Construction Pollution Prevention Plan and Erosion & Sediment Control Plan

Town of Littleton
Littleton Tennis and Whitcomb Field Improvements

Littleton Middle School
55 Russell Street
Littleton, MA 01460

February 19, 2025

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1.0 Contact Information/Responsible Parties

1.1 Operator(s)/Subcontractor(s)

Operator(s): **TBD**

Subcontractor(s): **TBD**

Emergency 24-Hour Contact: **TBD**

1.2 Stormwater Team

Site Operator/General Contractor:

TBD

Civil Engineer:

Activitas, Inc.
70 Milton Street
Dedham, MA 02026
(781)326-2600

2.0 Site Evaluation, Assessment, and Planning

2.1 Project/Site Information

Project/Site Name: Littleton Tennis and Whitcomb Field Improvements
Project Street/Location: 55 Russell Street
City: Littleton
State: Massachusetts
Zip Code: 01460
County or Similar Subdivision: Middlesex

Latitude:
1. 42° 32' 30" N (degrees, minutes, seconds)

Longitude:
1. 71° 29' 10"W (degrees, minutes, seconds)

Method for determining latitude/longitude:
☐ USGS topographic map (specify scale: _____)
☐ EPA Web site
☐ GPS
☒ Other (please specify): Google Earth

Horizontal Reference Datum:
☐ NAD 27 ☒ NAD 83 or WGS 84 ☐ Unknown

3.0 Nature of the Construction Activity

General Description of Project:
The proposed project is located at 55 Russell Street in Littleton, Massachusetts on the Littleton Middle School property. The proposed project includes construction of new tennis courts and asphalt walkways that provide access from the adjacent proposed parking lot to the courts will also be constructed. The project includes site drainage. The proposed area of disturbance is limited to an area of 0.98 acres.

Size of Construction Project:

Total Project Area: 0.98 acres

Construction Support Activities:

The following major support activities are anticipated as part of the project:

- Concrete/Paving Washout Stations
- Staging of Delivered Materials
- Staging of Excavated Materials
- Vehicle and Equipment Fueling
- Wheel Wash Stations

Site Operator is responsible for the determination of the locations and for the conditions of these and any other required support activities. All support activities shall be in full compliance with all Local and State Requirements including the any conditions issued by the Littleton Planning Board included in Appendix. General requirements are listed below:

Material Staging Areas:
Construction equipment, materials and debris, shall be stored in a location clearly designated as such. Gravel bag berms, or other protective barriers shall be installed around the perimeter to designate the area. Hand tools and small equipment and materials shall be stored in a watertight shipping container that shall be secured after hours.

Non-hazardous building materials such as packing materials (wood, plastic and glass), and construction scrap materials (brick, wood, steel, metal and pipe cuttings) shall be stored in a separate covered facility. All hazardous materials such as oil-filters, petroleum products, paints and solvents, and equipment maintenance fluids shall be stored in a structurally sound, sealed and clearly labeled area. Large items, such as framing materials, turf, or structural materials shall be elevated, when possible, to limit the contact with stormwater run-off.

Staging of soils and other like materials shall be done in such a manner to minimize the potential for stormwater runoff to be impacted. When feasible, piles shall be covered. All piles shall have proactive barriers installed to prevent sediment and other solids from being conveyed with stormwater run-off to downstream infrastructure or surface waters. All piles shall be located a minimum of 100 feet from a wetland area or surface water.

Vehicle and Equipment Fueling:
Vehicles anticipated on-site include excavators, bulldozers, front-end loaders, concrete trucks and paving equipment. All major maintenance operations will be performed off-site. Vehicle fueling for site equipment will occur in designated areas. Fueling areas shall be located a minimum of 100-feet from a wetland or surface water and in compliance with any additional conditions laid out by any approvals

granted by Littleton. Fueling area shall include secondary containment with drip pans and spill pads readily available. Fueling areas shall be cleaned and inspected weekly.

3.1 Sequence and Estimated Dates of Construction Activities

The project is intended to commence Summer 2025 and continue through Fall 2025. A general description of the sequence of work is provided below.

Site Preparation:
Contractor will mobilize to the project site and install fencing as required to secure the location. The Contractor will stake the locations of the erosion control measures. Following installation of erosion control measures and review and approval by applicable Littleton Town Officials, site preparation will commence and will include protection of existing vegetation and wooded area to remain, removal of existing site equipment, removal of existing gravel and asphalt areas, removal of existing vegetation as shown on the plans, and stripping and stockpiling of the existing topsoil. All erosion control and site protection measures will be completed prior to the commencement of earthmoving activities. Erosion Control measures shall be installed and inspected as required by all local, state and federal regulations.

Earthwork and Site Grading:
Earthwork operations include rough grading the site to bring the site to proposed subgrade; and completion of excavation, crushing and reinstallation of materials from the dumping area. Earthmoving activities shall be scheduled to minimize the amount of time that areas are to remain disturbed. Any disturbed areas where construction activity will cease for more than 14 days shall be re-established or protected with erosion control measures.

Subsurface Infrastructure:
Following completion of subgrading activities, the Contractor will install all subsurface infrastructure which includes but may not be limited to new drainage infrastructure.

Surface Work:
Contractor shall install surface materials of various profiles as shown on the plans and details.

Final Completion and Clean-up:
Upon completion of the surfacing and structure installation, consistent with the contract documents, the contractor will work to finalize construction and clean up the site. All disturbed areas shall be seeded or sodded and all un-needed equipment, storage and materials removed from the site. Entire site and adjacent areas shall be inspected, and all waste and debris will be removed and surfaces cleaned of construction impacts.

All erosion control measures, and site protection measures shall remain in place until all areas are stabilized and approval is given from the appropriate municipal agencies or Owner's Representative.

