Cover Page

A. Project title and location

1. Project/Site Description

A. Nature of construction activities
B. Intended sequence of major construction activities
C. Total area, Disturbed area (including borrow and fill areas)
D. Run-off Coefficient; Pre-construction & Post-construction (show calculations)
E. Site Maps (Describe what maps are included in the appendices and what essential information they illustrate)
F. Location and description of any discharges associated with industrial activity other than construction. (Dedicated asphalt plant, concrete plants, etc.)
G. Name of Receiving Water, Wetlands, or other aquatic sites.
H. Permit Requirements
I. Endangered or Threatened Species or Critical Habitats
J. Historic Places

2. Controls

The SWPPP shall clearly describe the appropriate controls (BMPs), their general timing and sequence. It shall also identify who will be responsible for implementing the controls at each phase.

A. Erosion & Sediment Controls (state and/or address the following)
   1. “Sediment will be retained on site to the maximum extent practicable.” (include this statement)
   2. Control measure will be properly selected, installed, and maintained in accordance with manufacturer’s specifications and good engineering practice. “If damaged or rendered ineffective, the erosion and sediment controls will be repaired or replaced immediately.” (include this statement)
   3. “When pumping (dewatering) standing storm water from the site, the operator shall use appropriate Best Management Practices (BMPs) from the Storm Water Management Handbook for Construction Activities that address dewatering activities. Untreated/Direct discharge into a storm sewer will not be allowed.” (include this statement)
B. Stabilization Practices
   1. “If the interim period between construction of utilities and street
construction will be more than 21 days, the street rights-of-way will
be mulched or otherwise stabilized within 14 days.” (include this
statement)
   2. Describe interim and permanent stabilization practices, including site
specific scheduling of the implementation of the practices.
   3. “After paving completion, newly graded areas and all exposed soils
will be completely stabilized.” (include this statement)

C. Structural Practices (Describe structural practices that will be used to direct
and store flows and otherwise limit discharge of pollutants from exposed areas
of the site.)
   1. Control measures will be installed along back of curb to adequately
prevent sediment runoff into streets once paving is complete.
   2. “Concrete trucks will not be allowed to wash out or discharge surplus
concrete or drum wash water on the site, unless they are using a
properly designed and designated concrete washout area.” (include
this statement)

D. Other Provisions and Controls
   1. Waste Materials
   2. Hazardous Waste
   3. Sanitary Waste
   4. Offsite & Onsite Vehicle Tracking and Sediment Accumulation
   5. Dust control & Street Cleaning

3. Maintenance (State and/or address the following)
   A. “Erosion and sediment control measures that have been improperly installed
or have been disabled, run-over, removed, or otherwise rendered ineffective
must be replaced or corrected immediately.” (include this statement)
   B. “Maintenance and repairs will be conducted within 24 hours of inspection
report.” (include this statement)
C. Sediment will be removed from behind the filter fabric fence when it reaches 1/3 the height of the fence.

D. Sediment will be removed around the inlet barriers and dikes when the storage capacity has been approximately 50% filled.

4. **Inspections** (Describe inspection procedures and reporting)

A. Inspections of all BMPs will be conducted every fourteen (14) calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater; OR every 7 calendar days. (provide schedule and blank reports in the appendices)

B. Erosion and sediment control measures identified in the plans will be inspected to ensure effective operation.

C. The SWPPP will be amended to replace ineffective BMPs identified through inspections within 7 days of identifying the deficiency.

D. Reports will include what maintenance was done as a result of the inspection.

5. **Non-Storm Water Discharges**

A. Spill Prevention

B. Good Housekeeping

   1. “All litter, trash and floatable debris will be contained.” (include this statement)

C. Hazardous Products

D. Product Specific Practices – see Table 1

E. Spill Prevention Practices – see Table 1

6. **Tables & Appendices**

A. Table I.

   1. Product Specific Practices

   2. Spill Prevention Practices

B. Appendices

   1. Vicinity Map (include Key Map page and section)

   2. SWPPP Site Plan that illustrates the following:

      a. Approximate slopes after grading
b. Areas of disturbance
c. Drainage patterns
d. Overall site area
e. Type and location of all sediment and erosion controls
f. Where and when stabilization will occur
g. Location of structural practices (diversion swales, dewatering basins, concrete washouts, etc)
h. Non-erosion/run-off controls (sanitary facilities, trash receptacles, material storage points, etc.)

____ 3. Detail plan sheets that illustrate the design of each BMP selected
____ 4. Certification Forms
____ 5. Inspection and Maintenance Report Forms - Including space (columns or rows) for the corrective maintenance action to be signed off by the responsible individual and the date the deficiency was repaired.
____ 6. TPDES NOI form
____ 7. Construction Entrance Posting (form)
____ 8. TPDES General Permit NO. TXR150000 – a copy is needed in the book located in the field but **NOT needed in the SWPPP reviewed by Harris County.**

**NOTE 1:** As of 3/3/03; an example SWPPP can be seen/downloaded from the web site: http://hcpid.org/permits/docs/SWQ_example_SWQPPP_manual.pdf

**NOTE 2:** EPA forms shown in sample plans are obsolete. Please use the Texas Commission on Environmental Quality (TCEQ) forms.

**NOTE 3:** Documents specific to obtaining a Harris County Storm Water Quality Permit may be downloaded from the website: http://hcpid.org/permits/swq_permit.html

**NOTE 4:** This checklist is only a guide to use that will help create a SWPPP Report. Please visit the link above to view an example SWPPP Report.