APPENDIX B

SAMPLE NOTICES AND STORM WATER POLLUTION PREVENTION PLANS
Appendix B - SAMPLE NOTICES AND STORM WATER POLLUTION PREVENTION PLANS FOR CONSTRUCTION ACTIVITIES

INTRODUCTION

Three sample Notices and storm water pollution prevention plans (SWPPP) are provided in this appendix. These sample SWPPPs, Public Notices, NOIs and NOTs are for (1) subdivision, (2) roadway, and (3) single-family residence construction activities.

POST-CONSTRUCTION STORM WATER MANAGEMENT BMPs

Although Best Management Practices for Storm Water Management (permanent storm water quality controls) are beyond the scope of this Handbook, this information is needed when preparing a Storm Water Pollution Prevention Plan (SWPPP) under provisions of the Construction General Permit.

Part (IV)(D)(2)(a)(2) of the Construction General Permit requires storm water management controls to be included as a part of the PPP. The regulation requires a description of measures that will be installed during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. The regulation further states that the following structural measures should be placed on upland soils to the degree attainable. These structural measures may include:

- Storm water detention structures (including wet ponds)
- Storm water retention structures
- Open vegetated swales or natural depressions
- Onsite infiltration
- Sequential systems (which combine several practices)

In addition, velocity dissipation devices shall be placed at discharge locations and along the length of any outfall channel for the purpose of providing a non-erosive velocity flow from the structure to the watercourse. For this reason, the Storm Water Management Joint Task Force (JTF) has developed a guidance manual for permanent, post construction storm water quality best management practices, entitled, Storm Water Quality Management Guidance Manual. The reader is directed to the Storm Water Quality Management Guidance Manual for further guidance on permanent storm water pollution control and management plans.

LIMITATIONS

The samples are included to illustrate one possible approach toward preparation of SWPPPs, Public Notices, NOIs, and NOTs, to control storm water runoff pollution from construction activities. The samples were carefully developed following Construction General Permit requirements. A broad range of development projects is given. However, the reader is strongly advised to review Construction General Permit regulations and guidelines to ensure consistency and compliance in preparing a SWPPP, Public Notices, NOI and NOT for a specific project. The SWPPP, Public Notices, NOI and NOT must be prepared in light of the specific requirements of a project, the particular site restraints and environmental considerations. The SWPPP, Public Notices, NOI and NOT must also comply with applicable State and local storm water management regulations in effect at the time. Applicable agency requirements, including certification requirements, should be reviewed.
B.1 SAMPLE NOTICES AND SWPPP FOR A SUBDIVISION
B.1 SUBDIVISION

B.1.1 Sample Notice of Intent, Public Notice and Notice of Termination

Please see the example Notice of Intent (NOI) and Notice of Termination (NOT) forms prepared by the operators (both the owner and general contractor are defined as operators by EPA) for the example subdivision project.

The NOIs and NOTs must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the Director of the NPDES program in care of the following address:

Storm Water Notice of Intent (4203)
USEPA
401 M. Street, SW
Washington, DC 20460

A notice must be posted near the main entrance of the construction site with the following information:

- The NPDES permit number for the project or a copy of the NOI if a permit number has not yet been assigned.
- The name and telephone number of a local contact person.
- A brief description of the project.
- The location of the SWPPP if the site is inactive or does not have an on-site location to store the plan.

If the construction site entrance is not feasible, alternate posting locations are allowable subject to certain guidelines. An example of a project notice which could be used for posting is presented after the sample NOI.

After the project is completed and final stabilization achieved, or if another operator takes over, the Notice of Termination (NOT) must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the address specified on the form.
This is a form from the United States Environmental Protection Agency (EPA) for Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under a NPDES General Permit. The form details information about the owner/operator, project/site information, and certification.

### I. Owner/Operator (Applicant) Information
- **Name:** [Redacted]
- **Address:** [Redacted]
- **City:** [Redacted]
- **State:** [Redacted]
- **Zip Code:** [Redacted]
- **Phone:** [Redacted]

### II. Project/Site Information
- **Project Name:** [Redacted]
- **Project Address/Location:** [Redacted]
- **City:** [Redacted]
- **State:** [Redacted]
- **Zip Code:** [Redacted]
- **Latitude:** [Redacted]
- **Longitude:** [Redacted]
- **County:** [Redacted]

Has the Storm Water Pollution Prevention Plan (SWPPP) been prepared? Yes [X] No [□]

**Optional:** Address of location of SWPPP for viewing [Redacted]

**Address:** [Redacted]
- **City:** [Redacted]
- **State:** [Redacted]
- **Zip Code:** [Redacted]

Name of Receiving Water: [Redacted]

**Month:** [Redacted]  **Day:** [Redacted]  **Year:** [Redacted]

**Month:** [Redacted]  **Day:** [Redacted]  **Year:** [Redacted]

**Month:** [Redacted]  **Day:** [Redacted]  **Year:** [Redacted]

**Month:** [Redacted]  **Day:** [Redacted]  **Year:** [Redacted]

- **Based on instruction provided in Addendum A of the permit, are there any listed endangered or threatened species, or designated critical habitat in the project area?** Yes [X] No [□]
- **I have satisfied permit eligibility with regard to protection of endangered species through the indicated section of Part I.B.3.e(2) of the permit (check one or more boxes):**
  - (a) [□] (b) [X] (c) [□] (d) [□]

### III. Certification

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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this 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 fines and imprisonment for knowingly violating.

**Print Name:** [Redacted]  **Date:** [Redacted]  **Signature:** [Redacted]
I. Owner/Operator (Applicant) Information

Name: [Illegible]
Address: [Illegible]
City: HOUStON
State: TX
Zip Code: 77010

II. Project/Site Information

Project Name: ADDICTION

Project Address/Location: [Illegible]
City: [Illegible]
State: [Illegible]
Zip Code: 77010

Latitude: 29° 51' 40"
Longitude: 95° 03' 07"
County: [Illegible]

Has the Storm Water Pollution Prevention Plan (SWPPP) been prepared? Yes [X] No [\ ]

Address of location of SWPPP for viewing
Address in Section I above [X]
Address in Section II above [ ]
Other address (if known) below:

Phone:

Name of Receiving Water: [Illegible]

Based on instruction provided in Addendum A of the permit, are there any listed endangered or threatened species, or designated critical habitat in the project area? Yes [X] No [ ]

Estimate of area to be disturbed (to nearest acre): [1 1 0 0 0 0 9 9 9 9 9 9]

1. [ ] Unlikely
2. [X] Once per month
3. [ ] Once per week
4. [ ] Continual
5. [ ] Per day

III. Certification

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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this 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.

Print Name: [Illegible]
Signature: [Illegible]
# EPA NPDES
Storm Water Program

The following information is posted in compliance with Part IV.B.2. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502]. All parties that either individually, or taken together, meet the definition of “operator,” must be permitted. Each party should complete a separate form at the construction facility. Each of these parties must have separate and distinct NPDES permit numbers (e.g., a separate permit is typically needed for each Owner/Developer, General Contractor, and/or Builder). If you do not know your NPDES Permit Number, contact the NOI Processing Center at (703) 931-3230. EPA’s Region 6 storm water hotline phone number is (800)245-6510. If you have mailed your NOI application form and have not received a permit number, you must post a copy of the NOI application form next to this document until you receive your permit number. This form should be posted in a conspicuous place accessible by the public on or at the edge of the facility. This form was prepared as an example and it is not a required form for use with the permit. This information may be displayed in alternative form or formats within guidelines set forth in the permit. Additional information regarding the NPDES Region 6 storm water program may be found on the Internet at http://www.epa.gov/region6/wsw. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214) 655-7595.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Not Available as of 10/05/1998</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>John R. Quality</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>713-321-7654</td>
</tr>
<tr>
<td>Project Description</td>
<td>The total project site is an irregularly shaped, 13.027 acre plat in west Harris County, lying northwest of the intersection of West Main Road and Addicks Drive. The project includes construction of underground utilities and roadway improvements for the subdivision, to be done in two phases separated by approximately 2 weeks. There will be 40 lots in the subdivision. Lots will be graded to the extent necessary to provide positive drainage to the storm sewers in the new road. In the first major phase, the acreage disturbed will be 3.2 ac. In the second major phase, the total acreage disturbed will be 10.8 acres; street and lot grading operations will be staged so that no more than 8 acres will be disturbed at any one time.</td>
</tr>
<tr>
<td>SWPPP Location</td>
<td>(Only necessary if the site is inactive or does not have an on-site location to store the plan.)</td>
</tr>
</tbody>
</table>

App. B.1 - 4
Notice of Termination (NOT) of Coverage Under a NPDES General Permit for Storm Water Discharges Associated with Industrial Activity

Submission of this Notice of Termination constitutes notice that the party identified in Section II of this form is no longer authorized to discharge storm water associated with industrial activity under the NPDES program. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

I. Permit Information

NPDES Storm Water General Permit Number: [TX-RI-0-2-0-0]  
Check Here if you are no longer the Operator of the Facility: [ ]  
Check Here if the Storm Water Discharge is Being Terminated: [X]

II. Facility Operator Information

Name: QUALITY ASSOCIATES  
Phone: (713) 332-1765

Address: 810 TRAVIS SUITE 716

City: HOUSTON  
State: TX  
ZIP Code: 77002-7696

III. Facility/Site Location Information

Name: ADDICK ESTATES

Address:

City:  
State:  
ZIP Code: 77082-0000

Latitude: 29°51'0"  
Longitude: 95°35'0"

Quarter:  
Section:  
Township:  
Range:  

IV. Certification: I certify under penalty of law that all storm water discharges associated with industrial activity from the identified facility that are authorized by a NPDES general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge storm water associated with industrial activity under this general permit, and that discharging pollutants in storm water associated with industrial activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

Print Name: JOHN R. QUALITY  
Date: 02/10/99

Signature:

Instructions for Completing Notice of Termination (NOT) Form

Permittees who are presently covered under an EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit (including the 1995 Multi-Sector Permit for Storm Water Discharges Associated with Industrial Activity) may submit a Notice of Termination (NOT) form when their facilities no longer have any storm water discharges associated with industrial activity as defined in the storm water regulations at 40 CFR 122.24(6)(14), or when they are no longer the operator of the facility.

For construction activities, elimination of all storm water discharges associated with industrial activity occurs when disturbed soils at the construction site have been suitably stabilized and temporary erosion and sediment control measures have been removed or will be removed at an appropriate time, or that all storm water discharges associated with industrial activity from the construction site that are authorized by a NPDES general permit have otherwise been eliminated. Final stabilization means that all self-disturbing activities at the site have been completed, and that a uniform permanent vegetative cover with a density of 70% of the cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures (such as the use of sod, gabions, or geotextiles) have been employed.

