**SWPPP Template (Short) – George Mason University**

Instructions

To help develop the narrative section of the construction site Storm Water Pollution Protection Plan (SWPPP), George Mason University Land Development (Mason LD) has created this electronic SWPPP template. The template is designed to guide through the development of the SWPPP and help ensure that the SWPPP addresses all the necessary elements stated in the construction general permit. This template is adapted and customized from the Environmental Protection Agency’s (EPA) SWPPP template. For further guidance on compiling the SWPPP, the EPA publishedDeveloping Your Stormwater Pollution Prevention Plan, which is available on-line at <http://www.epa.gov/npdes/pubs/sw_swppp_guide.pdf> In addition, for Virginia laws and regulations reference Virginia Department of Environmental Quality (DEQ) Virginia Erosion and Sediment Control Handbook, which is available on their website <http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/Publications/ESCHandbook.aspx> . Also the Virginia Stormwater Management Program Permit Regulations can be accessed on-line at <http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx>. Finally, local provisions are detailed in George Mason University Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management which can be found at <http://facilities.gmu.edu/planning/PoliciesStandardCodes.htm#erosion>.

**Using the Mason SWPPP Template**

Each section of this template includes “instructions” and space for project information. Please read the instructions for each section before you complete that section. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation. Information areas required to be completed are indicated in [green].

**Tips for completing the SWPPP template**

* If there is more than one land disturber for your project, consider coordinating development of your SWPPP with the other disturber.
* Multiple disturbers may share the same SWPPP, but make sure that responsibilities are clearly described.

***Further Information***

Please contact Mason LD at:

[masonld@gmu.edu](mailto:masonld@gmu.edu)

703 993-4051

Stormwater Pollution Prevention Plan (SWPPP)

[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:

[\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_]

*Estimated Project Dates:*

**Project Start Date:** [\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_]

**Project Completion Date:** [\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_]

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Appendix B – Site Maps

Appendix C – Construction General Permit (VSMP)

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Appendix F – Corrective Action Log

Appendix G – SWPPP Amendment Log

Appendix H – Subcontractor Certifications/Agreements

Appendix I – Grading and Stabilization Activities Log

Appendix J – Training Log

Appendix K – Additional Information (e.g., Endangered Species and Historic Preservation Documentation)   
Appendix L – Delegation Authority Form for Inspections Reports and SWPPP Modification

Appendix M – Other Permits

# SECTION 1: SITE AND CONTACT INFORMATION

## 1.1 Project/Site Information

Instructions:

* In this section, you can gather some basic site information that will be helpful to you later when you file for permit coverage.
* For more information, see EPA *Developing Your Stormwater Pollution Prevention Plan: A SWPPP Guide for Construction Sites* (also known as the *SWPPP Guide*), Chapter 2
* You can get your latitude and longitude through EPA tool at

http://www.epa.gov/npdes/epas-stormwater-discharge-mapping-tools

* Also, you can get your latitude and longitude by address or name at

<http://www.latlong.net/> or using Google Earth

|  |  |  |  |
| --- | --- | --- | --- |
| Project/Site Name: | | | |
| Project Street/Location: | | | |
| City: | | State: | ZIP Code: |
| County: | | | |
| Latitude/Longitude | | | |
| Latitude: | Longitude: | | |
| George Mason University Campus:  Fairfax  Prince William  Arlington  Loudoun  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | |

## 

## 1.2 Contact Information/Responsable Parties

Instructions:

* List the operator(s), project managers, stormwater contact(s), and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
* List subcontractors and notify subcontractors of stormwater requirements applicable to their work.
* See EPA *SWPPP Guide*, Chapter 2.B.