3.2 Allowable Non-Stormwater Discharges

Table 1 - List of Allowable Non-Stormwater Discharges Present at the Site

Type of Allowable Non-Stormwater Discharge	**Likely to be Present at Your Site?**
Discharges from emergency fire-fighting activities	☐ YES ☒ NO
Fire hydrant flushings	☐ YES ☒ NO
Landscape irrigation	☒ YES ☐ NO
Waters used to wash vehicles and equipment	☒ YES ☐ NO
Water used to control dust	☒ YES ☐ NO
Potable water including uncontaminated water line flushings	☒ YES ☐ NO
Routine external building wash down	☐ YES ☒ NO
Pavement wash waters	☐ YES ☒ NO
Uncontaminated air conditioning or compressor condensate	☐ YES ☒ NO
Uncontaminated, non-turbid discharges of ground water or spring water	☐ YES ☒ NO
Foundation or footing drains	☐ YES ☒ NO
Construction dewatering water	☐ YES ☒ NO

3.3 Site Maps

See Appendix for Project Drawings

4.0 Erosion and Sediment Controls

4.1 Perimeter Controls

General

The contractor will install, inspect and maintain perimeter erosion and sediment controls adequate to mitigate impacts from site surface runoff. At a minimum, controls will be installed as shown on the project drawings, please see Appendix A. Additional perimeter controls shall be installed as required to control runoff from the site.

General construction practices to minimize the amount of sediments and control site runoff off will be followed. Practices include:

- Hay bale check dams will be used on roadways to divert runoff onto stabilized areas.
- If intense rainfall is predicted before all tributary areas are stabilized, erosion control measures will be reinforced for the duration of the storm. Downstream areas will be inspected and any sediment removed at the end of the storm.
- Unfiltered water will not be allowed to enter pipes from unstabilized surfaces.
- Trench excavation will be limited to the minimum length required for daily pipe installation. All trenches will be backfilled as soon as possible. The ends of pipes will be closed nightly with plywood.
- During construction of the site, silt-laden waters should be intercepted prior to reaching the subsurface detention / infiltration beds. Any gross depositions of materials on paved surfaces will be removed.
- All paved areas will be vacuum swept after paving operation and excavation are complete.

Specific Perimeter Controls

Silt Fence /Hay Bale / Mulch Sock Barriers

Installation/Intent:

Erosion control barriers (silt fences, hay bales, straw wattles, silt (compost) sock) will be installed prior to the start of construction. These barriers will remain in place until all tributary surfaces have been fully stabilized.

Hay bale/silt sock barriers will be placed to trap sediment transported by runoff before it reaches the drainage system or leaves the construction site. In areas where high runoff velocities or high sediment loads are expected, silt fencing may be installed adjacent to the hay bale barriers. This semi-permeable barrier made of a synthetic porous fabric will provide additional protection. The silt fences and hay bale barrier will be replaced as determined by periodic field inspection. The underside of hay bales will be kept in close contact with the earth and reset as necessary. Hay bale barriers and siltation fences will be maintained and cleaned until slopes have healthy stands of grass.

Maintenance Requirements:

1. Sediment behind the erosion control device shall be checked twice each month and after each heavy rain. Silt shall be removed if greater than 6 in. deep. Sediment deposits shall be disposed of off- site, in a location and manner which will not cause sediment nuisance elsewhere.

2. Condition of erosion control device shall be checked twice each month or more frequently as required. Damaged and/or deteriorated items shall be replaced. Erosion control devices shall be maintained in place and in effective condition.

3. Hay bales shall be inspected frequently and maintained or replaced as required to maintain both their effectiveness and essentially their original condition. Underside of bales shall be kept in close contact with the earth below at all times, as required to prevent water from washing beneath bales.

Drain System Protection

Installation/Intent:

Hay bale sediment traps or silt sacks will be installed at drainage structures and maintained and cleaned until slopes have healthy stands of grass. Drain manholes and storm drainpipes will be cleaned of sediment and debris after the completion of construction. Sediment collected in structures will be disposed of properly and covered, if stored on-site.

Maintenance Requirements:

1. Sediment behind the erosion control device shall be checked twice each month and after each heavy rain. Silt shall be removed if greater than 6 in. deep or is impacting the function of the device.

4.2 Sediment Track-Out

General

The contractor will install, inspect and maintain a stabilized construction entrance and wheel wash station for the duration of the project to minimize sediment tracking onto impervious surfaces and public ways.

Maintenance Requirements:

1. Conditions at the exit from the site shall be inspected, at a minimum of, at the start and finish of each workday. Any sediment tracks or accumulation shall be cleaned by means of sweeping, vacuuming, or brushing/shoveling. Hosing or sweeping of sediment into stormwater conveyance infrastructure not intended for sediment control is prohibited.

2. Entrance shall be top dressed with new stone as required to maintain effectiveness. Additional locations may also be considered if sediment tracking becomes an issue.

4.3 Stockpiled Sediment of Soil

General

The contractor shall take steps to minimize the amount of soils and materials that are stockpiled on-site. Materials not intended for installation or re-use shall be removed from the site in a timely manner. Materials stockpiles shall be located to minimize potential for runoff impacts, generally away from the surface waters and drainage inlets. In advance of significant rainstorms, considerations for additional protection, including covering the piles, shall be made.

Specific Stockpile Controls

Perimeter Protection

Installation/Intent:

As soil/material stockpiles are needed they shall have perimeter protection of hay bales, straw wattles and/or silt fence.

Maintenance Requirements:

1. Conditions at the stockpile shall be inspected, at a minimum of, at the start and finish of each workday and after a significant rain event. Any sediment accumulation shall be cleaned by means of sweeping, vacuuming, or brushing/shoveling. Hosing or sweeping of sediment into stormwater conveyance infrastructure not intended for sediment control is prohibited.

4.4 Minimize Dust

General

Contractor shall take steps to minimize the amount of dust created by construction activities. Dust control should be expected whenever un-stabilized surfaces are present. Contractor shall expect dust conditions to be worse during summer months or periods of extended dry weather.

Specific Dust Controls

Water Controls

Installation/Intent:

As required the contractor shall use on-site water or water trucks to control nuisance dust on-site.