Where to File NOT Form:
Send the form to the following address:

Storm Water Notice of Termination (4023)
401 N Street, S.W.
Washington, DC 20463

Completing the Form:
Type or print, using upper-case letters, in the appropriate areas only. Please place each character between the marks. Abbreviations without the number of characters allowed for each item. Use only one space for words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions about this form, telephone or write the Office of Parenting Complaints at (763) 321-3230.
Notice of Termination (NOT) of Coverage Under a NPDES General Permit for Storm Water Discharges Associated with Industrial Activity

Submission of this Notice of Termination constitutes notice that the party identified in Section II of this form is no longer authorized to discharge storm water associated with industrial activity under the NPDES program. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

I. Permit Information

NPDES Storm Water General Permit Number: TXR1.0.0.0.0.0
Check Here If You are No Longer the Operator of the Facility: [ ]
Check Here if the Storm Water Discharge Is Being Terminated: [X]

II. Facility Operator Information

Name: CENTER CITY CONSTRUCTION, INC.
Phone: 713-323-7651
Address: 2222 AUSTIN SUITE 810
City: HOUSTON
State: TX
ZIP Code: 77010

III. Facility/Site Location Information

Name: ADDICK FEDERATION
Address: 
City: 
State: TX
ZIP Code: 77001
Latitude: 29°54.00000
Longitude: 95°14.00000
Quarter: 1
Section: 1
Township: 
Range: 

IV. Certification: I certify under penalty of law that all storm water discharges associated with industrial activity from the identified facility that are authorized by a NPDES general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge storm water associated with industrial activity under this general permit, and that discharging pollutants to storm water associated with industrial activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submission of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

Print Name: JASON P. CONSTRUCTION Date: 02/09/00

Signature:

In the United States, Environmental Protection Agency, Washington, DC 20460

Instructions for Completing Notice of Termination (NOT) Form

Permittees who are presently covered under an EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit (including the 1995 Multi-Sector Permit) for Storm Water Discharges Associated with Industrial Activity may submit a Notice of Termination (NOT) form when their facilities no longer have any storm water discharges associated with industrial activity as defined in the Storm Water regulations at 40 CFR 122.26(b)(14), or when they are no longer the operator of the facility.

For construction activities, elimination of all storm water discharges associated with industrial activity occurs when disturbed soils at the construction site have been stabilized and any remaining sediment control measures have been removed or will be removed at an appropriate time, or that all storm water discharges associated with industrial activity from the construction site that are authorized by a NPDES general permit have otherwise been eliminated. Final stabilization means that all soil-disturbing activities at the site have been completed, and that a uniform permeable vegetative cover with a density of 70% of the cover for unpaved areas and 50% for paved areas has been established, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geosynthetics) have been employed.

Where to File NOT Form

Send this form to the following address:
Storm Water Notice of Termination (4203)
401 M Street, S.W.
Washington, DC 20460

Completing the Form

Type of print, using upper-case letters, in the appropriate areas only. Please place each character between the marks. Abbreviate necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions about this form, telephone or write the Notice of Intent Processing Center at (703) 931-3230.
B.1.2 Sample Pollution Prevention Plan - Subdivision

The following is an example of a storm water pollution prevention plan for construction activities associated with an infrastructure development project for a residential subdivision. The plan must be completed before submittal of the NOI, and updated as appropriate. The Notice of Termination must be submitted when the project is completed and final stabilization or the conditions of Construction General Permit Part I.D.2 have been met.

<table>
<thead>
<tr>
<th>Project Name and Location:</th>
<th>Owner Name and Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Addicks Estate</td>
<td>John R. Quality, President</td>
</tr>
<tr>
<td>Location: West Harris County</td>
<td>Quality Associates</td>
</tr>
<tr>
<td></td>
<td>810 Travis, Suite 716</td>
</tr>
<tr>
<td></td>
<td>Houston, Texas 77006-0011</td>
</tr>
</tbody>
</table>

1.0 Site Description

a. Description of Existing Condition:

The existing 13-acre site is a relatively flat grassy meadow sloping to the southeast. Prairie Dawn (*hymenoxys texana*), a listed endangered species, was found on a 2.2 ac. "L" shaped area in the southeast corner of the site. The "L" shaped area is not proposed for development in this project.

b. Description of the Construction Activity:

The project is the construction of underground utilities and roadway improvements for a 40-lot subdivision on 10.8 acres of a 13.2-acre site, to be done in two phases separated by approximately 2 weeks. Lots will be regraded to the extent necessary to provide positive drainage to the storm sewers in the new road. The 10.8-acre subdivision area will be disturbed. However, clearing and regrading operations will be sequenced and further phased so that no more than 8 acres will be disturbed at any one time. No development is being proposed for the 2.2 acre "L" shaped area in the southeast corner of the 13.2-acre site, which contains the Prairie Dawn.

c. Sequence of Major Activities:

The first major phase will take approximately 2 months. Utility construction will occur, including storm sewers, sanitary sewers, water lines and underground power distribution. This will require clearing and construction of underground utilities in the proposed street rights-of-way and the perimeter and internal utility easements. The temporary earth stockpile and filter fabric fencing will be set up at the commencement of excavation.

The second major phase is expected to be completed in a period of approximately 2 months, depending on the weather. The new roads will be constructed. Final street and lot grade lines will be established through cut and fill.

d. Estimated Total Site Area, Total Disturbed Area:

The total site area is 13.0 acres. The area of the site which will be disturbed is 10.8 ac. The "L" shaped, 2.2 acre southeast corner of the site containing the Prairie Dawn will remain undisturbed.

In the first major phase, the acreage disturbed will be 3.2 ac.
In the second major phase, the acreage disturbed will be 10.8 ac.; street and lot regrading operations will be staged so that no more than 8 acres will be disturbed at any one time.

Offsite borrow or filled areas, if used, will be identified prior to grading related construction activity. The SWPPP, including borrow or fill area calculations, will be revised to include offsite borrow and fill areas not covered under a separate SWPPP.

e. Runoff Coefficient:

The pre-construction run off coefficient “C” for the site is 0.17.

The weighted runoff coefficient “C” for the overall project after construction, including residential and reserved areas, is calculated at 0.24.

While not a part of this project, single family housing will eventually be constructed. The runoff coefficient of the single-family residential use will be approximately 0.40 (See Appendix A of the Storm Water Management Handbook for Construction Activities).

The soil type is described as Katy fine sandy loam, consisting of layers of medium acid, brown, fine sandy loam about 28 inches deep, over a layer of slightly acid clay loam that is very firm, extending to a depth of over 65 inches. (Extracted from Soil Survey of Harris County, Texas, USDA Soil Conservation Service, August 1976).

Calculations

Pre-construction Runoff Coefficient “C”:

<table>
<thead>
<tr>
<th>Area</th>
<th>&quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.8 ac grassy meadow, clay loam, flat</td>
<td>0.17</td>
</tr>
</tbody>
</table>

Post-Construction Runoff Coefficient “C”:

<table>
<thead>
<tr>
<th>Area</th>
<th>&quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.8 ac new lawn, sandy, flat</td>
<td>0.1</td>
</tr>
<tr>
<td>2.0 ac roads, concrete</td>
<td>0.9</td>
</tr>
<tr>
<td>10.8 ac total</td>
<td></td>
</tr>
</tbody>
</table>

\[
\begin{align*}
8.8 / 10.8 \times 0.1 & = 0.08 \\
2 / 10.8 \times 0.9 & = 0.16 \\
0.08 + 0.16 & = 0.24 \text{ weighted runoff coefficient}
\end{align*}
\]

f. Site and General Location Maps:

Site and general location maps are provided as required elements of the SWPPP. Separate site maps for offsite support or staging areas may be provided as needed. General Location Maps will be revised to show known locations of offsite material, waste, borrow or equipment storage areas not covered by a separate SWPPP. If any new site locations identified later during the construction, the General Location Map and/or SWPPP will be revised as appropriate.

g. Name of the Receiving Water, and Wetlands or special Aquatic Site:

West Creek is located south of the project area and receives storm water runoff from project site. There are no existing wetlands or other special aquatic sites at or near

Storm Water Management Handbook for Construction Activities

App. B.1 - 8

2001 Edition
the site.

h. Other Industrial Activities

There is no discharge associated with industrial activity other than construction.

i. CGP permit requirements

A copy of the Construction General Permit is attached.

j. Endangered or Threatened Species or Critical habitats

Prairie Dawn was located in the southeast corner of the site during a biological survey performed on the site (a copy of the survey is on file). Coordination has been effected with the U.S. Fish and Wildlife Service (USFWS). No development is planned for this location for the foreseeable future. No disturbance, including disturbance to hydrology, will occur at the Prairie Dawn site. Any future development in the Prairie Dawn vicinity will be subject to review and approval from USFWS. Best management practices to be employed to eliminate or avoid risk to the Prairie Dawn area during construction include the following:

Note: The following are some possible example controls and mitigation measures that could be imposed by USFWS. Different or other additional controls may be required. In addition, the development itself is subject to coordination with USFWS to determine whether no effect will occur on the listed threatened or endangered species or designated critical habitat.

Designated Controls:

- The owner and contractor will have a pre-construction meeting to brief personnel on coordination of control measures and construction activity.
- Diversion Drainage Swale (DDS) along the north and west.
- Filter Fabric Fence (FF) along the east and west.
- Reinforced filter fabric fence at the end of the drainage swales.
- No construction activity on the tract on which the Prairie Dawn was found.
- Maintain a no-development buffer of a distance specified by USFWS.
- Restrictions to drainage and development on the project site to ensure that post-development ground water hydrology is the same as pre-construction conditions for the tract containing the Prairie Dawn.

k. National Register of Historic Places

The storm water discharges and related activities will not affect properties listed or eligible for listing on the National Register of Historic Places. Correspondence with the Texas Historical Commission is on file with the owner and may be viewed by contacting Mr. John R. Quality at 713-321-7654.

2.0 Controls

a. Erosion and Sediment Controls

Major erosion and sediment controls are shown on the Site Map.

(1) Short and Long Term Goals and Criteria
1. Sediment will be retained on site to the extent practical.
2. Control measures will be properly selected, installed, and maintained in accordance with manufacturers’ specifications and good engineering practice.
3. If sediment escapes the site, off-site accumulations will be removed to minimize off-site impacts.
4. Sediment will be removed from sediment traps or sedimentation ponds when design capacity has been reduced by 50%.
5. Litter, construction debris, and construction chemical exposed to storm water will be removed covered or otherwise prevented from becoming a pollutant source.
6. Offsite materials storage areas if used by contractors (also including overburden and stockpiles of dirt, borrow areas, etc.) are considered a part of the project and will be addressed in the SWPPP. Offsite areas also will be evaluated for listed species.

There are currently no plans for offsite material storage areas.

7. No work will occur on the tract containing the Prairie Dawn. Except for work to provide mitigation measures as specified by USFWS, no construction activity will occur within the USFWS specified buffer.

Note: The buffer requirement is variable, and will depend on the individual site and development conditions in association with the plant or animal species or critical habitat involved.

(2) Stabilization Practices

1. Construction road access, staging and parking areas will be stabilized using coarse aggregate.

2. The road construction phase is expected to begin within 2 weeks after utilities are completed. If the interim period between the phases is more than 21 days, the road rights-of-way will be mulched within 14 days.