|  |
| --- |
| **Operator(s):** |
| [Insert Company or Organization Name] |
| [Insert Name] |
| [Insert Address] |
| [Insert City, State, Zip Code] |
| [Insert Telephone Number] |
| [Insert Fax/Email] |
| [Insert area of control (if more than one operator at site)] |
| Repeat as necessary |

|  |
| --- |
| **Project Manager(s) or Site Supervisor(s):** |
| [Insert Company or Organization Name] |
| [Insert Name] |
| [Insert Address] |
| [Insert City, State, Zip Code] |
| [Insert Telephone Number] |
| [Insert Fax/Email] |
| [Insert area of control (if more than one operator at site)] |
| Repeat as necessary |

|  |
| --- |
| **SWPPP Contact(s):** |
| [Insert Company or Organization Name] |
| [Insert Name] |
| [Insert Address] |
| [Insert City, State, Zip Code] |
| [Insert Telephone Number] |
| [Insert Fax/Email] |
| [Insert area of control (if more than one operator at site)] |
| Repeat as necessary |
| **This SWPPP was Prepared by:** |
| [Insert Company or Organization Name] |
| [Insert Name] |
| [Insert Address] |
| [Insert City, State, Zip Code] |
| [Insert Telephone Number] |
| [Insert Fax/Email] |
| **Subcontractor(s):** |
| [Insert Company or Organization Name] |
| [Insert Name] |
| [Insert Address] |
| [Insert City, State, Zip Code] |
| [Insert Telephone Number] |
| [Insert Fax/Email] |
| Repeat as necessary |
| **Emergency 24-Hour Contact:** |
| [Insert Company or Organization Name] |
| [Insert Name]  [Insert Telephone Number] |
| **Registered Land Disturber:** |
| [Insert Name] |
| [Insert Certificate Number] |
| [Insert Telephone Number]  Repeat as necessary |

SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING

## 2.1 Nature and Sequence of Construction Activity

Instructions:

* Briefly describe the nature of the construction activity and approximate time frames (one or more paragraphs, depending on the nature and complexity of the project).
* Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, describe opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (e.g., during the dry or less windy season). (For more information, see *EPA SWPPP Guide*, Chapter 4, ESC Principle 2.) It might be useful to develop a separate, detailed site map for each phase of construction.
* For more information, see *EPA SWPPP Guide*, Chapter 3.A.
* Also, see Virginia Erosion and Sediment Control Handbook
* You can request a copy of EPA’s *Construction Sequencing BMP Fact Sheet* by sending an email to [masonld@gmu.edu](mailto:masonld@gmu.edu) or [npdesbox-request@epa.gov](mailto:npdesbox-request@epa.gov)

|  |
| --- |
| Describe the general scope of the work for the project, major phases of construction in sequence etc: |
| [INSERT TEXT HERE] |
|  |
|  |
|  |

## 2.2 Soils, Slopes, Vegetation, Current Drainage Patterns, Receiving Waters, and Sensitive Areas to be Protected

Instructions:

* Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
* Attach applicable soils map and/or Geotechnical Survey Report
* Note any historic site contamination evident from existing site features and known past usage of the site.
* This information should also be included on your site maps (See *EPA SWPPP Guide*, Chapter 3.C.).
* List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible, such as Mill Creek, a tributary to the Potomac River, and so on.
* Describe unique site features including streams, stream buffers, RPA, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved. Include these features and areas on your site maps. (**Appendix B**)
* For more information, see *EPA SWPPP Guide*, Chapter 3.A.
* Also, see Virginia Erosion and Sediment Control Handbook

|  |
| --- |
| Description: [INSERT TEXT HERE] |
|  |
|  |
|  |
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|  |

## 

## 2.3 Construction Site Estimates

Instructions:

* Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
* Calculate the percentage of impervious surface area before and after construction
* Calculate the runoff coefficients before and after construction.
* For more information, see *EPA SWPPP Guide*, Chapter 3.A and Appendix C.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | The following are estimates of the construction site. **Total project area** | acres | | **Construction site area to be disturbed** | acres | | **Existing impervious area** | sf/ac | | **Percentage impervious area before construction** | % | | **Runoff coefficient before construction** |  | | **Proposed impervious area** | sf/ac | | **Percentage impervious area after construction** | % | | **Runoff coefficient after construction** |  | |