Maintenance Requirements:
1. N/A

4.5 Minimize the Disturbance of Steep Slopes

General
Disturbance to steep slopes is not anticipated as part of this project. If disturbances shall be required, the contractor shall minimize the amount of time any disturbed steep slopes are left un-stabilized and should be aware of any weather conditions that may increase the chances of slope wash-out and take necessary precautions to prevent this condition.

4.6 Topsoil

General
The project includes the conversion of an existing natural grass area into tennis courts and walkways. The existing topsoil within the proposed areas of work will be used to regrade disturbed areas within the limit of work. The intent is to keep all topsoil on-site to the extent practicable. If excess topsoil is generated it will be removed from the site.

4.7 Soil Compaction

General
The site operator is a specialized contractor that understands the implications of operating heavy machinery in areas that are intended for infiltration or to remain pervious. Subcontractors will be educated on the intent of the site design and instructed accordingly.

4.8 Storm Drain Inlets

General
Silt sacks or hay bale protection shall be installed at all drainage inlets in the general vicinity of the project site.

Specific Storm Drain Inlet Controls

Silt Sacks/Hay bale Protection

Installation/Intent:

Silt stacks or hay bale sediment traps will be installed at drainage structures and maintained and cleaned until slopes have healthy stands of grass. Drain manholes and storm drainpipes will be cleaned of sediment and debris after the completion of construction. Sediment collected in structures will be disposed of properly and covered, if stored on-site.

4.9 Constructed Stormwater Conveyance Channels

General

Stormwater conveyance channels may be used to control stormwater runoff at the site during construction.

Specific Conveyance Channel Controls

Temporary Diversion Channel	
Description: If necessary to control runoff, temporary diversion channels to direct runoff away from exposed soil. Channels can be lined with rip-rap (6" stone). Diversion swales to be installed for longer than 21 days shall be permanently stabilized with rip-rap or loam and seed.	
Installation	As Required to divert runoff from work areas.
Maintenance Requirements	Channels shall be inspected weekly for erosion of the bottom of the channel and sedimentation.
Design Specifications	Contractor shall consult with the Engineer of Record to determine adequate sizing for the intent of the swale.

4.10 Sediment Basins

General

No temporary sediment basins are anticipated to be required for construction of the project. If on-site conditions require that either be required, the contractor shall coordinate with the design engineer to size and locate these systems appropriately.

4.11 Chemical Treatment

General

No treatment chemicals are anticipated for use on the project site.

4.12 Dewatering Practices

General

Dewatering operations are not anticipated. Should dewatering be required, the following practices shall be followed:

1. The contractor shall coordinate dewatering with all local, state, and federal agencies and obtain all required permits.

2. The contractor shall control the grading in areas under construction on the site so that the surface of the ground will properly slope to prevent accumulation of water in excavated areas and adjacent properties.
3. The contractor shall excavate interceptor swales and ditches as necessary prior to the start of major earthmoving operations to insure minimal erosion and to keep areas as free from surface water as possible.
4. Should surface, groundwater or precipitation be encountered during the operations, the contractor shall furnish and operate pumps or other equipment, and provide all necessary piping to keep all excavations clear of water at all times and shall be responsible for any damage to work or adjacent properties for such water. All piping exposed above surface for this use, shall be properly covered to allow foot traffic and vehicles to pass without obstruction.
5. The contractor shall verify that the construction and/or operation of a dewatering system will not adversely affect any well, pond, stream, structure, utility, etc., on or adjacent to the area being dewatered.

4.13 Other Stormwater Controls

General
Contractor shall provide information below about any other stormwater controls that are implemented during construction that are not described above.

4.14 Site Stabilization

Description of Practice

Areas of disturbed soils that do not receive a final surface treatment as part of the project will be loamed and seeded. A hydroseed mix with pre-emergent will be applied to these areas. Depending on the final vegetation type (maintained versus naturalized) different seed mixes will be used accordingly.

Installation

Schedule for seed mix timing is to be determined and will be submitted with the final CPPP&ESCP report.

Maintenance Requirements: Sodded areas will be irrigated to ensure proper root growth. Hydroseeded areas will be watered as needed and re-seeded as need to establish a healthy strand of grass.

5.0 Pollution Prevention Standards

5.1 Potential Sources of Pollution

Construction Site Pollutants

Pollutant-Generating Activity	Pollutants or Pollutant Constituents	Location on Site (Or reference CPPP&ESCP site map)
Clearing/Grading/Earthwork	Sediment	Refer to Project Drawings
Paving Operations	Sediment, trash, oils	Refer to Project Drawings
Material Delivery/Storage	Sediment, oils, solids, chemicals	Site Entrance/Staging Area
Solid Waste	Solids	Contractor Staging Area
Spills	Sediment, Nutrients, Oils, Trash, Other Chemicals	
Vehicle Maintenance/Storage	Sediment, Oils, Chemicals	Contractor Staging Area
Landscape Operations	Sediment, Nutrients, Bacteria	Refer to Project Drawings
Sanitary Facilities	Sediment, Bacteria, Nutrients	Contractor Staging Area

5.2 Spill Prevention and Response

The contractor will train all personnel in the proper handling and cleanup of spilled materials. No spilled hazardous materials or hazardous wastes will be allowed to come in contact with stormwater discharges. If such contact occurs, the stormwater discharge will be contained on-site until appropriate measures in compliance with state and federal regulations are taken to dispose of such contaminated stormwater. It shall be the responsibility of the job site superintendent to properly train all personnel in spill prevention and clean up procedures.