3. After road completion, the newly graded lots and all exposed soils will be hydro-mulch seeded.

4. Newly graded lots will have textured soil surfaces to reduce sheet flow and improve surface water impoundment.

5. Landscaping will be provided for individual lots upon completion of building construction.

(3) Structural Practices

1. Diversion dikes and swales will be constructed along the north and west boundaries, after construction of the road access but before utility work begins, to intercept off-site overland flow. Storm water will be discharged as sheet flow to existing curbs and gutters. Hydro-mulch seeding will be used to line the channels. These dikes and swales will be
left in place to protect the subdivision from overland flows from adjacent undeveloped areas.

2. Temporary diversion swales will be constructed along the north and west sides of the new road after placement of excess excavated material on the adjacent lots, to intercept runoff prior to road completion. Discharge will be directed to sediment traps at the ends of the diversions, with sheet discharge into existing curbs and gutters. Hydro-mulch seeding will be used to stabilize the channels. The diversion swales will be removed when the road and permanent storm drainage system is completed.

Note: Describe structural controls required around the tract containing the Prairie Dawn as specified by USFWS.

3. Filter fabric fences will be used around the temporary earth stockpile while it is in use.

4. Straw bales will be placed on either side of existing and proposed curb inlets in completed roads to trap sediment that escapes filter fabric fences. The straw bales will be removed after final stabilization of the site.

5. Filter fabric fences will be placed along the street property lines of all lots with disturbed areas not under immediate construction.

6. Protective fencing will be installed and maintained around the drip lines of specimen trees during the construction period.

Note: Describe any required sediment barrier, such as filter fabric fencing, which may be specified by USFWS to provide protection for the tract containing the Prairie Dawn.

Sequence of Major Erosion and Sediment Control Activities

Phase 1:

Drainage swales, sediment traps, stabilized construction entrance and staging/parking area will be installed. Controls as specified by USFWS to protect the tract containing the Prairie Dawn will be installed. Utility construction, including storm sewers, sanitary sewers, water lines and underground power distribution, will take approximately 2 months. This will require clearing and construction of underground utilities in the proposed street rights-of-way and the perimeter and internal utility easements. The temporary earth stockpile and filter fabric fencing will be set up at the commencement of excavation.

Phase 2:

The second phase is expected to be completed in approximately 2 months, depending on the weather. The new roads will be constructed. Final street and lot grade lines will be established through cut and fill. All surplus excavated material is anticipated to be used for site fill. All disturbed soils will be hydro-mulch seeded. When all construction activity is complete and the site is stabilized, temporary structural controls will be removed, and soils disturbed by their removal will be reseeded.
b. **Storm Water Management**

(1) The majority of the lots are anticipated to be planted with lawn, shrubs and trees, providing flow attenuation and partial vegetative filtration. The areas which are not developed will be graded at less than 0.5:1 and have permanent seeding or plantings.

(2) Storm water from residential lots will discharge by overland flow to the new curb and gutter system, then into an existing storm sewer system. There is no need for velocity dissipation devices.

c. **Other Controls**

(1) **Waste Disposal**

*Waste Materials*

All waste materials will be collected and stored in a securely lidded metal dumpster rented from the ABC Waste Management Company, which is a licensed solid waste management company in Houston. The dumpster will meet all local and state solid waste management regulations. All trash and construction debris from the site will be deposited in the dumpster. The trash and debris will be hauled to an approved landfill. No construction waste material will be buried onsite. All personnel will be instructed regarding the correct procedure for waste disposal. Notices stating these practices will be posted in the office trailer and Mr. Doe, the individual who manages the day-to-day site operations, will be responsible for seeing that these procedures are followed.

*Hazardous Waste*

No hazardous waste is expected to be generated or encountered in this project. In the event that hazardous waste is encountered, all hazardous waste materials will be disposed of in the manner specified by local or state regulation or by the manufacturer. Mr. Doe, the individual who manages day-to-day site operations, will be responsible for seeing that these practices are followed.

*Sanitary Waste*

All sanitary waste will be regularly collected from the portable units by the Sanichem Company, a licensed sanitary waste management contractor.

(2) **Offsite Vehicle Tracking**

A stabilized construction entrance has been provided to help reduce vehicle tracking of sediments.

The paved streets adjacent to the site entrance will be cleaned daily to remove any excess mud, dirt or rock tracked from the site.

(3) **Demonstration of Compliance with State, Tribal and Local Regulations**

The proposed project will be in compliance with applicable state and local waste disposal and sanitary sewer regulations.

(4) **Description of construction and waste materials to be stored onsite.** Also include a description of spill controls, and exposure minimization measures. This information to be updated when appropriate.
Refer to Item 5.0 Non-Storm Water Discharges. Substances expected to be on-site during construction include the following: concrete, detergents, fertilizer, fuels, lubricants and wood. Spill prevention measures include Good Housekeeping Practices, Hazardous Product Practices, Product Specific Practices, and Spill Prevention Practices.

(5) Description of pollutant sources for support activities, and controls for them.

All work will be conducted at the project site. If any support activities occur off site, the Pollution Prevention Plan will be amended to describe them and any additional control measures that may be needed beyond those described herein. The control measures described in Item 5. Non-Storm Water Discharge will apply to all support activities, as applicable. Should any support activity involve earth disturbance or movement of soils, filter fabric fencing will be used along the downhill side of the activity area to contain silt and sediments.

(6) Description of any necessary measures to protect listed endangered or threatened species, or critical habitat, including any required terms or conditions as a result of threatened or endangered species/critical habitat review and coordination.

Note: The following are some possible example controls and mitigation measures that could be imposed by USFWS. Different or other additional controls may be required. In addition, the development itself is subject to coordination with USFWS to determine whether no effect will occur on the listed threatened or endangered species or designated critical habitat.

The following measures will be used:

1. The owner and contractor will have a pre-construction meeting to brief personnel on coordination of control measures and construction activity.

2. The tract containing the Prairie Dawn will remain undisturbed during construction.

3. Drainage from the subdivision construction area will be diverted around the tract containing the Prairie Dawn using Diversion Drainage Swales (DDS). The drainage swales will be sized to drain the two-year 24-hour event.

4. Runoff collected in the diversion swales will be filtered using filter fabric barriers.

5. A Filter Fabric Fence (FF) will be installed and maintained north and west of the tract containing the Prairie Dawn for the duration of the construction work.

6. Action on this part of the site is reserved for future determination pending further coordination with US Fish and Wildlife.

7. Maintain a no-development buffer of a distance specified by USFWS.

8. Restrictions to drainage and development on the project site to ensure that post-development hydrology is the same as pre-construction conditions for the tract containing the Prairie Dawn.
In addition, a condition of sale of parcels in the project site will be to keep the tract containing the Prairie Dawn undisturbed. Lots adjoining the Prairie Dawn area within a radius of 100 feet will be required to install silt fencing along lot lines facing the tract containing the Prairie Dawn during home construction until final stabilization of the lot. The required buffer stipulated by the USFWS will be maintained around the existing tract containing the Prairie Dawn.

Additional Notes:

1. Each Threatened and Endangered Species has specific habitat requirements, soils, chemistry, and hydrology. Their pre-development habitat condition must be maintained to allow the species to thrive.

2. The USFWS must be consulted if a proposed Federal activity may affect a listed species. The final project plan and mitigation must constitute no effect on the Threatened and Endangered species.

3. Plants' buffer requirements vary depending on the plant community and development. Individual coordination with USFWS is needed to determine the long-term requirement of the plant community in relation to the development.

d. Approved State, Tribal or Local Plans

There is no approved state or local site plan requirements for storm water management or erosion and sediment control.

No tribal land is known to occur at the site. However, if tribal land is found to occur at the site, then the information will be revised to reflect appropriate coordination.

3.0 Maintenance

The following is a list of erosion and sediment controls to be used on this project.

Stabilization Practices

- Stabilization of construction access, staging and parking areas.
- Hydro-mulch seeding.
- Textured soil surfaces on newly graded lots to reduce sheet flow and improve surface water impoundment.
- Landscaping provided for individual lots upon completion of building construction.

Structural Practices

- Diversion dikes and swales
- Temporary diversion swales
- Filter fabric fences
- Straw bales on both sides of existing and proposed curb inlets.
- Protective fencing will be installed and maintained around the drip lines of specimen trees.
- Storm sewers and gutters.

To maintain the above practices, the following will be performed:
1. Maintenance and repairs will be conducted within 24 hours of inspection report (see Section 4.0 below) to maintain the effectiveness of the Best Management Practice. Note that this includes maintenance following all storm events of 0.5 inch or greater.

2. Sediment will be removed from behind the sediment fences when it becomes about 1/3 the height of the fence.

3. Sediment will be removed from the sediment trap when storage capacity has been approximately 50% filled.

4. All temporary controls will be removed after the disturbed areas have been stabilized.

4.0 Inspections

a. Each contractor will designate a qualified person or persons to perform the following inspections:

   - Disturbed areas and areas used for storage of materials that are exposed to precipitation will be inspected for evidence of, or the potential for, pollutants entering the drainage system.

   - Erosion and sediment control measures identified in the plan will be observed to ensure that they are operating correctly.

   - Where discharge locations or points are accessible, they will be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters.

   - Locations where vehicles enter or exit the site will be inspected for evidence of offsite sediment tracking.

The inspection will be conducted by the responsible person at least once every 14 calendar days and within 24 hours after a storm of 0.5 inch or greater.

After a portion of the site is finally stabilized, inspection will be conducted at least once every month.

b. Based on the results of the inspection, the site description (section 1) and control measures (section 2) of this PPP will be revised as appropriate, but in no case later than 7 calendar days following the inspection.

c. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the storm water pollution prevention plan, and actions taken in accordance item "b" above will be made and retained as part of the storm water pollution prevention plan for at least three years from the date that the site is finally stabilized. The report will be signed in accordance with Part VI.G of the General Permit.

Copies of the forms to be used for the Inspection and Maintenance report are included in the following pages as a part of this SWPPP in the following pages.
5.0 **Non-Storm Water Discharges Inventory for Pollution Prevention Plan**

The following substances listed below are expected to be present onsite during construction:

Concrete  Fuels
Detergents  Lubricants
Fertilizers  Wood

**Spill Prevention**

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of the materials and substances described above to storm water runoff.

**Good Housekeeping Practices**

The following good housekeeping practices will be followed onsite during the construction project.

1. An effort will be made to store only enough product required to do the job.
2. All materials stored onsite will be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
3. Products will be kept in their original containers with the original manufacturer's label.
4. Substances will not be mixed with one another unless recommended by the manufacturer.
5. Whenever possible, all of a product will be used up before disposing of the container.
6. Manufacturers' recommendations for proper use and disposal will be followed.
7. The site superintendent will inspect daily to ensure proper use and disposal of materials onsite.

**Hazardous Product Practices**

These practices will be used to reduce the risks associated with hazardous materials, if hazardous materials are used.