## 2.4 Potential Sources of Pollution

Instructions:

* Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
* Identify and list all potential sources of pollution, other than sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
* For more information, see *EPA SWPPP Guide*, Chapter 3.A.

|  |
| --- |
| Pollution Prevention Practices:   1. **Clearing, grading, excavating and un-stabilized areas**- Utilize erosion and sediment controls to prevent sediment laden or turbid runoff from leaving the construction site. Dispose of clearing debris at acceptable disposal sites. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from constructions activities. 2. **Paving operations-** Cover storm drain inlets during paving operations and utilize pollution prevention materials such as drip pans and absorbent/oil dry for all paving machines to limit leaks and spills of paving materials and fluids. 3. **Concrete washout and cement waste**- Direct concrete wash water into a leak proof container or leak-proof settling basin that is designed so that no overflows can occur due to inadequate sizing or precipitation. Hardener concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wastes. 4. **Structure construction, stucco, painting and cleaning**- Enclose, cover or berm building material storage areas if susceptible to contaminated stormwater runoff. Conduct painting operations consistent with local air quality and OSHA regulations. Mix paint indoors, in a containment area or in a flat unpaved area. Prevent the discharge of soaps, solvents, detergents and wash water from construction materials, including the clean-up of stucco paint, form release oils and curing compounds. 5. **Dewatering operations** – Construction site dewatering from building footings or other sources may not be discharged without treatment. Sediment laden or turbid water shall be filtered, settled or similarly treated prior to discharge. 6. **Material delivery and storage** – Designate areas of the construction site for material delivery and storage. Place near construction entrances, away from waterways, and avoid transport near drainage paths or waterways. 7. **Material use during building process** – Use materials only where and when needed to complete the construction activity. Follow manufacturer’s instructions regarding uses, protective equipment, ventilation, flammability and mixing of chemicals. 8. **Solid waste disposal** – Designate a waste collection area on the construction site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterway. Ensure that containers have lids so they covered before periods of rain, and keep containers in a covered area whenever possible. Schedule waste collection to prevent the containers from overfilling. 9. **Sanitary waste** – Prevent the discharge of sanitary waste by providing convenient and well-maintained portable sanitary facilities. Locate sanitary facilities in a convenient location away from waterways.   (10) **Landscaping operations** – Maintain as much existing vegetation as practicable. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities. Apply nutrients in accordance with manufacturer’s recommendations and not during rainfall events.  Potential Pollutants:  Sediments (S); Nutrients (N); Heavy Metals (H); Acids and Bases (pH); Pesticides and Herbicides (P); Oil and Grease (OG); Bacteria and Viruses (BV); Trash, debris Solids (T); Other Toxics (O) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Pollutant-Generating Activity** | **Likely Present at Project Site** | **Potential Stormwater Pollutants**  **(Indicate if S, N, H, pH, P, OG, BV,T, O)** | **Responsible Party** |
| **Clearing, grading, excavating, and un-stabilized areas** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Paving Operations** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Concrete Washout and Cement waste** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Structure construction, stucco, painting, and clearing** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Dewatering Operations** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Material Delivery and Storage** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Material use during building process** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Solid waste disposal** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Sanitary Waste** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Landscaping Operations** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Other: (Vehicle fueling, vehicle washouts, portable toilet, etc.)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |

## 2.5 Endangered Species Certification

Instructions:

* Before beginning construction, determine whether endangered or threatened species or their critical habitats are on or near your site.
* Adapt this section as needed for state or tribal endangered species requirements and, if applicable, document any measures deemed necessary to protect endangered or threatened species or their critical habitats.
* Visit the Virginia Fish and Wildlife Information Service (VaFWIS) for the most current and comprehensive information about Virginia’s Wildlife resources at