Spill prevention and Response Procedures

In order to minimize the potential for a spill of hazardous materials to come into contact with stormwater, the following steps will be implemented:

1. All materials with hazardous properties (such as pesticides, petroleum products, fertilizers, detergents, construction chemicals, acids, paints, paint solvents, cleaning solvents, additives for soil stabilization, concrete curing compounds and additives, etc.) will be stored in a secure location, with their lids on, preferably under cover, when not in use.
2. During construction, liquid petroleum products and other hazardous materials with the potential to contaminate groundwater may not be stored or handled in areas of the site draining to an infiltration area. An 'infiltration area' is any area of the site that by design or as a result of soils, topography and other relevant factors accumulates runoff that infiltrates into the soil. Dikes, berms, sumps, and other forms of secondary containment that prevent discharge to groundwater may be used to isolate portions of the site for the purposed of storage and handling of these materials.
3. The minimum practical quantity of all such materials will be kept on the job site.
4. A spill control and containment kit (containing, for example, absorbent materials, acid neutralizing power, brooms, dust pans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.) will be provided at the storage site.

Manufacturers recommended methods for spill clean-up will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and supplies.

In the event of a spill, the following procedures should be followed:

1. All spills will be cleaned up immediately after discovery.
2. The spill area will be kept well-ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with the hazardous substances.
3. The project manager and the Engineer of Record will be notified immediately.
4. Spills of toxic or hazardous materials will be reported to the appropriate federal, state, and/or local government agency, regardless of the size of the spill.
5. **The Littleton Fire Department will be contacted: Call 911**
6. If the spill exceeds a Reportable Quantity, the CPPP&ESCP must be modified within seven (7) calendar days of knowledge of the discharge to provide a description of the release, the circumstances leading to the release, and the date of the release. The plans must identify measures to prevent the recurrence of such releases and to respond to such releases.

The job site superintendent will be the spill prevention and response coordinator. He will designate the individuals who will receive spill prevention and response training. These individuals will each become responsible for a particular phase of prevention and response. The names of these personnel will be posted in the material storage area and in the office trailer on-site.

5.3 Fueling and Maintenance of Equipment or Vehicles

General

Vehicles that remain on-site throughout the construction permit, including excavators, bulldozers, frontend loaders and concrete trucks may be fueled on-site.

Inspect construction vehicles daily, and repair any leaks immediately. Dispose of all used oil, antifreeze, solvents and other automotive-related chemicals according to manufacturer instructions. These wastes require special handling and disposal. Used oil, antifreeze, and some solvents can be recycled at designated facilities, but other chemicals must be disposed of at a hazardous waste disposal site.

Vehicle maintenance operations produce substantial amounts of hazardous and other wastes that require regular disposal. Clean up spills and dispose of cleanup materials immediately. Inspect equipment and storage containers regularly to identify leaks or signs of deterioration.

Specific Pollution Prevention Practices

The contractor shall take steps to ensure the following:

- Provide a covered, paved area dedicated to vehicle maintenance
- Ensure that the areas are properly connected to a storm drain system
- Prevent hazardous chemical leaks by properly maintaining vehicles and equipment
- Refer to a spill prevention and cleanup plan
- Properly cover and provide secondary containment for fuel drums and toxic materials
- Properly dispose of vehicle wastes

Maintenance Requirements:

Vehicle maintenance operations produce substantial amounts of hazardous and other wastes that require regular disposal. Clean up spills and dispose of cleanup materials immediately. Inspect equipment and storage containers regularly to identify leaks or signs of deterioration.

5.4 Washing of Equipment or Vehicles

General

Designate special paved areas for vehicle repair. To direct washwater to sanitary sewer systems or other treatment facilities, ensure that vehicle washing areas are impervious and are bermed. Use blowers or vacuums instead of water to remove dry materials from vehicles if possible. Because water alone can remove most dirt adequately, use high-pressure water spray without detergents at vehicle washing areas. If you must use detergents, avoid phosphate- or organic-based cleansers to reduce nutrient enrichment and biological oxygen demand in wastewater. Use only biodegradable products that are free of halogenated solvents. Clearly mark all washing areas, and inform workers that all washing must occur in this area. Do not perform other activities, such as vehicle repairs, in the wash area.

Maintenance Requirements:

Maintenance of vehicle wash areas is minimal.

5.5 Storage, Handling, and Disposal of Construction Products, Materials, and Waste

General

The project will result in construction and domestic debris and waste. Contractor shall provide facilities to properly handle and dispose of waste with considerations for health and safety of the employees and adjacent school uses.

Specific Pollution Prevention Practices

- Designate a waste collection area on site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a water body.
- Ensure that containers have lids so they can be covered before periods of rain, and keep containers in a covered area whenever possible.
- Schedule waste collection to prevent the containers for overfilling.
- Clean up spills immediately. For hazardous materials, follow cleanup instructions on the package. Use an absorbent material such as sawdust or kitty litter to contain the spill.
- During the demolition phase of construction, provide extra containers and schedule more frequent pickups.
- Collect, remove and dispose of all construction site wastes at authorized disposal areas. Contact a local environmental agency to identify these disposal sites.

Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials

General

Because the project is replacing a natural grass area with infilled synthetic turf surfaces, the use of fertilizers and pesticides on-site will be minimal and limited to the proposed landscaped areas and the outlying grass areas that are disturbed during construction.

Specific Pollution Prevention Practices

Where fertilizers are required, the contractor shall:

- Follow all federal, state, and local regulations that apply to the use, handling, or disposal of pesticides and fertilizers.
- Do not handle the materials any more than necessary.
- Store pesticides and fertilizers in a dry, covered area.
- Construct berms or dikes to contain stored pesticides and fertilizers in case of spillage.
- Follow the recommended application rates and methods.
- Have equipment and absorbent materials available in storage and application areas to contain and clean up any spills that occur.

Diesel Fuel, Oil, Hydraulic Fluids, Other Petroleum Products, and Other Chemicals

General

As previously stated, on-site fueling shall be limited to the few vehicles that are to remain on-site. Other fluids shall not be stored on-site with all maintenance on vehicles being completed at off-site locations.

Specific Pollution Prevention Practices

If storage of petroleum products is required:

- *Store new and used petroleum products for vehicles in covered areas with berms or dikes in place to contain any spills.*
- *Immediately contain and clean up any spills with absorbent materials.*
- *Have equipment available in fuel storage areas and in vehicles to contain and clean up any spills that occur.*

Hazardous or Toxic Waste

General

It is anticipated that the project will result in minimal amounts of toxic or hazardous waste.