1. Products will be kept in original containers unless they are not resealable.
2. Original labels and material safety data will be retained.
3. If surplus product must be disposed of, manufacturers' or local and state recommended methods for proper disposal will be followed.

**Product Specific Practices**

The product specific practices to be followed are listed in Table 1.

**Spill Prevention Practices**

The spill prevention practices to be followed are listed in Table 1.
<table>
<thead>
<tr>
<th>TABLE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product Specific Practices</strong></td>
</tr>
<tr>
<td>The following product specific practices will be followed onsite:</td>
</tr>
<tr>
<td><strong>Petroleum Products:</strong></td>
</tr>
<tr>
<td>All onsite vehicles will be monitored for leaks and receive regular preventive maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used onsite will be applied according to the manufacturer's recommendations.</td>
</tr>
<tr>
<td><strong>Fertilizers:</strong></td>
</tr>
<tr>
<td>Fertilizers used will be applied only in the minimum amounts recommended by the manufacturer. Once applied, fertilizer will be worked in the soil to limit exposure to storm water. Storage will be in a covered shed. The contents of any partially used bags of fertilizer will be transferred to a sealable plastic bin to avoid spills.</td>
</tr>
<tr>
<td><strong>Paints:</strong></td>
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<tr>
<td>All containers will be tightly sealed and stored when not required for use. Excess paint will not be discharged to the storm sewer system but will be properly disposed of according to manufacturers' instructions or State and local regulations.</td>
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<tr>
<td><strong>Concrete Trucks:</strong></td>
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<tr>
<td>Concrete trucks will not be allowed to wash out or discharge surplus concrete or drum wash water on the site.</td>
</tr>
<tr>
<td><strong>Spill Prevention Practices</strong></td>
</tr>
<tr>
<td>In addition to the good housekeeping and material management practices discussed in the previous sections of this plan, the following practices will be followed for spill prevention and cleanup:</td>
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<tr>
<td>- Manufacturers’ recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.</td>
</tr>
<tr>
<td>- Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite. Equipment and materials will include but not be limited to brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for this purpose.</td>
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<tr>
<td>- All spills will be cleaned up immediately after discovery.</td>
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<td>- The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.</td>
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<td>- Spills of toxic or hazardous material will be reported to the appropriate State or local government agency, regardless of the size.</td>
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<td>- The spill prevention plan will be adjusted to include measures to prevent this type of spill from reoccurring and how to clean up the spill if there is another one. A description of the spill, what caused it, and the cleanup measures will also be included.</td>
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<tr>
<td>- Mr. Doe, the site superintendent responsible for the day-to-day site operations, will be the spill prevention and cleanup coordinator. He will designate at least three other site personnel who will receive spill prevention and cleanup training. These individuals will each become responsible for a particular phase of prevention and cleanup. The names of responsible spill personnel will be posted in the material storage area and in the office trailer onsite.</td>
</tr>
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</table>
6.0 **Standard Specifications**

This section is not required by the Construction General Permit, but is included for information purposes.

A list of control measures which have corresponding standard specifications in the *Storm Water Management Handbook for Construction Activities* are given below, together with their specification item numbers. Modifications are noted:

**ITEMS SPECIFIED**

4113  Diversion Swale (modification: V-shaped temporary channel)
4115  Diversion Dikes and Swales
4211  Filter Fabric Fence
4221  Straw Bale Fence (modification: use no anchoring on concrete pavement)
4241  Hydro-mulch Seeding
4311  Filter Fabric Barrier
4322  Excavated Earth Outlet Sediment Trap
4511  Inlet Protection Barriers
4711  Stabilized Construction Exit
4811  General Source Controls (Protection of Trees in Construction Areas)

7.0 **Certifications**

*Sample certification forms required in the Construction General Permit are given in the following pages.*
# Storm Water Pollution Prevention Plan

## Inspection and Maintenance Report

**Project:**

**Contractor:**

**Inspector:**

**Date:**

**Date of Last Rainfall >= 0.5 in.:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LOCATION</th>
<th>CONDITION</th>
<th>SEDIMENT HEIGHT</th>
<th>PROBLEM DESCRIPTION</th>
<th>MAINTENANCE REQUIRED</th>
<th>COMPLETED DATE</th>
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<td><strong>FAILED/ADEQUATE CONTROLS</strong></td>
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<td><strong>SEDIMENT/OTHER POLLUTANT DISCHARGE</strong></td>
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<td><strong>REVISIONS TO SWPPP</strong></td>
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## STORM WATER POLLUTION PREVENTION PLAN

**INSPECTION AND MAINTENANCE REPORT**

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**Final Stabilization Inspection**

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<th>LOCATION</th>
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POLLUTION PREVENTION PLAN CERTIFICATION

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.

Signed: ________________________________
John R. Quality,
President
Quality Associates

Date: ________________________________
INSPECTOR CERTIFICATION

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.

Signed: __________________________
John Doe
Inspector
Quality Associates

Date: __________________________
B.2 SAMPLE NOTICES AND SWPPP FOR A ROADWAY PROJECT
B.2. ROADWAY PROJECT

B.2.1 Sample Notice of Intent, Public Notice, and Notice of Termination

Please see the example Notice of Intent (NOI) and Notice of Termination (NOT) forms prepared by the operators (both the owner (county) and general contractor are defined as operators by EPA) for the example roadway project.

The NOIs and NOTs must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the Director of the NPDES program in care of the following address:

Storm Water Notice of Intent (4203)
401 M Street SW
Washington, DC 20460

A notice must be posted near the main entrance of the construction site with the following information:

- The NPDES permit number for the project or a copy of the NOI if a permit number has not yet been assigned.
- The name and telephone number of a local contact person.
- A brief description of the project.
- The location of the SWPPP if the site is inactive or does not have an on-site location to store the plan.

If the construction site entrance is not feasible, alternate posting locations are allowable subject to certain guidelines. An example of a project notice that could be used for posting is presented after the sample NOI.

After the project is completed and final stabilization achieved, if if another operator takes over, the Notice of Termination (NOT) must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the address specified on the form.
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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this 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.

Print Name: W E N D E L L S M I T H
Signature: 

Date: 11/01/2019

APPENDIX B.2 – 2
I. Owner/Operator (Applicant) Information

Name: CRINTER CITY CONSSTRUCTION INC. Phone: 713-312-3165
Address: 2121 AUSTIN ST SUITE 1870
City: AUSTIN STATE: TX Zip Code: 713-00181-0101-0122

II. Project/Site Information

Project Name: CRAYON AID
Project Address/Location:
City: AUSTIN STATE: TX Zip Code: 711-00140-010-000
Latitude: 29.1400 Longitude: 93.900
Has the Storm Water Pollution Prevention Plan (SWPPP) been prepared? Yes

Optional: Address of location of SWPPP for viewing

SWPPP Address:
City: AUSTIN STATE: TX Zip Code: 711-00140-010-000

Name of Receiving Water:

Based on instruction provided in Addendum A of the permit, are there any listed endangered or threatened species, or designated critical habitat in the project area? Yes

Estimate of area to be disturbed (to nearest acre):

Estimate of Likelihood of Discharge (choose one only):
1. Unlikely 3. Once per week 5. Continual
2. Once per month 4. Once per day

III. Certification

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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this 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.

Print Name: J.O. SIPIH
Date: 11.0.12.919

Signature: ____________________________

APPENDIX B.2 - 3
EPA NPDES
Storm Water Program

The following information is posted in compliance with Part IV.B.2. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502]. All parties that either individually, or taken together, meet the definition of "operator," must be permitted. Each party should complete a separate form at the construction facility. Each of these parties must have separate and distinct NPDES permit numbers (e.g. a separate permit is typically needed for each Owner/Developer, General Contractor, and/or Builder). If you do not know your NPDES Permit Number, contact the NOI Processing Center at (703) 931-3230. EPA's Region 6 storm water hotline phone number is (800) 245-6510. If you have mailed your NOI application form and have not received a permit number, you must post a copy of the NOI application form next to this document until you receive your permit number. This form should be posted in a conspicuous place accessible by the public on or at the edge of the facility. This form was prepared as an example and is not a required form for use with the permit. This information may be displayed in alternative forms or formats within guidelines set forth in the permit. Additional information regarding the NPDES Region 6 storm water program may be found on the Internet at http://www.epa.gov/region6/swp/. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214) 665-7595.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Not Available as of 10/05/1998</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Wendell Smith</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>713-246-8100</td>
</tr>
<tr>
<td>Project Description</td>
<td>The project site is a 4000-foot segment of Clay Road running east-west between Messner and Holley Roads. Currently, Clay Road has 2 lanes, 24-foot wide asphalt pavement and open ditch drainage. The existing right of way is 60 feet wide, and has irregular shoulders. The road is nearly level with a slight slope from west to east. The road will be widened to 4 lanes with a median strip, and will have concrete pavement. The right of way will be expanded to 100 ft. The pavement will consist of dual 24-foot roadway sections with a 32-foot median. Curbs, gutters and 4-foot wide sidewalks will be provided. New storm sewers will be provided to replace the existing roadside drainage ditches. The drainage area for the storm sewers will generally extend to 150 feet from the road. Street gutter drainage will be directed by grade changes in street grade to inlets. The gutter grades will be a minimum of 0.25% grade.</td>
</tr>
<tr>
<td>SWPPP Location (Only necessary if the site is inactive or does not have an on-site location to store the plan.)</td>
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</table>

APPENDIX B.2 - 4
Notice of Termination (NOT) of Coverage Under a NPDES General Permit for Storm Water Discharges Associated with Industrial Activity

I. Permit Information

NPDES Storm Water General Permit Number: [T1] Check Here if You are No Longer the Operator of the Facility: 

Check Here if the Storm Water Discharge is Being Terminated: [X]

II. Facility Operator Information

Name: [C.A.Y.R.O.A.D.] Phone: [71171246810]

Address: [C.A.Y.R.O.A.D.]


III. Facility/Site Location Information

Name: [C.A.Y.R.O.A.D.] Phone: [71171246810]

Address: [C.A.Y.R.O.A.D.]


IV. Certification: I certify under penalty of law that all storm water discharges associated with industrial activity from the identified facility that are authorized by a NPDES general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge storm water associated with industrial activity under this general permit, and that discharging pollutants in storm water associated with industrial activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

Print Name: [W.R.E.M.D.E.L.L.E.S.M.I.T.H.] Date: [07109100]

Signature: __________________________

Instructions for Completing Notice of Termination (NOT) Form

Who May File a Notice of Termination (NOT) Form

Permittees who are presently covered under an EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit (including the 1995 Multi-Sector Permit) for Storm Water Discharges Associated with Industrial Activity may submit a Notice of Termination (NOT) form when their facilities no longer. For construction activities, elimination of all storm water discharges associated with industrial activity occurs when disturbed soils at the construction site have been fully stabilized and permanent vegetative and sediment control measures have been installed. If the project has not been completed, and that a uniform, permanent vegetation cover with a density of 70% of the cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.