<http://vafwis.org/fwis>

* Additional information on Endangered Species Act (ESA) provisions is at   
  <http://www.epa.gov/endangered-species>
* For more information on this topic, see *EPA SWPPP Guide*, Chapter 3.B.

|  |
| --- |
| Are endangered or threatened species and critical habitats on or near the project area? |
| Yes  No |
| If yes, describe the species and/or critical habitat: |
| [INSERT TEXT HERE] |

## 2.6 Historic Preservation

Instructions:

* Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you might need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged.
* For more information, see *EPA SWPPP Guide*, Chapter 3.B or contact your state or tribal historic preservation officer.
* Visit the Virginia Department of Historic Resources for information on your site at

<http://www.dhr.virginia.gov>

* For Virginia Department of Historic Resources Map viewer, go to

<https://vcris.dhr.virginia.gov/vcris/MapViewer>

|  |
| --- |
| Are there any historic sites on or near the construction site? |
| Yes  No |
| If yes, describe or refer to documentation. |
| [INSERT TEXT HERE] |

## 2.7 Applicable Federal, Tribal, State or Local Programs

Instructions:

* Note other applicable federal, tribal, state or local soil and erosion control and stormwater management requirements that apply to your construction site.
* Refer to all procedures, standards and regulations required by George Mason Universities Annual Standards and Specifications, Virginia ESC Laws and Regulations, and Virginia Storm Water Act and Regulations must be taken into consider and abided by.

|  |
| --- |
| Are there any applicable federal, tribal, state or local soil and ESC and SWM requirements that apply to your construction site? |
| Yes  No |
| If yes, describe or refer to documentation. |
| [INSERT TEXT HERE] |

## 2.8 Maps

Instructions:

* Attach/Reference site plans. For most projects, a series of site maps is recommended. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or for more complicated sites show the major phases of development.

These plans should include the following:

* Vicinity Map
* Approved Erosion and Sediment Control and Stormwater Management plans
* Site Maps
* For more information, see *SWPPP Guide*, Chapter 3.C.

Include the maps with the SWPPP (**Appendix B**)

# 

# SECTION 3: EROSION AND SEDIMENT CONTROL

Instructions:

* Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified, do the following
* Clearly describe appropriate control measures.
* Describe the general sequence during the construction process in which the measures will be implemented.
* Describe the maintenance and inspection procedures that will be used for that specific BMP.
* Include protocols, thresholds, and schedules for cleaning, repairing, 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.)
* Note the location of each BMP on your site map(s).
* For any structural BMPs, you should provide design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
* For more information, see *EPA SWPPP Guide*, Chapter 4.
* ***Responsible Staff*** refers to that of the Disturber. Reliance on designated site inspector is NOT acceptable.
* Consult Virginia Erosion and Sediment Control Handbook at

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/Publications/ESCHandbook.aspx> .

* Also, refer to George Mason University Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management at

<http://facilities.gmu.edu/ProjMgmtConst/LandDevelopment/erosion1.cfm>

* For more information or ideas on Erosion and Sediment Control BMPs, you can request available copies of *EPA’s BMPs Fact Sheets* by sending an email to [masonld@gmu.edu](mailto:masonld@gmu.edu) or [npdesbox-request@epa.gov](mailto:npdesbox-request@epa.gov)

## 3.1 Erosion and Sediment Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Erosion and Sediment Control** | **Applicable to the Site?** | **Installation Date** | **Removal Date** | **Responsible Party** |
| **Construction Entrance (3.02)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Silt Fence (3.05)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Culvert Inlet Protection (3.08)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Outlet Protection (3.18)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Temporary Seeding (3.31)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Permanent Seeding (3.32)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Sodding (3.33)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Mulching (3.35)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Tree Protection (3.38)** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |
| **Landscaping Operations** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |  |

Refer to sheet \_\_\_\_\_\_\_ of the Erosion and Sediment Control Plan **(Appendix B)** for Maintenance Information

# SECTION 4: SPILL PREVENTION AND RESPONSE

## 4.1 Spill Prevention and Control Plan

Instructions:

