the receiving water body. The location should be reasonably close to discharge but not so close as to experience increased turbidity from discharge. Clearly mark in field and on map in SWPPP.
* Sample the discharge where it enters the receiving water body or where it leaves the construction site. Clearly mark in field and on map in SWPPP.
* The discharge entering the water body impaired for turbidity or sediment must not exceed 5 nephelometric turbidity units (NTU) above natural conditions when the natural turbidity is 50 NTU or less, and may not have more than a 10-percent increase in turbidity when the natural turbidity is more than 50 NTU, not to exceed a maximum increase of 25 NTU.

|  |
| --- |
| IF TURBIDITY EXCEEDS ALLOWABLE LEVELS: |

* Correct control measures within seven (7) calendar days, update your SWPPP to reflect improvements, submit a Corrective Action Report consistent with the CGP, AND continue daily sampling until discharge meets allowable turbidity.
* If a specific waste-load allocation has been established for turbidity or sediment that would apply to the discharge of storm water from the construction site, the permittee must implement necessary steps to meet that allocation.
* If there is only a general waste-load allocation applicable to construction storm water discharges, the permittee must consult the ADEC to confirm consistency with approved TMDL.

# POST-AUTHORIZATION RECORDS (5.8)

|  |
| --- |
| This section does not have to be filled out but is a list of reminders for the applicant. Refer to CGP 5.8 for additional details. |

**Copy of Permit Requirements (5.8.1)**

**The SWPPP must contain the following documents**:

* copy of CGP (5.8.1.1);
* copy or signed and certified NOI form submitted to ADEC (5.8.1.2);
* upon receipt, a copy of letter from ADEC authorizing permit coverage, providing tracking number (5.8.1.3); and

**These documents must be included in Appendix F**.

## Additional Documentation Requirements (5.8.2)

* Dates when grading activities occur (5.8.2.1; insert in Appendix G).
* Dates when construction activities temporarily or permanently cease on a portion of the site (5.8.2.1.3; insert in Appendix G).
* Dates when stabilization measures are initiated (5.8.2.1.4; insert in Appendix G).
* Date of beginning and ending period for winter shutdown (5.8.2.2; insert in Appendix G).
* Copies of inspection reports (5.4.2; 5.8.2.3; insert in Appendix K).
* Copies of monitoring reports, if applicable (5.8.2.4; insert in Appendix H).
* Documentation in support of chemical-treatment processes (4.6; 5.8.2.6; insert in Appendix H).
* Documentation of maintenance and repairs of control measures (5.8.2.8; 8.1; 8.2; insert in Appendix J).
* Documentation of any rainfall monitoring records (6.7.1.3)

### Records of Employee Training (4.14; 5.8.2.7)

|  |
| --- |
| Training staff and subcontractors is an effective BMP. Document all training conducted for your staff, those with specific storm water responsibilities (e.g. installing, inspecting, and maintaining BMPs), and subcontractors. Include dates, number of attendees, subjects covered, and length of training. |

**Describe Training Conducted**:

**General storm water and BMP awareness training for staff and subcontractors**:

Insert Text

**Detailed training for staff and subcontractors with specific storm water responsibilities**:

Insert Text

**Individual(s) Responsible for Training**:

Insert Names, Titles, and Contact Numbers here

# MAINTAINING AN UPDATED SWPPP (5.9)

|  |
| --- |
| This section does not need to be filled out but is a list of reminders for the applicant. |

The permittee must modify the SWPPP, including site map(s), in response to any of the following:

* whenever changes are made to construction plans, control measures, good housekeeping measures, monitoring plan (if applicable), or other activities at the site that are no longer accurately reflected in SWPPP (5.9.1.1);
* if inspections of site investigations by staff or by local, state, tribal, or federal officials determine SWPPP modifications are necessary for permit compliance (5.9.1.2); and
* to reflect any revisions to applicable federal, state, tribal, or local laws that affect control measures implemented at the construction site (5.9.1.3).

## Log of SWPPP Modifications (5.9.2)

A permittee must keep a log showing dates, name of person authorizing the change, and a brief summary of changes for all significant SWPPP modifications (e.g., adding new control measures, changes in project design, or significant storm events that cause replacement of control measures). A form to document SWPPP amendments has been placed at the beginning of this template.

## Deadlines for SWPPP Modifications (5.9.3)

Revisions to the SWPPP must be completed within seven days of the inspection that identified the need for a SWPPP modification or within seven days of substantial modifications to the construction plans or changes in site conditions.

# ADDITIONAL SWPPP REQUIREMENTS (5.10)

|  |
| --- |
| This section does not have to be filled out but is a list of reminders for the applicant. Refer to the CGP Part 5.10 for additional detail. |

## Retention of SWPPP (5.10.1)

A copy of the SWPPP (including a copy of the permit), NOI, and acknowledgement letter from ADEC must be retained at the construction site.

## Main Entrance Signage (5.10.2)

A sign or other notice must be posted conspicuously near the main entrance of the site. The sign or notice must include the permit authorization number assigned to the NOI, Operator Contact Name and phone number for obtaining additional construction site information, and location of the SWPP or name and telephone number of the contact person for scheduling SWPPP viewing times. If the location of the SWPPP or the name and telephone number of the contact person for scheduling SWPPP viewing times has changed (i.e., is different than that submitted to DEC in the NOI), the current location of the SWPPP or name and telephone number of a contact person for scheduling viewing times.

## Availability of SWPPP (5.10.3)

The permittee must keep a current copy of the SWPPP at the site. The SWPPP must be made available to subcontractors, government and tribal agencies, and MS4 operators, upon request.

## Signature and Certification (5.10.4)

The SWPPP must be signed and certified in accordance with the requirements of the CGP Appendix A, Part 1.12. The certification form on page ii of this template meets the requirements of this paragraph.

## Submittal of a Modification to NOI (2.7)

Note: A permittee must file an NOI modification form to DEC (see Permit Part 2.3) to update or correct the following information on the original NOI within 30 calendar days of the change:

* Owner/Operator address and contact information;
* Site information;
* Estimated start or end dates;
* Number of acres to be disturbed; or
* SWPPP location and contact information.

APPENDICES

APPENDIX A – SITE MAPS AND DRAWINGS

APPENDIX B – BMP DETAILS

APPENDIX C – PROJECT SCHEDULE

APPENDIX D – SUPPORTING DOCUMENTATION:

* TMDL
* ENDANGERED SPECIES
* OTHER PERMITS

APPENDIX E – DELEGATION OF AUTHORITY, SUBCONTRACTOR CERTIFICATIONS

APPENDIX F – PERMIT CONDITIONS:

* COPY OF SIGNED NOTICE OF INTENT
* COPY OF LETTER FROM ADEC AUTHORIZING COVERAGE
* ADEC NOI TRACKING NUMBER
* COPY OF ALASKA CONSTRUCTION GENERAL PERMIT

APPENDIX G – GRADING AND STABILIZATION RECORDS

APPENDIX H – MONITORING PLAN (IF APPLICABLE) AND REPORTS

APPENDIX I – TRAINING RECORDS

APPENDIX J – CORRECTIVE ACTION LOG

APPENDIX K – INSPECTION RECORDS