Where to File NOT Form

Send this form to the following address:

Storm Water Notice of Termination (4203) 401 M Street, S.W. Washington, DC 20460

Completing the Form

Type or print, using upper-case letters, in the appropriate areas only. Please place each character between the marks. Abbreviate if necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions about this form, telephone or write the Notice of Intent Processing Center at (703) 631-0230.
Notice of Termination (NOT) of Coverage Under a NPDES General Permit for Storm Water Discharges Associated with Industrial Activity

Submission of this Notice of Termination constitutes notice that the party identified in Section II of this form is no longer authorized to discharge storm water associated with industrial activity under the NPDES program. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

I. Permit Information

NPDES Storm Water General Permit Number: 5X.R.10.B.0.0.0.0

Check Here If You Are No Longer the Operator of the Facility: □

Check Here If the Storm Water Discharge Is Being Terminated: X

II. Facility Operator Information

Name: CENTURION CONSTRUCTION

Address: 2222 AUSTIN, SUITE 810

City: HOUSTON State: TX ZIP Code: 77001.0

III. Facility/Site Location Information

Name: CAY ROAD

Address: 

City: 

State: ___ ZIP Code: 77044.0

Latitude: 29.41.0 Longitude: 95.19.0

IV. Certification: I certify under penalty of law that all storm water discharges associated with industrial activity from the identified facility that are authorized by a NPDES general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge storm water associated with industrial activity to waters of the United States. It is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

Print Name: JOSPH CONTRACTOR

Date: 10.9.2000

Signature: 

Instructions for Completing Notice of Termination (NOT) Form

Who May File a Notice of Termination (NOT) Form

Permittees who are presently covered under an EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit (including the 1996 Multi-Sector Permit) for Storm Water Discharges Associated with Industrial Activity may submit a Notice of Termination (NOT) form when their facilities no longer have any storm water discharges associated with industrial activity as defined in the storm water regulations at 40 CFR 122.26(b)(14), or when they are no longer the operator of the facilities.

For construction activities, elimination of all storm water discharges associated with industrial activity occurs when disturbed soils at the construction site have been fully stabilized, and temporary erosion and sediment control measures have been removed or will be removed at an appropriate time, or that all storm water discharges associated with industrial activity from the construction site that are authorized by a NPDES general permit have otherwise been eliminated. Final stabilization means that all soil-stabilizing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of 70% of the cover for unpaved areas and areas not covered by permanent stabilizing structures has been established, for equivalent permanent stabilizing measures (such as the use of sod, grass, or vegetative cover) have been employed.

Where to File NOT Form

Send this form to the following address:

Storm Water Notice of Termination (4203)
401 M Street, S.W.
Washington, DC 20460

Completing the Form

Type or print, using upper-case letters, in the appropriate areas only. Please place each character between the marks. Abbreviate if necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks, unless they are needed to clarify your response. If you have any questions about this form, telephone or write the Notice of Intent Processing Center (703) 931-3230.
B.2.2 Sample Pollution Prevention Plan - Roadway Project

The following is an example of a storm water pollution prevention plan for construction activities associated with a roadway construction project. The plan must be completed before submittal of the NOI, and updated as appropriate. The Notice of Termination must be submitted when the project is completed and final stabilization or Part I.D.2 conditions of Construction General Permit have been met.

**Project Name and Location:**
Name: Cay Road Widening  
Location: Cay Road, between Messner and Holley Roads  
in Fort Harris County

**Owner Name and Address:**
Name: Fort Harris County  
Engineering Department  
101 Forbes, 7th Floor  
Richmond, Texas 77702

1.0 Site Description

a. **Description of Existing Condition:**

The project site is an existing 4000-foot segment of Cay Road running east-west between Messner and Holley Roads. The existing right-of-way is 60 feet wide with a 24-foot wide asphalt pavement and open ditch drainage. The shoulders and drainage ditches are grass covered.

b. **Description of the Construction Activity:**

The project site is a 4000-foot segment of Cay Road running east-west between Messner and Holley Roads. The right of way will be expanded to 100 ft. The road will be widened to 4 lanes with a median strip, and will have concrete pavement. Curbs, gutters and 4-foot wide sidewalks will be provided. Existing driveways and utilities in Cay Road will be relocated or adjusted.

c. **Sequence of Major Activities:**

The project is expected to take approximately 9 months, depending on weather conditions.

The stabilized construction access, staging, parking and wash areas will be constructed first.

The north half of Cay Road will then be temporarily widened, and traffic will be diverted to the north half while work proceeds on the south half of Cay Road. A new storm sewer will be constructed in the south half. Other utilities will be relocated or reconstructed.

After paving work is completed on the south half, traffic will be diverted to the south half, and work will proceed on the north half. Utilities will be relocated or reconstructed. After paving work is completed, all unpaved areas will be planted with sod.

d. **Estimated Total Site Area, Total Disturbed Area**

The total area in the construction project will be 9.2 ac. All of this area will be disturbed at one time or another during the project. Under the traffic routing plan, only half of this area (approximately 4.6 ac) will be disturbed at any one time.
e. **Runoff Coefficient**

The existing rainfall-runoff coefficient “C” prior to construction is approximately 0.57. The rainfall-runoff coefficient “C” following completion of the road expansion project will be approximately 0.63. Calculations are given below.

There will be a net export of excavated soils from the site, due to regrading to lower finished elevations. Offsite borrow and fill areas have not been identified at this time, but will be included in the SWPPP prior to earthwork.

Soils testing indicates there is a medium density sandy clay layer of about 2-feet depth, underlain by stiff to very stiff sandy clay to a depth of 17 feet. Below the sandy clay is silty sand. Water was found at depths ranging from 4 to 8 feet. A soils report has been prepared for this project and is on file in the Fort Harris County Engineering Department.

**Calculations for Runoff Coefficient “C” Prior to Road Expansion:**

**Landscaping**

\[ 144,000 \text{ sf (3.3 ac.) grassed shoulders and ditches, “C”} = 0.35 \text{ for steep lawn, clay soil (See Appendix A of the Storm Water Management Handbook for Construction Activities)} \]

**Pavement**

\[ 96,000 \text{ sf (2.2 ac.) asphalt, “C”} = 0.90 \]

Total area = 3.3 + 2.2 = 5.5 ac.

\[(3.3/5.5) \times 0.35 = 0.36\]

\[(2.2/5.5) \times 0.90 = 0.21\]

Total weighted “C” = 0.36 + 0.21 = 0.57

**Calculations for Runoff Coefficient “C” Following Roads Expansion:**

**Landscaping:**

44,000 sf planting strip area, sides

104,000 sf median planting area

148,000 sf (3.4 ac) planted area (sod), “C” = 0.17 for flat lawn, clay soil

**Pavement, curbs:**

8,000 sf curbs

32,000 sf concrete sidewalk

192,000 sf concrete roadway

20,000 sf of left turn lane

252,000 sf (5.8 ac) concrete paved area, “C” = 0.90

148,000 + 252,000 = 400,000 sf (9.2 ac) total roadway area

\[(3.4 / 9.2) \times 0.17 = 0.0628\]

\[(5.8 / 9.2) \times 0.9 = 0.567\]
weighted “C” = 0.629, approx. 0.63

f. Site and General Location Maps:
Site and general location maps are attached.

g. Name of the Receiving Water, and Wetlands or Special Aquatic Sites:
The site drains to Buffalo Bayou, which is approximately 1 mile to the north. There are no existing wetlands or special aquatic sites at or near the site.

h. Other Industrial Activities
There are no discharges associated with industrial activity other than construction.

i. Construction General Permit Requirements
A copy of the July 6, 1998 Region 6 Construction General Permit is attached.

j. Endangered or Threatened Species or Critical Habitats
There are no endangered or threatened species or critical habitats found at or near the site, based on a biological survey that was conducted for the project. Coordination has been effected with the U.S. Fish and Wildlife Service (USFWS).

Notes:
1. Each Threatened and Endangered Species has specific habitat requirements, soils, chemistry, and hydrology. The hydrology must be in predevelopment condition to allow the species to emerge.

2. Threatened and Endangered species have USFWS recovery plans which must be consulted. The final project plan and mitigation must constitute no effect on the Threatened and Endangered species.

3. Some plants' buffer requirements vary depending on the plant community and development. Individual coordination with USFWS and with a botanist or wetland biologist as appropriate is needed to determine the long-term requirement of the plant community in relation to the development.

k. National Register of Historic Places
The storm water discharges and related activities will not affect properties listed or eligible for listing on the National Register of Historic Places. Correspondence with the Texas Historical Commission is on file with the owner and may be viewed by contacting Mr. John R. Quality at 713-321-7654.

2.0 Controls

a. Erosion and Sediment Controls
Major erosion and sediment controls are shown on the Site Map.

(1) Short and Long Term Goals and Criteria

1. Sediment will be retained on site to the extent practical.

2. Control measures will be properly selected, installed, and maintained in accordance with manufactures specifications and good engineering practice.
3. If sediment escapes the site, off-site accumulations will be removed to minimize off-site impacts.

4. Sediment will be removed from sediment traps or sedimentation ponds.

5. Litter, construction debris, and construction chemical exposed to storm water will be prevented from becoming a pollutant source.

6. Offsite materials storage areas (also including overburden and stockpiles of dirt, borrow areas, etc.) if used will be incorporated into the SWPPP.

(2) Stabilization Practices

1. Stabilized construction exits will be provided at major access points using coarse aggregate.

2. The onsite staging and parking area will be stabilized using coarse aggregate.

3. In completed pavement sections, all disturbed land between the property line and the gutter will be stabilized with sod to minimize erosion and sediment as soon as possible.

4. At the end of paving work, all disturbed areas that are not paved will be planted with sod.

(3) Structural Practices

1. Temporary diversion swales will be built along the road edge to divert overland flow from adjacent properties and capture flow off the road surface. Reinforced filter fabric barriers or straw bale fences will be constructed in the diversion swales to remove sediments from runoff.

2. A vehicle/equipment wash area stabilized with coarse aggregate will be established near the staging/parking area for trucks and equipment leaving the site. Wash water will be directed to a sediment trap, and then released into a diversion swale.

3. Water pumped from trenches during dewatering operations will be discharged into a sediment tank with eventual discharge into the drainage swales.

4. Trench excavation spoils not immediately hauled off will be backfilled into the trenches in a continuous operation. Excavated material required for backfilling will be placed next to the trenches, but no closer than half the depth of the trench, for safety reasons.

5. The stage I storm sewer inlets will have storm inlet sediment traps to collect sediment before runoff enters the inlets.

Sequence of Major Erosion and Sediment Control Activities

The construction will proceed in segments. The stabilized construction access, staging, parking and wash areas will be constructed first.

The north half of Cay Road will then be temporarily widened, and traffic will be diverted to the north half while work proceeds on the south half of Cay Road. Temporary diversion swales will be built before trenching or roadwork proceeds. A
new storm sewer will be constructed in the south half. Other utilities will be relocated or reconstructed. After paving work is completed on the south half, the exposed soil between the gutters and sidewalks will be planted with sod.