* See the University’s Illicit Discharge Policy visiting

<http://universitypolicy.gmu.edu/policies/illicit-discharge-detection-and-elimination/>

* You can request a copy of EPA’s *Spill Prevention and Control Plan BMP Fact Sheet* by sending an email to [masonld@gmu.edu](mailto:masonld@gmu.edu) or [npdesbox-request@epa.gov](mailto:npdesbox-request@epa.gov)

Most spills can be cleaned up following manufacturer specifications. Absorbent oil dry, sealable containers, plastic bags, and shovels/brooms are suggested minimum spill response items that should be available at this location.

1. Check for hazards (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
2. Make sure the spill area is safe to enter and that it does not pose an immediate threat to health or safety of any person.
3. Stop the spill source.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. If possible, stop spill from entering drains (use absorbent or other material as necessary).
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer; contact Mason Land Development and other emergency contacts below.
8. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials and do not flush area with water.
9. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.

*Emergency Contacts:*

George Mason University Police 703 993-2800

George Mason University Environmental Health & Safety Office 703 993-8448

George Mason University Land Development 703 993-4051

## 4.2 Allowable Non-Stormwater Discharge Management

Instructions:

* Identify all allowable sources of non-stormwater discharges that are not identified. The allowable non-stormwater discharges identified might include the following (see your permit for an exact list):
* Water used to control dust
* Potable water including uncontaminated water line flushings
* Uncontaminated air conditioning or compressor condensate
* Uncontaminated ground water or spring water
* Foundation or footing drains where flows are not contaminated with process materials such as solvents
* Uncontaminated excavation dewatering
* Landscape irrigation
* Discharges from firefighting
* Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.
* For more information, see Mason’s Illicit Discharge Detention and Elimination and *EPA SWPPP Guide*, Chapter 3.A.

|  |
| --- |
| List allowable non-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated: |

[INSERT TEXT HERE]

# 

# SECTION 5: SELECTING POST-CONSTRUCTION BMPs

Instructions:

* Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed
* Identify any applicable federal, state, local, or tribal requirements for design or installation.
* Identify Post-Construction BMPs in accordance with *University* guidelines
* Describe how low-impact designs or smart growth considerations have been incorporated into the design.
* For any structural BMPs, you should have design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
* For more information on this topic, see Virginia’s Stormwater Management Handbook;   
  Volume I

<http://www.deq.virginia.gov/Portals/0/DEQ/Water/Publications/HndbkVolumeI.pdf>  
Volume II <http://www.deq.virginia.gov/Portals/0/DEQ/Water/StormwaterManagement/SWMHandbookVolume%20II.pdf>

* Consult the Virginia Stormwater BMP Clearinghouse at

<http://www.vwrrc.vt.edu/swc/ProprietaryBMPs.html>

* You can also visit the post-construction section of EPA’s Menu of BMPs at:   
  <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu>

|  |  |  |  |
| --- | --- | --- | --- |
| **Stormwater Management Control** | **Applicable to the Site?** | **Installation Date** | **Responsible Party** |
| **Rooftop disconnection** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Sheetflow to Vegetated Filter** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Grass Channel** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Rainwater Harvesting** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Permeable Pavement** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Infiltration** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Bioretention** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Detention/Retention** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Dry Swale/Wet Swale** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |
| **Others** | **\_\_\_\_Yes \_\_\_\_ No** |  |  |

# SECTION 6: INSPECTIONS

## 6.1 Inspections

Instructions:

* Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be used.
* Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity (e.g., every 4 business days or every 5 business days and 48 hours after rain event).
* Note that inspection details for particular BMPs should be included in Section 3.
* You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log in **Appendix F**.
* For more on this topic, see *EPA SWPPP Guide*, Chapters 6 and 8.
* Please Note: This is in addition to the official site inspections made by George Mason University
* Suggested inspection form can be found at <http://www.deq.virginia.gov/Portals/0/DEQ/ConnectwithDEQ/Training/ESC/ESCInspectionReport.pdf>

|  |
| --- |
| 1. Inspection Personnel: Identify the person(s) who will be responsible for conducting inspections and describe their qualifications: |
|  |
| 2. Inspection Schedule and Procedures: |
| Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after rain events, spot inspections): |
|  |
| Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections: |
|  |
| Attach a copy of the inspection report you will use for your site in **Appendix E.** |
|  |