Specific Pollution Prevention Practices

In the case hazardous or toxic materials are present, the contractor shall:

- *Consult with local waste management authorities about the requirements for disposing of hazardous materials.*
- *To prevent leaks, empty and clean hazardous waste containers before disposing of them.*
- *Never remove the original product label from the container because it contains important safety information. Follow the manufacturer's recommended method of disposal, which should be printed on the label.*
- *Never mix excess products when disposing of them, unless specifically recommended by the manufacture.*

To ensure the proper disposal of contaminated soils that have been exposed to and still contain hazardous substances, consult with state or local solid waste regulatory agencies or private firms. Some landfills might accept contaminated soils, but they require laboratory tests first. Any disposal of contaminated soils shall be coordinated with the Project Engineer, LSP and shall conform to all State and Local Regulations.

Construction and Domestic Waste

General

The project will result in construction and domestic debris and waste. Contractor shall provide facilities to properly handle and dispose of waste with considerations for health and safety of employees and adjacent school uses.

Specific Pollution Prevention Practices

The contractor shall:

- Designate a waste collection area on site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a water body.
- Ensure that containers have lids so they can be covered before periods of rain, and keep containers in a covered area whenever possible.
- Schedule waste collection to prevent the containers for overfilling.
- Clean up spills immediately. For hazardous materials, follow cleanup instructions on the package. Use an absorbent material such as sawdust or kitty litter to contain the spill.
- During the demolition phase of construction, provide extra containers and schedule more frequent pickups.
- Collect, remove and dispose of all construction site wastes at authorized disposal areas. Contact a local environmental agency to identify these disposal sites.

Sanitary Waste

General

Temporary facilities shall be provided by the contractor for on-site use by employees. Facilities shall be located in areas to minimize the potential for impacting stormwater runoff quality. The facilities shall have routine inspections and shall be scheduled for waste collection as needed.

Washing of Applicators and Containers Used for Paint, Concrete, or Other Materials

General

Minimal washout is anticipated on the project site.

Specific Pollution Prevention Practices

If washout is required, the contractor shall:

- Direct all wash water into a leak-proof container or leak-proof pit. The container or pit must be designed so that no overflows can occur due to inadequate sizing or precipitation.
- Handle washout or cleanout wastes as follows:
  1. Do not dump liquid wastes in storm sewers;
  2. Dispose of liquid wastes in accordance with applicable requirements in Part 2.3.3.3; and
  3. Remove and dispose of hardened concrete waste consistent with handling of other construction wastes in Part 2.3.3.3; and locate any washout or cleanout activities as far away as possible from surface waters and stormwater inlets or conveyances, and, to the extent practicable, designate areas to be used for these activities and conduct such activities only in these areas.

Maintenance of the washout is to include removal of hardened concrete. The facility shall have sufficient volume to contain all the concrete waste resulting from washout and a minimum freeboard of 1 foot. Facility shall not be filled beyond 95% capacity and shall be cleaned out once 75% full unless a new facility is constructed.

Other Pollution Prevention Practices

General

Contractor shall provide information below about any other pollution prevention practices that are implemented during construction that are not described above.

6.0 Inspection and Corrective Action

6.1 Inspection Personnel and Procedures

Personnel Responsible for Inspections: TBD

Inspection Schedule: TBD

Rain Gauge Location: TBD

Reductions in Inspection Frequency
For the reduction in inspections resulting from stabilization: TBD

For the reduction in inspections in arid, semi-arid, or drought-stricken areas: TBD

For the reduction in inspections due to frozen conditions: TBD

Inspection Report Forms: See Appendix

6.2 Corrective Action

Personnel Responsible for Corrective Actions: TBD

Corrective Action Forms: See Appendix

6.3 Delegation of Authority

Duly Authorized Representative(s) or Positions(s): TBD

7.0 Training

Table 2 - Documentation for the Completion of Training

Name	Date Training Completed

CPPP and ESCP Appendices

Appendix A Site Maps

See attached design documents.

Appendix B Inspection Form

Inspection Report Template – Field Version

Purpose
This Inspection Report Template (or "template") was designed to assist you in preparing inspection reports for EPA's 2012 Construction General Permit (CGP). If you are covered under the 2012 CGP, this template will enable you to create an inspection report form that is customized to the specific circumstances of your project and that complies with the minimum reporting requirements of Part 4.1.7 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.1.7 of the CGP.

If you are covered under a state CGP, this template may be helpful in developing a form that can be used for that permit; however it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

Notes:
While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Inspection Report Template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the template. In the event of a conflict between the Inspection Report Template and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Inspection Report Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Inspection Requirements
Construction operators covered under the 2012 CGP are subject to the following requirements in Part 4:

Inspection Frequency (see Part 4.1.4)
You are required to conduct inspections either:
- Once every 7 calendar days; or
- Once every 14 calendar days and within 24 hours of a storm event of 0.25 inches or greater.

Your inspection frequency is increased if the site discharges to a sensitive water. See Part 4.1.3. Your inspection frequency may be decreased to account for stabilized areas, or for arid, semi-arid, or drought-stricken conditions, or for frozen conditions. See Part 4.1.4.

Areas That Need to Be Inspected (see Part 4.1.5)
During each inspection, you must inspect the following areas of your site:
- Cleared, graded, or excavated areas of the site;
- Stormwater controls (e.g., perimeter controls, sediment basins, inlets, exit points etc.) and pollution prevention practices (e.g., pollution prevention practices for vehicle fueling/maintenance and washing, construction product storage, handling, and disposal, etc.) at the site;
- Material, waste, or borrow areas covered by the permit, and equipment storage and maintenance areas;
- Areas where stormwater flows within the site;
- Stormwater discharge points; and
- Areas where stabilization has been implemented.