Upon completion of the south half, traffic will be diverted to the south half, and work will proceed on the north half, beginning with the temporary diversion swales. Utilities will be relocated or reconstructed. After paving work is completed, all unpaved areas will be planted with sod.

Completion of the project is expected in approximately 9 months, depending on weather conditions.

b. **Storm Water Management**

(1) Due to site restrictions, detention, retention and infiltration systems for storm water treatment are not attainable. The vegetated median strips and sodded landscaping strips along walkways will be used to the extent practicable for flow attenuation purposes.

(2) Storm water from the roadway and properties within approximately 150 feet will discharge into the new curb and gutter system, then will tie into an existing storm sewer. No velocity dissipation devices are needed.

c. **Other Controls**

(1) **Waste Disposal**

*Waste Materials*

All waste materials will be collected and stored in securely lidded metal dumpsters rented from the ABC Waste Management Company, which is a licensed solid waste management company in Houston. The dumpsters will meet all local and state solid waste management regulations. All trash and construction debris from the site will be deposited in the dumpsters. The trash and debris will be hauled to an approved landfill. No construction waste material will be buried onsite. All personnel will be instructed regarding the correct procedure for waste disposal. Notices stating these practices will be posted in the office trailer and Mr. Doe, the individual who manages the day-to-day site operations, will be responsible for seeing that these procedures are followed.

*Hazardous Waste*

No hazardous waste is expected to be generated or encountered in this project. In the event that hazardous waste is encountered, all hazardous waste materials will be disposed of in the manner specified by local or State regulation or by the manufacturer. Mr. Doe, the individual who manages day-to-day site operations, will be responsible for seeing that these practices are followed.

*Sanitary Waste*

All sanitary waste will be regularly collected from the portable units by the Sanichem Company, a licensed sanitary waste management contractor.
(2) **Offsite Vehicle Tracking**

A stabilized construction entrance has been provided to help reduce vehicle tracking of sediments.

A stabilized vehicle/equipment washing area has been provided to help remove dirt and loose material from vehicles and equipment. Wash water will be directed to sediment traps, with eventual discharge into drainage swales.

Street sweeping will be done on a daily basis during the construction period on all paved street surfaces in the project site, and to the extent necessary to keep adjacent streets clean of construction debris and soils.

(3) **Demonstration of Compliance with State, Tribal or Local Plans**

The proposed project will be in compliance with applicable state and local waste disposal and sanitary sewer regulations.

(4) **Description of construction and waste materials to be stored onsite. Also include a description of spill controls, and exposure minimization measures. This information to be updated when appropriate.**

Refer to Item 5.0 **Non-Storm Water Discharges.** *Substances expected to be onsite during construction include the following: concrete, detergents, fertilizer, fuels, lubricants, and wood. Spill prevention measures include Good Housekeeping, Hazardous Product Practices, Product Specific Practices, and Spill Prevention Practices.*

(5) **Description of pollutant sources for support activities, and controls for them.**

All construction activity will be at the work site. The concrete source will be identified by the contractor and noted in the SWPPP prior to paving activity. Due to the relatively small size of the paving project, concrete will likely be provided by a vendor via concrete delivery trucks. The concrete delivery trucks will tend to have small residual amounts of concrete after unloading (approximately 1 to 1.5 cu.ft.). This residual concrete must be washed out at the site. A stabilized ramp with a sediment basin to retain wash water will be provided at one end of the project site. No wash water will be allowed to drain from the site. At the end of the project, the concrete contractor will be required to clean up the wash area and properly dispose waste materials and any remaining wash water.

If any support activities occur off the site, the SWPPP will be amended to describe them and any additional control measures that may be needed beyond those already described herein. The control measures described in Item 5 **Non-Storm Water Discharges** will apply to all support activities, as applicable. Should any support activity involve earth disturbance or movement of soils, filter fabric fencing will be used along the downhill side of the activity area to contain silt and sediments.

(6) **Description of any necessary measures to protect listed endangered or threatened species, or critical habitat, including any required terms or conditions as a result of threatened or endangered species/critical habitat review and coordination.**
There are no listed endangered or threatened species or critical habitat found at the site.

d. Approved State, Tribal or Local Plans

There is no approved state, tribal or local site plan requirement for storm water management or erosion and sediment control.

3.0 Maintenance

The following is a list of erosion and sediment controls to be used on this project.

Stabilization Practices

- Stabilized main construction access point
- Stabilized onsite staging and parking areas
- Sod planted on disturbed land between the property line and the gutter as soon as possible
- Sod planted on all disturbed areas that are not paved, upon completion of paving work.

Structural Practices

- Diversion swales with reinforced filter fabric barriers or straw bale fences.
- Stabilized vehicle/equipment wash area, with wash water directed to a sediment trap, and then released into a diversion swale.
- Sediment tank for discharged water from dewatering operations.
- Immediate removal of trench excavation spoils or backfilling in a continuous operation.
- Storm sewers, gutters, and storm inlet sediment traps for the stage I storm sewer inlets.

To maintain the above practices, the following will be done:

1. Maintenance and repairs will be conducted within 24 hours of inspection report (see Section 4.0 below) to maintain the effectiveness of the Best Management Practice. Note that this includes maintenance following all storm events of 0.5 inches or greater.

2. Sediment will be removed from behind the reinforced filter fabric barriers, straw bale fences or other device when it becomes about 1/3 the height of the device.

3. Sediment will be removed from the sediment trap when storage capacity has been approximately 50% filled.

4. Any sediment in the storm sewer inlets will be removed.

5. All temporary controls will be removed after the disturbed areas have been stabilized.
4.0 Inspections

a. Each contractor will designate a qualified person or persons to perform the following inspections:
   - Disturbed areas and areas used for storage of materials that are exposed to precipitation will be inspected for evidence of, or the potential for, pollutants entering the drainage system.
   - Erosion and sediment control measures identified in the plan will be observed to ensure that they are operating correctly.
   - Where discharge locations or points are accessible, they will be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters.
   - Locations where vehicles enter or exit the site will be inspected for evidence of offsite sediment tracking.
   - The vehicle/equipment wash area will be inspected for loss of aggregate, proper drainage, and proper maintenance of sediment trap and washing equipment.

The inspection will be conducted by the responsible person at least once every 14 calendar days and within 24 hours after a storm of 0.5 inch or greater.

After a portion of the site is finally stabilized, inspection will be conducted at least once every month.

b. Based on the results of the inspection, the site description (Section 1) and control measures (Section 2) of this SWPPP will be revised as appropriate, but in no case later than 7 calendar days following the inspection.

c. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the storm water pollution prevention plan, and actions taken in accordance item "b" above will be made and retained as part of the storm water pollution prevention plan for at least three years from the date that the site is finally stabilized. The report will be signed in accordance with Part VI.G of the General Permit.

Copies of the forms to be used for the Inspection and Maintenance report are included in the following pages as a part of this SWPPP in the following pages.

Note: The forms are omitted in this example. Please refer to the forms used for the Inspection and Maintenance report in the subdivision sample SWPPP (B.1). Similar forms would be used for this roadway project.

5.0 Non-Storm Water Discharges

Inventory for Pollution Prevention Plan

The following substances listed below are expected to be present onsite during construction:

Concrete
Detergents
Paints
Fertilizers
Fuels
Cleaning solvents
Lubricants
Wood

Spill Prevention

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of materials and substances to storm water runoff.

Good Housekeeping Practices

The following good housekeeping practices will be followed onsite during the construction project.

1. An effort will be made to store only enough product required to do the job.
2. All materials stored onsite will be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
3. Products will be kept in their original containers with the original manufacturer's label.
4. Substances will not be mixed with one another unless recommended by the manufacturer.
5. Whenever possible, all of a product will be used up before disposing of the container.
6. Manufacturers' recommendations for proper use and disposal will be followed.
7. The site superintendent will inspect daily to ensure proper use and disposal of materials onsite.

Hazardous Products Practices

These practices will be used to reduce the risks associated with hazardous materials, if hazardous materials are used.

1. Products will be kept in original containers unless they are not resealable.
2. Original labels and material safety data will be retained.
3. If surplus product must be disposed of, manufacturers' or local and state recommended methods for proper disposal will be followed.

Product Specific Practices

The product specific practices to be followed are listed in Table 1.

Spill Prevention Practices

The spill prevention practices to be followed are listed in Table 1.
6.0 **Standard Specifications**

This section is not required by the General Permit, but is included for information purposes.

A list of control measures which have corresponding standard specifications in the *Storm Water Management Handbook for Construction Activities* are given below, together with their specification item numbers.

**ITEMS SPECIFIED**

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<td>4311</td>
<td>Reinforced Filter Fabric Barrier</td>
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<td>Stabilized Construction Exit</td>
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<td>4811</td>
<td>General Source Controls</td>
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7.0 **Certifications:**

*Sample certification forms required in the Construction General Permit are given in the following pages.*
POLLUTION PREVENTION PLAN CERTIFICATION

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.

Signed: ____________________________
Wendell Smith, P.E.
County Engineer
Fort Harris County

Date: ________________________________
INSPECTOR CERTIFICATION

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.

Signed: ____________________________
John Doe
Inspector
Center City Construction, Inc.

Date: ____________________________
B.3 SAMPLE NOTICES AND SWPPP FOR A SINGLE-FAMILY RESIDENCE
B.3 SINGLE FAMILY RESIDENCE

B.3.1 Sample Notice of Intent

Please note that a storm water permit normally is not required for the construction of a single-family residence, since its area is substantially less than 5 acres. However, according to the EPA regulations, when the single-family residence is a part of a larger (> 5 acres) common plan of development or sale, its construction activity may require a storm water permit. For this reason, a sample NOI, NOT and SWPPP was prepared.

Please see the example Notice of Intent (NOI), and Notice of Termination (NOT forms prepared by the operator (the owner and builder (contractor) is defined as an operator by EPA) for the example single family residence project. In this case, the single-family residence is considered part of the subdivision project given in example B.1.

The NOI must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the Director of the NPDES program in care of the following address:

    Storm Water Notice of Intent (4203)
    USEPA
    401 M. Street SW
    Washington, D.C. 20460

A notice must be posted near the main entrance of the construction site with the following information:

- The NPDES permit number for the project or a copy of the NOI if a permit number has not yet been assigned.
- The name and telephone number of a local contact person.
- A brief description of the project.
- The location of the SWPPP if the site is inactive or does not have an on-site location to store the plan.

If the construction site entrance is not feasible, alternate posting locations are allowable subject to certain guidelines. An example of a project notice which could be used for posting is presented after the sample NOI.