## 6.2 Corrective Action Log

Instructions:

* Create a corrective action log and attach it at **Appendix F**. Suggested form is provided at Appendix F of this template. This log should describe repair, replacement, and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
* This log should describe actions taken, date completed, and note the person that completed the work.

|  |
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# SECTION 7: RECORDKEEPING AND TRAINING

## 7.1 Recordkeeping

Instructions:

* The following is a list of records you should keep at your project site available for inspectors to review:
  + A copy of the Construction General Permit VSMP registration Form For LD of 1 acre or more (attach as **Appendix C**)
  + Mason land disturbance permit application (attach as **Appendix D**)
  + Inspection reports (attach as **Appendix E**)
  + Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3) (attach as **Appendix I**)
  + Records relating to endangered species and historic preservation (for information see Sections 2.8 and 2.9) (attach as **Appendix K**)
  + Other Permits (covered at Section 2.10) (attach as **Appendix M**)
* Check your permit for additional details
* For more on this subject, see *EPA SWPPP Guide*, Chapter 6.C.

|  |
| --- |
| Records will be retained for a minimum period of at least 3 years after the permit is terminated. |
| Use **Appendix I** for:  Date(s) when major grading activities occur; |
| Date(s) when construction activities temporarily or permanently cease on a portion of the site; |
| Date(s) when an area is either temporarily or permanently stabilized |
|  |

## 7.2 Log of Changes to the SWPPP

Instructions:

* Create a log of changes and updates to the SWPPP using the attached form at **Appendix G**. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, updates to site maps, and so on.

## 7.3 Training

|  |
| --- |
| Individual(s)  Instructions:   * Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for your staff, for those with specific stormwater responsibilities (e.g., installation, inspection, pollution prevention awareness, wastes wash water disposal practices, and maintenance of BMPs), and for subcontractors. * Include dates, number of attendees, subjects covered, and length of training. * Suggested to use the provided form in **Appendix J**. * For more on this subject, see *EPA SWPPP Guide*, Chapter 8. |
|  |
| Suggested to provide training on the following topics: |
| * + - General stormwater and BMP awareness training for staff and subcontractors |
| * + - Detailed training for staff and subcontractors with specific stormwater responsibilities |
|  |

SECTION 8: FINAL STABILIZATION

Instructions:

* Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements). You can amend or add to this section as areas of your project are finally stabilized.
* Update your site plans to indicate areas that have achieved final stabilization.
* Note that dates for areas that have achieved final stabilization should be included in Section 6.1 & **Appendix I** of this SWPPP.
* For more on this topic, see *EPA SWPPP Guide*, Chapter 9.
* Please Note: Final Stabilization is achieved only after the designated George Mason University Site Inspector concurs.

Refer to Sheet \_\_\_\_\_ on the Erosion and Sediment Control Plan.

# SECTION 9: CERTIFICATION AND NOTIFICATION

Instructions:

* The SWPPP should be signed and certified by the construction operator(s) and signed and sealed by the Site Civil Engineer and signed and approved by George Mason University Department of Land Development.
* Once received, attach a copy of the permit authorization received from George Mason University Department of Land Development and make available on site at all times.

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.