What to Check For During Your Inspection (see Part 4.1.6)
During your site inspection, you are required to check:
- Whether stormwater controls or pollution prevention practices require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge;
- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges; and
- If any permit violations have occurred on the site.

Inspection Reports (see Part 4.1.7)
Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:

- Date of inspection;
- Names and titles of persons conducting the inspection;
- Summary of inspection findings;
- Rain gauge or weather station readings if your inspection is triggered by the 0.25 inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site

Instructions for Using This Template

This Field Version of the Inspection Report Template is intended to be used in the field and filled out by hand. If you will be filling out the Inspection Report Template electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Inspection Report Template available at www.epa.gov/npdes/stormwater/swppp. The Electronic Version includes text fields with instructions for what to enter.

Keep in mind that this document is a template and not an "off-the-shelf" inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into these fields, you may print out this form for use in the field to complete inspection reports.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign and certify each inspection report.** Each inspection report must be signed and certified by the permittee to be considered complete. Where your inspections are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.1.7.3 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions provide you with more details in terms of what EPA expects to be documented in these reports.

General Information (see reverse for instructions)					
Name of Project		**CGP Tracking No.**		**Inspection Date**	

Inspector Name, Title & Contact Information	
Present Phase of Construction	
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)	

Inspection Frequency *(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply.)*

Standard Frequency: ☐ Weekly ☐ Every 14 days and within 24 hours of a 0.25" rain

Increased Frequency: ☐ Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)

Reduced Frequency:

- ☐ Once per month (for stabilized areas)
- ☐ Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)
- ☐ Once per month (for frozen conditions where earth-disturbing activities are being conducted)

Was this inspection triggered by a 0.25" storm event? ☐ Yes ☐ No

If yes, how did you determined whether a 0.25" storm event has occurred?

☐ Rain gauge on site ☐ Weather station representative of site. Specify weather station source:

Total rainfall amount that triggered the inspection (in inches)**:**

Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5? ☐ Yes ☐ No

If "yes", complete the following:

- Describe the conditions that prevented you from conducting the inspection in this location:

- Location(s) where conditions were found:

Instructions for Filling Out "General Information" Section

Name of Project
Enter the name for the project.

CGP Tracking No.
Enter the tracking number that was assigned to your NOI application for permit coverage.

Inspection Date
Enter the date you conducted the inspection.

Inspector Name, Title & Contact Information
Provide the name of the person(s) (either a member of your company's staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector's name, title, and contact information as directed in the form.

Present Phase of Construction
If this project is being completed in more than one phase, indicate which phase it is currently in.

Inspection Location
If your project has multiple locations where you conduct separate inspections, specify the location where this inspection is being conducted. If only one inspection is conducted for your entire project, enter "Entire Site." If necessary, complete additional inspection report forms for each separate inspection location.

Inspection Frequency
Check the box that describes the inspection frequency that applies to you. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., a water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.1.4, then you can choose your frequency based on CGP Part 4.1.2 – either weekly, or every other week and within 24 hrs of a 0.25 in storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.1.3 at weekly and within 24 hrs of a 0.25 inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.1.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.

Was This Inspection Triggered by a 0.25 Inch Storm Event?
If you were required to conduct this inspection because of a 0.25 inch (or greater) rain event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

Unsafe Conditions for Inspection
Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.1.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site"

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.1) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Erosion and Sediment Control" Table

Type and Location of E&S Controls
Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 2.1.2. Include also any natural buffers established under CGP Part 2.1.2.1. Buffer requirements apply if your project's earth-disturbing activities will occur within 50 feet of a surface water. You may group your E&S controls on your form if you have several of the same type of controls (e.g., you may group "Inlet Protection Measures", "Perimeter Controls", and "Stockpile Controls" together on one line), but if there are any problems with a specific control, you must separately identify the location of the control, whether repairs or maintenance or corrective action are necessary, and in the notes section you must describe the specifics about the problem you observed.

Repairs or Other Maintenance Needed?
Answer "yes" if the E&S control requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to ½ or more the above-ground height of the control (CGP Part 2.1.2.2.b); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 2.1.2.3.d); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.1.2.9.b); and (4) for sediment basins, as necessary to maintain at least ½ of the design capacity of the basin (CGP Part 2.1.3.2.b). Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program. You should also answer "yes" if work to fix the problem is still ongoing from the previous inspection.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required E&S control was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 or 3 requirement; (2) you become aware that the inadequacy of the E&S control has led to an exceedance of an applicable water quality standard; or (3) EPA requires corrective action for an E&S control as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report, found at www.epa.gov/npdes/stormwater/swppp. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Describe any problem conditions you observed such as the following, and why you think they occurred as well as actions (e.g., repairs, maintenance, or corrective action) you will take or have taken to fix the problem:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site's sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance

For buffer areas, make note of whether they are marked off as required, whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3) (see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Pollution Prevention (P2) Practice" Table

Type and Location of P2 Controls
Provide a list of all pollution prevention (P2) practices that are implemented at your site. This list must include all P2 practices required by Part 2.3.3, and those that are described in your SWPPP.

Repairs or Other Maintenance Needed?
Answer "yes" if the P2 practice requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report (see www.epa.gov/npdes/stormwater/swppp). Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each P2 control and the area immediately surrounding it, note whether the control is properly installed, whether it appears to be working to minimize or eliminate pollutant discharges, and whether maintenance or corrective action is required. Describe problem conditions you observed such as the following, and why you think they occurred, as well as actions you will take or have taken to fix the problem:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 practice is no longer working due to lack of maintenance

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Stabilization of Exposed Soil (CGP Part 2.2) (see reverse for instructions)			
Stabilization Area **[Add an additional sheet if necessary]**	**Stabilization Method**	**Have You Initiated Stabilization?**	**Notes**
1.		☐ YES ☐ NO If yes, provide date:	
2.		☐ YES ☐ NO If yes, provide date:	
3.		☐ YES ☐ NO If yes, provide date:	
4.		☐ YES ☐ NO If yes, provide date:	
5.		☐ YES ☐ NO If yes, provide date:	

Description of Discharges (CGP Part 4.1.6.6) (see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? ☐ Yes ☐ No **If "yes", provide the following information for each point of discharge:**	
Discharge Location **[Add an additional sheet if necessary]**	**Observations**
1.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Instructions for Filling Out the "Stabilization of Exposed Soil" Table

Stabilization Area
List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.