After the project is completed and final stabilization achieved, or if another operator takes over, the Notice of Termination (NOT) must be signed in accordance with Part VI.G of the Construction General Permit (see Section 5.0 of this Handbook), and sent to the address specified on the form.
I. Owner/Operator (Applicant) Information

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II. Project/Site Information

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<th>County:</th>
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Has the Storm Water Pollution Prevention Plan (SWPPP) been prepared? Yes X No

Optional: Address of location of SWPPP for viewing

<table>
<thead>
<tr>
<th>SWPPP Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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<tr>
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<td></td>
<td>7180161</td>
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</table>

Name of Receiving Water:

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>11</td>
<td>99</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>10</td>
<td>99</td>
</tr>
</tbody>
</table>

Based on instruction provided in Addendum A of the permit, are there any listed endangered or threatened species, or designated critical habitat in the project area?

Yes No X

I have satisfied permit eligibility with regard to protection of endangered species through the indicated section of Part I.B.3.e.(2) of the permit (check one or more boxes):

(a) (b) (c) (d) X

III. Certification

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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this 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.

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
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<tbody>
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<td></td>
<td></td>
<td>013199</td>
</tr>
</tbody>
</table>

EPA Form 3510-9 replaced 3510-6 (8-98)

APPENDIX B.3 – 2
EPA NPDES
Storm Water Program

The following information is posted in compliance with Part IV.B.2. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502]. All parties that either individually, or taken together, meet the definition of “operator,” must be permitted. Each party should complete a separate form at the construction facility. Each of these parties must have separate and distinct NPDES permit numbers (e.g. a separate permit is typically needed for each Owner/Developer, General Contractor, and/or Builder). If you do not know your NPDES Permit Number, contact the NOI Processing Center at (703)931-3230. EPA’s Region 6 storm water hotline phone number is (800)245-6510. If you have mailed your NOI application form and have not received a permit number, you must post a copy of the NOI application form next to this document until you receive your permit number. This form should be posted in a conspicuous place accessible by the public on or at the edge of the facility. This form was prepared as an example and is not a required form for use with the permit. This information may be displayed in alternative form or formats within guidelines set forth in the permit. Additional information regarding the NPDES Region 6 storm water program may be found on the Internet at [http://www.epa.gov/region6/sw/](http://www.epa.gov/region6/sw/). Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214)665-7595.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Not Available as of 10/05/1998</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>John R. Quality</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>713-321-7654</td>
</tr>
<tr>
<td>Project Description</td>
<td>The site is a 6,325 sq.ft. lot located at 21150 Baker Trail, near the intersection of Baker Trail and Coral Court. The project is the construction of a single-family residence. The lot will be partially regraded to provide a building pad and minor internal drainage modifications. The project will take approximately 6 months for construction of the house, driveway and landscaping. Most of the site (approximately 6,000 sq.ft.) will be disturbed. Two existing lobolly pines in the backyard will be retained. The two trees in the rear will be fenced before construction begins. Site preparation will include slight regrading to provide a rear yard swale to divert flow around the building pad. A temporary soil stockpile will be established in the rear yard, and will have a plastic cover and silt fence. Immediately following regrading, silt fences will be set up along the east lot line and along the street in front of the site. A temporary driveway will be established of wood planks or steel grating. Straw bales will be provided downhill of the driveway. Utilities will be extended to the house si</td>
</tr>
<tr>
<td>SWPPP Location</td>
<td>(Only necessary if the site is inactive or does not have an on-site location to store the plan.)</td>
</tr>
</tbody>
</table>
Notice of Termination (NOT) of Coverage Under a NPDES General Permit for Storm Water Discharges Associated with Industrial Activity

I. Permit Information

NPDES Storm Water General Permit Number: [TXRI0A000]  
Check Here If You are No Longer the Operator of the Facility: [ ]  
Check Here if the Storm Water Discharge is Being Terminated: [X]

II. Facility Operator Information

Name: QUALITY BUILDER, Phone: [713] 321 7654

Address: 810 TRAVIS, SUITE 716

City: HOUSTON State: TX ZIP Code: 77006-2100

III. Facility/Site Location Information

Name: QUALITY BUILDER

Address: 21152 BAKER TRAIL

City: WEST, HARRIS State: TX ZIP Code: 77804-0000

Latitude: Longitude: Quarter: Section: Township: Range:

IV. Certification: I certify under penalty of law that all storm water discharges associated with industrial activity from the identified facility that are authorized by a NPDES general permit have been eliminated or that I am no longer the operator of the facility or construction site. I understand that by submitting this Notice of Termination, I am no longer authorized to discharge storm water associated with industrial activity under this general permit, and that discharging pollutants in storm water associated with industrial activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

Print Name: JOHN R. QUALITY Date: 10/7/1999

Signature:

Instructions for Completing Notice of Termination (NOT) Form

Permittees who are presently covered under an EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit (including the 1990 Multi-Sector Permit) for Storm Water Discharges Associated with Industrial Activity may submit a Notice of Termination (NOT) form when their facilities no longer have any storm water discharges associated with industrial activity as defined in the storm water regulations at 40 CFR 122.26(1)(4), or when they are no longer the operator of the facilities.

For construction activities, elimination of all storm water discharges associated with industrial activity occurs when disturbed soils at the construction site have been finally stabilized and temporary erosion and sediment control measures have been removed or will be removed at an appropriate time, or that all storm water discharges associated with industrial activity from the construction site that are authorized by a NPDES general permit have otherwise been eliminated. Final stabilization means that all soil-disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of 70% of the cover for upland areas and area not covered by permanent structures has been established, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.

Where to File NOT Form

Send this form to the following address:

Storm Water Notice of Termination (4203)  
401 M Street, S.W.  
Washington, DC 20460

Completing the Form

Type or print, using upper-case letters, in the appropriate areas only. Please place each character between the marks. Abbreviate if necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions about this form, telephone or write the Notice of Intent Processing Center at (703) 951-3230.

APPENDIX B.3 – 4
B.3.2 Sample Pollution Prevention Plan - Single Family Residence

The following is an example of a construction storm water pollution prevention plan for construction activities associated with a single-family residence in the residential subdivision in the example B.1. The plan must be completed before submittal of the NOI, and updated as appropriate.

<table>
<thead>
<tr>
<th>Project Name and Location:</th>
<th>Owner/Contractor Name and Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Quality Builder</td>
<td>John R. Quality, President</td>
</tr>
<tr>
<td>Location: 21152 Baker Trail</td>
<td>Quality Builder</td>
</tr>
<tr>
<td>West Harris, TX 78006</td>
<td>810 Travis, Suite 716</td>
</tr>
<tr>
<td>Houston, Texas 77006-0011</td>
<td></td>
</tr>
</tbody>
</table>

1.0 Site Description

a. Description of Existing Condition:

The project site is an existing approximately 6,325 sq.ft. (0.15 ac) vacant lot with grass cover, located in the Addicks Estates subdivision in west Fort Harris County. The site soil is slightly acid clay loam that is very firm, extending to the depth of over 65 inches.

b. Description of the Construction Activity:

The project is the construction of a single-family residence. The 6,325 sq.ft. lot will be partially regraded to provide a building pad and minor internal drainage modifications. Most of the site (approximately 6,000 sq.ft.) will be disturbed. Two existing lobolly pines in the backyard will be retained. Disturbed areas will be replanted with lawn, shrubs and trees.

c. Sequence of Major Activities:

The project will take approximately 5 months for construction of the house, driveway and landscaping.

Site preparation will include slight regrading to provide a rear yard swale to divert flow around the building pad. A temporary soil stockpile will be established in the rear yard. A temporary driveway will be established of wood planks or steel grating. Utilities will be extended to the house site. A slab foundation will then be poured and building construction will proceed.

When the house is completed, the temporary driveway will be removed and the permanent concrete driveway will be poured. The soil stockpile will then be used for topsoiling. The lawns and landscaping will then be planted.

d. Estimated Total Site Area, Total Disturbed Area, Borrow or Fill Area:

The total area of the site is 6,325 sq.ft. (0.15 ac.). Most of the site will be disturbed during the project (approximately 6,000 sq.ft.). The areas around the two pines in the rear yard will remain undisturbed.

e. Runoff Coefficient:

The runoff coefficient prior to construction is approximately 0.17 for grassy planted area (lawn) on clay soil. Following construction of the single-family residence, the
runoff coefficient will be approximately 0.40 (see Appendix A of this handbook).

f. **Site, and General Maps:**
Site and vicinity maps are attached.

g. **Name of the Receiving Water, and Wetlands or Other Special Aquatic Sites:**
West Creek. There are no existing wetland or other special aquatic sites at or near the site.

h. **Other Industrial Activities**
There are no discharges associated with industrial activities other than construction.

i. **Reference Construction General Permit Requirements**
A copy of the Construction General Permit is attached.

j. **Endangered or Threatened Species or Critical Habitat**
There are no endangered or threatened species or critical habitat on the project site. Near the project site, in the southeast corner of the Addicks Estates subdivision, is a small community of Prairie Dawn, a listed endangered species. The biological survey conducted for the original subdivision development concluded that there would be no adverse impact to the Prairie Dawn subject to conditions that were implemented during construction and also imposed on properties facing the Prairie Dawn area. The lot being constructed under this permit is not subject to these restrictions, being located away from the Prairie Dawn location. Copies of the biological survey and coordination with the U.S. Fish and Wildlife Service are on file with the project sponsor.

k. **National Register of Historic Place**
The Storm water discharges and related activities will not affect properties listed or eligible for listing on the National Register of Historic Places. Copies of correspondence with the Texas Historical Commission is on file with project sponsor.

2.0 **Controls**

a. **Erosion and Sediment Controls**
Erosion and sediment controls are shown on the Site Map.

(1) **Short and Long Term Goals and Criteria**

1. Sediment will be retained on site to the extent practicable.

2. Control measures will be properly selected, installed, and maintained in accordance with manufactures specifications and good engineering practice.

3. If sediment escapes the site, off-site accumulations will be removed to minimize off-site impacts.

4. Sediment will be removed from sediment traps or sedimentation ponds when design capacity has been reduced by 50%.

5. Litter, construction debris, and construction chemical exposed to storm water
will be removed covered or otherwise prevented from becoming a pollutant source.

6. Offsite materials storage areas if used (also including overburden and stockpiles of dirt, borrow areas, etc.) would be considered a part of the project and will be addressed in the SWPPP. There are currently no plans for offsite material storage areas.

(2) Stabilization Practices

1. The two existing loblolly pines in the rear yard will be retained and protected during construction.

2. A temporary construction access/driveway will be provided for stabilized access.
   2.1 A timber plank or grouted steel temporary driveway will be used for construction access until the permanent driveway is built.
   2.2 Straw bales will be placed at the downstream (east) side of the driveway during the construction period, to intercept tracked sediments.

3. Landscaping will be installed after construction is completed. All exposed soils will be planted. Landscaping will include lawn, the two existing pine trees, and ornamental shrubs and trees planted by the owner.

(3) Structural Practices

1. A temporary soil stockpile will be established in the rear yard.
   1.1 The stockpile will be located at least 10 feet from the dripline of either pine tree.
   1.2 The stockpile will be covered with a 3-mil thick plastic sheet, or similar or better protective covering, when not in active use.
   1.3 A filter fabric fence will be placed along the southeast side of the stockpile.