Operator(s): (Repeat as needed for multiple construction operators at the site)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | [INSERT NAME HERE] | | Title: | [INSERT TITLE HERE] | | |
| Signature: | |  | | | Date: | [INSERT DATE HERE] |

Engineer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | [INSERT NAME HERE] | | Title: | [INSERT TITLE HERE] | | |
| Signature: | |  | | | Date: | [INSERT DATE HERE] |

George Mason University Department of Land Development:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | [INSERT NAME HERE] | | Title: | [INSERT TITLE HERE] | | |
| Signature: | |  | | | Date: | [INSERT DATE HERE] |

# SWPPP APPENDICES

Attach the following documentation to the SWPPP:

***Appendix A – General Location Map***

***Appendix B – Site Maps***

***Appendix C – Construction General Permit (VSMP)***

***Appendix D – Mason Land Disturbance Permit***

***Appendix E – Inspection Reports***

***Appendix F – Corrective Action Log***

***Appendix G – SWPPP Amendment Log***

***Appendix H – Subcontractor Certifications/Agreements***

***Appendix I – Grading and Stabilization Activities Log***

***Appendix J – Training Log***

***Appendix K – Additional Information (e.g., Endangered Species and Historic Preservation Documentation)***

***Appendix L – Delegation Authority Form for Inspections Reports and SWPPP Modification***

***Appendix M – Other Permits***

Appendix F– Corrective Action Log

**Project Name:**

**SWPPP Contact**:

| **Inspection Date** | **Inspector Name(s)** | **Description of BMP Deficiency** | **Corrective Action Needed (including planned date/responsible person)** | **Date Action Taken/Responsible person** |
| --- | --- | --- | --- | --- |
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Appendix G–SWPPP Amendment Log

**Project Name:**

**SWPPP Contact:**

| **Amendment No.** | **Description of the Amendment** | **Date of Amendment** | **Amendment Prepared by [Name(s) and Title]** |
| --- | --- | --- | --- |
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Appendix H–Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION

STORMWATER POLLUTION PREVENTION PLAN

Project Number: ­­

Project Title:

Operator(s):

As a subcontractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWPPP) for any work that you perform on-site. Any person or group who violates any condition of the SWPPP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP. A copy of the SWPPP is available for your review at the office trailer.

Each subcontractor engaged in activities at the construction site that could impact stormwater must be identified and sign the following certification statement:

**I certify under the penalty of law that I have read and understand the terms and conditions of the SWPPP for the above designated project and agree to follow the BMPs and practices described in the SWPPP.**

This certification is hereby signed in reference to the above named project:

Company:

Address:

Telephone Number:

Type of construction service to be provided:

Signature:

Title:

Date:

Appendix I–Grading and Stabilization Activities Log

**Project Name:**

**SWPPP Contact:**

| **Date Grading Activity Initiated** | **Description of Grading Activity** | **Date Grading Activity Ceased (Indicate Temporary or Permanent)** | **Date When Stabilization Measures are Initiated** | **Description of Stabilization Measure and Location** |
| --- | --- | --- | --- | --- |
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Appendix J–SWPPP Training Log

**Stormwater Pollution Prevention Training Log**

|  |
| --- |
| Project Name: |
| Project Location: |
| Instructor’s Name(s): |
| Instructor’s Title(s): |

Course Location:  Date:

Course Length (hours):

Stormwater Training Topic: *(check as appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Erosion Control BMPs** |  | **Emergency Procedures** |
|  |  |  |  |
|  | **Sediment Control BMPs** |  | **Good Housekeeping BMPs** |
|  |  |  |  |
|  | **Non-Stormwater BMPs** |  |  |
|  | | | |

Specific Training Objective:

Attendee Roster: *(attach additional pages as necessary)*

|  |  |  |
| --- | --- | --- |
| **No.** | **Name of Attendee** | **Company** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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Appendix L–Delegation of Authority

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Construction General Permit, at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ construction site. The designee is authorized to sign any reports, stormwater pollution prevention plans and all other documents required by the permit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of person or position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city, state, zip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone)

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reference State Permit), and that the designee above meets the definition of a “duly authorized representative” as set forth in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reference State Permit).

I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared 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.

**Name:**

**Company:**

**Title:**

**Signature:**

**Date:**

Appendix M–Other Permits