Stabilization Method
For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).

Have You Initiated Stabilization
For each area, indicate whether stabilization has been initiated.

Notes
For each area where stabilization has been initiated, describe the progress that has been made, and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated, and the date it is to be completed.

Instructions for Filling Out the "Description of Discharges" Table

You are only required to complete this section if a discharge is occurring at the time of the inspection.

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?
During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If there is a discharge, answer "yes" and complete the questions below regarding the specific discharge. If there is not a discharge, answer "no" and skip to the next page.

Discharge Location (repeat as necessary if there are multiple points of discharge)
Location of discharge. Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Describe the discharge. Include a specific description of any noteworthy characteristics of the discharge such as color; odor; floating, settled, or suspended solids; foam; oil sheen; and other obvious pollution indicators.

Are there visible signs of erosion or sediment accumulation? At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer "yes", include a description in the space provided of the erosion and sediment deposition that you have found, specify where on the site or in the surface water it is found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Contractor or Subcontractor Certification and Signature
(see reverse for instructions)

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Certification and Signature by Permittee
(see reverse for instructions)

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Signature/Certification

Each inspection report must be signed and certified to be considered complete.

Contractor or Subcontractor Signature and Certification
Where a contractor or subcontractor is relied on to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve the permitted operator of the requirement to sign and certify the inspection report as well.

Signature and Certification by Permittee
At a minimum, the inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation*: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship*: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency*: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Appendix C Corrective Action Form

Corrective Action Report Form – Electronic Version

Purpose
This Corrective Action Report Form is designed to assist you in preparing corrective action reports for EPA's 2012 Construction General Permit (CGP). If you are covered under EPA's 2012 CGP, this form will enable you to create a corrective action report that complies with the minimum reporting requirements of Part 5.4 of the permit.

You are only required to fill out this form if one of the corrective action triggering conditions in Part 5.2.1 or 5.3 occurs on your site. Routine maintenance and repairs are generally not considered to be a corrective action triggering condition. Corrective actions are triggered only for specific, more serious conditions that are identified below in the "Overview of Corrective Action Requirements."

If you are covered under a state CGP, this form may be helpful in developing a report that can be used for that permit; however it will need to be modified to meet the specific requirements of the permit. If your permitting authority requires you to use a specific corrective action report form, you should not use this form.

Notes
While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Corrective Action Report Form, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the form. In the event of a conflict between the Corrective Action Report Form and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Corrective Action Report Form at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Corrective Action Requirements
Construction operators covered under the 2012 CGP are required to conduct corrective actions and report on progress made in correcting the problem condition(s) in accordance with the following requirements:

Corrective Action Triggering Conditions (Parts 5.2.1 and 5.3)
Corrective action is required whenever any of the following conditions occur at your site:

- A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3;
- The stormwater controls (e.g., erosion and sediment controls or pollution prevention controls) that have been installed and maintained are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1 of the permit;
- A Part 2.3.1 prohibited discharge has occurred or is occurring; or
- Any corrective actions required by EPA as a result of permit violations found during an inspection carried out under Part 4.2.

Deadlines for Completing Corrective Actions (Part 5.2.1)
You must complete corrective action (e.g., installing and making operational any new or modified control, correcting errors in installation, preventing, mitigating, or cleaning up spills or leaks making repairs) by no later than 7 calendar days from the time of discovery of the condition. If infeasible to complete the installation or repair within 7 calendar days, you must document why it is infeasible and document your schedule for completing the corrective action as soon as practicable.

Deadlines for Documenting Corrective Actions in a Report (Part 5.4)
You are required to complete a corrective action report for each of corrective action you take in accordance with the following deadlines.

- Within 24 hours of discovering the occurrence of a corrective action triggering condition, you must document the following:
  - The condition identified at your site;

- The nature of the condition identified; and
- The date and time of the condition identified and how it was identified

- Within 7 calendar days of discovering a triggering condition, you must document the following:
  - Any follow-up actions taken to review the design, installation, and maintenance of stormwater controls, including the dates such actions occurred;
  - A summary of stormwater controls modifications taken or to be taken, including a schedule of activities necessary to implement changes, and the date the modifications are completed or expected to be completed; and
  - Notice of whether SWPPP modifications are required as a result of the condition identified or corrective action.

Instructions for Using This Report Form
This Electronic Version of the Corrective Action Report Form is intended to be filled out electronically. If you will be filling out the Corrective Action Report Form by hand (i.e., you will be filling this form out in the field), please use the Field Version of the Corrective Action Report Form available at www.epa.gov/npdes/stormwater/swppp.

The following tips for using this form will help you ensure that the minimum permit requirements are met:

- **Review the corrective action requirements.** Before you fill out this corrective action report form, read the CGP's Part 5 corrective action requirements. This will ensure that you have a working understanding of the permit's underlying corrective action requirements.

- **Complete a separate report for each condition that triggers corrective action.** For each triggering condition on your site, you will need to fill out a separate corrective action report form.

- **Complete all required text fields.** Fill out all text fields (marked with blue font). Only by filling out all fields will the form be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the corrective action report form, you may delete these as you see fit. Or, if you need more space to document your findings, you may insert additional rows.) Specific instructions on what information to include in each text field is included in each text field. The fields were developed so that the instructions disappear once you start typing.
- **Sign and certify each corrective action report.** Each corrective action report form must be signed and certified by the permittee to be considered complete. Where your corrective actions are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The form includes a signature block for both parties.
- **Include the corrective action report form with your SWPPP.** Once your form is complete, make sure to include a copy of the corrective action report form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all corrective action reports with your records.** You must retain copies of your corrective action reports in your records in accordance with the requirements in Part 5.4.4 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions
You will find specific instructions corresponding to each section of the report form at the end of this form. These instructions were written in order to provide you with more details in terms of what EPA expects to be documented in these reports.