2. Drainage will be diverted around the house to the front using shallow grassed swales in the rear and side yards.
   2.1 A filter fabric fence will be placed on the east property line, where the rear yard swale turns into the east side yard, to screen any excess runoff.
   2.2 Filter fabric fences will be placed along the curbside to screen runoff flowing offsite from the side yards and front yard.

Sequence of Major Erosion and Sediment Control Activities

The two trees in the rear will be fenced before construction begins. Site preparation will include slight regrading to provide a rear yard swale to divert flow around the building pad. A temporary soil stockpile will be established in the rear yard, and will have a plastic cover and filter fabric fence. Immediately following regrading, filter fabric fences will be set up along the east lot line and along the street in front of the site. A temporary driveway will be established of wood planks or steel grating.

Storm Water Management Handbook for Construction Activities

App. B.3 - 7

2001 Edition
Straw bales will be provided downhill of the driveway. Utilities will be extended to the house site. A slab foundation will then be poured and building construction will proceed.

When the house is completed, the temporary driveway will be removed and the permanent concrete driveway will be poured. Following this, the fencing around the trees will be removed, and the soil stockpile will be used for topsoiling. The lawns will then be planted, and all structural erosion and sediment controls will be removed.

b. **Storm Water Management**

(1) The lot will be planted with lawn, shrubs and trees, providing flow attenuation and partial vegetative filtration. The areas which are not developed will be graded at less than 0.5:1 and have permanent seeding or plantings.

(2) Storm water from the lot will discharge by overland flow to the new curb and gutter system, then into an existing storm sewer system. There is no need for velocity dissipation devices.

c. **Other Controls**

(1) **Waste Disposal**

*Waste Materials*

All waste materials will be collected and stored in a securely lidded metal dumpster rented from the ABC Waste Management Company, which is a licensed solid waste management company in Houston. The dumpster will meet all local and state solid waste management regulations. All trash and construction debris from the site will be deposited in the dumpster. The dumpster will be emptied as necessary, and the trash and debris will be hauled to an approved landfill. No construction waste material will be buried onsite. All personnel will be instructed regarding the correct procedure for waste disposal. Notices stating these practices will be posted at the site in a conspicuous location and Mr. Doe, the site supervisor who manages the day-to-day site operations, will be responsible for seeing that these procedures are followed.

*Hazardous Waste*

All hazardous waste materials will be disposed of in the manner specified by local or state regulation or by the manufacturer. Site personnel will be instructed in these practices. Mr. Doe, the individual who manages day-to-day site operations, will be responsible for seeing that these practices are followed.

*Sanitary Waste*

All sanitary waste will be collected from the portable unit by the Sanichem Company, a licensed sanitary waste management contractor.

(2) **Offsite Vehicle Tracking**

A stabilized construction entrance has been provided to help reduce vehicle tracking of sediments.

By the end of each day, soil tracked onto the road will be swept or scraped up.
(3) Demonstration of Compliance with State, Tribal or Local Regulations

The proposed project will be in compliance with applicable state and local waste disposal and sanitary sewer regulations.

(4) Description of construction and waste materials to be stored onsite. Also include a description of spill controls, and exposure minimization measures. This information to be updated when appropriate.

Refer to Item 5 Non-Storm Water Discharges. Substances expected to be on-site during construction include the following: concrete, detergents, fertilizer, fuels, lubricants and wood. Spill prevention measures include Good Housekeeping practices, Hazardous Product practices, Product specific Practices, and Spill Prevention Practices.

(5) Description of pollutant sources for support activities, and controls for them.

All work will be conducted at the project site. If any support activities occur off site, the Pollution Prevention Plan will be amended to describe any additional control insurance that may be needed beyond above described herein. The control measure described in Item 5 Non-Storm Water Discharge will apply to all support activities, as applicable. Should any support activity involve earth disturbance or movement of soils, filter fabric fencing will be used along the downhill side of the activity area to contain silt and sediments.

(6) Description of any necessary measures to protect listed endangered or threatened species, or critical habitat, including any required terms or conditions as a result of threatened or endangered species/critical habitat review and coordination.

As noted above, there are no endangered or threatened species or critical habitat on the project site. Near the project site, in the southeast corner of the Addicks Estates subdivision, is a patch of Prairie Dawn, a listed endangered species. The biological survey conducted for the original subdivision development concluded that there would be no adverse impact to the Prairie Dawn subject to conditions that were implemented during construction and also imposed on properties facing the Prairie Dawn area. The lot being constructed under this permit is not subject to these restrictions, being located away from the Prairie Dawn location. Copies of the biological survey and coordination with the U.S. Fish and Wildlife Service are on file with the project sponsor.

d. Approved State, Tribal or Local Plans

There is no approved state or local site plan requirement for storm water management or erosion and sediment control.

No tribal land is known to occur at the site. However, if tribal land is found to occur at the site, then the information will be revised to reflect appropriate coordination.

3.0 Maintenance

The following is a list of erosion and sediment controls to be used on this project.

Stabilization Practices

Retention of two existing loblolly pines in the rear yard.
Landscaping, including sodding, shrubs, existing and new trees.
Stabilized temporary access/driveway constructed of timber plank or grated steel

**Structural Practices**

- Plastic sheeting
- Filter fabric fences
- Drainage swales
- Straw bales

To maintain the above practices, the following will be performed:

1. Maintenance and repairs will be conducted within 24 hours of inspection report (see Section 4.0 below) to maintain effectiveness of the Best Management Practices. Note this includes maintenance following all storm events of 0.5 inch or greater.

2. Sediment will be removed from behind the sediment fences when it becomes about 1/3 the height of the fence.

3. Soil washed off-site by storm runoff will be cleaned up as soon as possible.

4. All temporary controls will be removed after the disturbed areas have been stabilized.

## 4.0 Inspections

a. The contractor will designate a qualified person or persons to perform the following inspections:

   - Disturbed areas and areas used for storage of materials that are exposed to precipitation will be inspected for evidence of, or the potential for, pollutants entering the drainage system.
   
   - Erosion and sediment control measures identified in the plan will be observed to ensure that they are operating correctly.
   
   - Where discharge locations or points are accessible, they will be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters.
   
   - Locations where vehicles enter or exit the site will be inspected for evidence of offsite sediment tracking.

The inspection will be conducted by the responsible person at least once every 14-calendar days and within 24 hours after a storm of 0.5 inch or greater.

After a portion of the site is finally stabilized, inspection will be conducted at least once every month.

b. Based on the results of the inspection, the site description (section 1) and control measures (section 2) of this PPP will be revised as appropriate, but in no case later than 7 calendar days following the inspection.

c. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations
relating to the implementation of the storm water pollution prevention plan, and actions taken in accordance item "b" above will be made and retained as part of the storm water pollution prevention plan for at least three years from the date that the site is finally stabilized. The report will be signed in accordance with Part VI.G of the Construction General Permit.

Copies of the forms to be used for the Inspection and Maintenance report are included in the following pages as a part of this SWPPP.

*Note: The forms are omitted in this example. Please refer to the forms used for the Inspection and Maintenance report in the subdivision sample SWPPP (B.1). Similar forms would be used for this single-family residential project.*

5.0 **Non-Storm Water Discharges**

*Inventory for Pollution Prevention Plan*

The following substances listed below are expected to be present onsite during construction:

- Concrete
- Detergents
- Paints ( enamels and latex)
- Metal studs
- Fertilizers
- Fuels
- Cleaning solvent
- Lubricants
- Wood
- Masonry block
- Roofing shingles
- Brick
- Mortar

*Spill Prevention*

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of the materials and substances described above to storm water runoff.

*Good Housekeeping Practices*

The following good housekeeping practices will be followed onsite during the construction project.

1. An effort will be made to store only enough products required to do the job.
2. All materials stored onsite will be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
3. Products will be kept in their original containers with the original manufacturer's label.
4. Substances will not be mixed with one another unless recommended by the manufacturer.
5. Whenever possible, all of a product will be used up before disposing of the container.
6. Manufacturers' recommendations for proper use and disposal will be followed.
7. The site superintendent will inspect daily to ensure proper use and disposal of materials onsite.

**Hazardous Products Practices**

These practices will be used to reduce the risks associated with hazardous materials, if hazardous materials are used.

1. Products will be kept in original containers unless they are not resealable.
2. Original labels and material safety data will be retained.
3. If surplus product must be disposed of, manufacturers' or local and state recommended methods for proper disposal will be followed.

**Product Specific Practices**

The product specific practices to be followed are listed in Table 1.

**Spill Prevention Practices**

The spill prevention practices to be followed are listed in Table 1.
TABLE 1

Product Specific Practices

The following product specific practices will be followed onsite:

Petroleum Products:

All onsite vehicles will be monitored for leaks and receive regular preventive maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used onsite will be applied according to the manufacturer’s recommendations.

Fertilizers:

Fertilizers used will be applied only in the minimum amounts recommended by the manufacturer. Once applied, fertilizer will be worked in the soil to limit exposure to storm water. Storage will be in a covered shed. The contents of any partially used bags of fertilizer will be transferred to a sealable plastic bin to avoid spills.

Paints:

All containers will be tightly sealed and stored when not required for use. Excess paint will not be discharged to the storm sewer system but will be properly disposed of according to manufacturers’ instructions or State and local regulations.

Concrete Trucks:

Concrete trucks will not be allowed to wash out or discharge surplus concrete or drum wash water on the site.

Spill Prevention Practices

In addition to the good housekeeping and material management practices discussed in the previous sections of this plan, the following practices will be followed for spill prevention and cleanup:

- Manufacturers’ recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.

- Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite. Equipment and materials will include but not be limited to brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for this purpose.

- All spills will be cleaned up immediately after discovery.

- The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.

- Spills of toxic or hazardous material will be reported to the appropriate State or local government agency, regardless of the size.

- The spill prevention plan will be adjusted to include measures to prevent this type of spill from reoccurring and how to clean up the spill if there is another one. A description of the spill, what caused it, and the cleanup measures will also be included.

- Mr. Doe, the site superintendent responsible for the day-to-day site operations, will be the spill prevention and cleanup coordinator. He will designate at least three other site personnel who will receive spill prevention and cleanup training. These individuals will each become responsible for a particular phase of prevention and cleanup. The names of responsible spill personnel will be posted in the material storage area and in the office trailer onsite.
6.0 Standard Specifications

This section is not required by the Construction General Permit, but is included for information purposes.

A list of control measures which have corresponding standard specifications in the Storm Water Management Handbook for Construction Activities are given below, together with their specification item numbers.

**ITEMS SPECIFIED**

4211  Filter Fabric Fence
4811  General Source Controls

7.0 Certifications:

*Sample certification forms required by the Construction General Permit are given in the following pages.*
POLLUTION PREVENTION PLAN CERTIFICATION

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.

Signed: __________________________
John R. Quality,
President
Quality Builder

Date: ____________________________
INSPECTOR CERTIFICATION

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.

Signed: ________________________________
John Doe
Inspector
Quality Builder

Date: ________________________________