Corrective Action Report for [Insert project name]
Date: [Insert Today's Date: _ _ / _ _ / _ _]

Section A – Initial Report (CGP Part 5.4.1)

(Complete this section within 24 hours of discovering the condition that triggered corrective action)

Date problem first discovered: [Enter date]

Time discovered: [Enter time]

Name and contact information of individual completing this form: [Enter the individual's name, title, and contact information (company name, address, email, and phone).]

What site conditions triggered the requirement to conduct corrective action *(check the box that applies)*:

- ☐ A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3
- ☐ The stormwater controls that have been installed and maintained are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1 of the permit
- ☐ A Part 2.3.1 prohibited discharge has occurred or is occurring
- ☐ EPA requires corrective action as a result of permit violations found during an EPA inspection carried out under Part 4.2

Provide a description of the problem: [Provide description of the specific problem that triggered the need for corrective action, and the specific location where it was found. If you have already provided this explanation in an inspection report, you can refer to that report.]

Deadline for completing corrective action: [Enter date that is either: (1) no more than 7 calendar days after the date you discovered the problem, or (2) if it is infeasible to complete work within the first 7 days, enter the date that is as soon as practicable following the 7th day.]

If your estimated date of completion falls after the 7-day deadline, explain (1) why you believe it is infeasible to complete work within 7 days, and (2) why the date you have established for making the new or modified stormwater control operational is the soonest practicable timeframe: [Enter text here]

Section B – Corrective Action Progress (CGP Part 5.4.2)

(Complete this section no later than 7 calendar days after discovering the condition that triggered corrective action)

Section B.1 – Why the Problem Occurred

Cause(s) of Problem (insert additional rows if applicable)	How This Was Determined and the Date You Determined the Cause
1. [State what you determined to be the cause of the problem]	[Specify what you did to come to your conclusion] [Enter date]
2. [State what you determined to be the cause of the problem]	[Specify what you did to come to your conclusion] [Enter date]

Section B.2 – Stormwater Control Modifications to be Implemented to Correct the Problem

List of Stormwater Control Modification(s) Needed to Correct Problem (insert additional rows if applicable)	Date of Completion	SWPPP Update Necessary?	Notes
1. [Specific modification to be implemented]	[Enter date]	☐Yes ☐No [If yes, specify date SWPPP modified]	[Enter text here]
2. [Specific modification to be implemented]	[Enter date]	☐Yes ☐No [If yes, specify date SWPPP modified]	[Enter text here]

Section C – Certification and Signature (CGP Part 5.4.3)

Section C.1 – Certification and Signature by Contractor or Subcontractor

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Section C.2 – Certification and Signature by Permittee

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Filling Out the Initial Report (Section A) on Page 1

You must complete Section A of the report form within 24 hours of discovering the condition that triggered corrective action

Date/Time Problem First Discovered
Specify the date on which the triggering condition was first discovered. Also specify the time of the discovery.

Name/Contact Information
Provide the individual's name, title, and contact information as directed in the form.

Site Condition That Triggered Corrective Action
Under the CGP, corrective action is required when one of 3 triggering conditions occurs at your site. See CGP Parts 5.2.1 5.3. Check the box that corresponds to the condition that triggered this corrective action.

Description of the Site Condition
Provide a summary description of the condition you found that triggered corrective action under CGP Part 5.2.1. and the specific location where it was found. Be as specific as possible about the location; it is recommended that you refer to a precise point on your site map. If you have already provided this explanation in an inspection report, you can refer to that report.

Deadline for Completing Corrective Action
This deadline is fixed in CGP Part 5.2.1. For all projects, the deadline is either: (1) no more than 7 calendar days after the date you discovered the problem, or (2) if it is infeasible to complete work within the first 7 days, as soon as practicable following the 7th day. If your estimated date of completion falls after the 7-day deadline consistent with (2), above, explain (a) why you believe it is infeasible to complete work within 7 days, and (b) why the date you have established for making the new or modified stormwater control operational is the soonest practicable timeframe:

Instructions for Filling Out the Corrective Action Progress Table (Section B) on Page 1

You must complete Section B of the report form no later than 7 calendar days after discovering the condition that triggered corrective action.

Section B.1 – Why the Problem Occurred
After you have had the opportunity to examine the problem more closely, provide details as to what you believe to be the cause of the problem, and specify the follow-up actions you took (along with the dates of such actions) to diagnose the problem. This is consistent with CGP Part 5.4.2.1.

Section B.2 – Stormwater Control Modifications to be Implemented
Provide a list of modifications you plan to make to your stormwater controls to correct the problem and the date you completed such work. Keep in mind that your work must be completed within the timeline specified in Section A for the completion of corrective action work.

Also, if a SWPPP modification is necessary consistent with Part 7.4.1.1 in order to reflect changes implemented at your site, indicate the date you modified your SWPPP. Keep in mind that SWPPP changes must be made within 7 days of discovering the problem that triggered this corrective action.

Space is provided for you to include additional notes or observations regarding the change that you implemented at your site to correct the problem.

Instructions for Signature and Certification (Section C) on Page 2

Each corrective action report must be signed and certified to be considered complete.

Section C.1 – Contractor or Subcontractor Signature and Certification
Where a contractor or subcontractor is relied on to complete this report and the associated corrective action, you should require the individual(s) to sign and certify each report. Note that this does not relieve you of the requirement to sign and certify the report as well.

Section C.2 – Signature and Certification by Permittee
At a minimum, the corrective action report form must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation*: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship*: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency*: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Appendix D Grading and Stabilization Activities Log

Date Grading Activity Initiated	Description of Grading Activity	Description of Stabilization Measure and Location	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date When Stabilization Measures Initiated