



Stormwater Pollution Prevention Plan (SWPPP)

(REQUIRED FOR ALL APPLICABLE LAND DISTURBING PROJECTS $\geq$ 1 ACRE)

Contractor Firm Name: _____

Individual Responsible for SWPP Implementation _____

Address: _____

Phone Number: _____

ESC Plan Date: _____ SWM Plan Date: _____

ESC Plan Approval Date: _____ SWM Plan Approval Date: _____

**Approved plans are incorporated by reference and shall be
maintained with SWPPP at all times during construction.**

Project Code: 260 _____

Date: _____

This SWPPP shall be maintained on-site and made available at a central location for use by applicable personnel, be readily available upon request by VCCS, DEQ, or the EPA, and for public review. Information for the public to access this SWPPP shall be posted conspicuously near the main entrance of the construction activity along with the VAR general permit coverage letter.

VCCS AS&S Project Manager: _____

Contact Number: _____

Email: _____

This SWPPP Template is intended for guidance purposes only. Operator is responsible for ensuring compliance with the VPDES Permit for Discharges of Stormwater from Construction Activities (VAR 10).

SWPPP CERTIFICATION

Operator

(In the case of certification by a Duly Authorized Representative, the Delegation of Authority certification on the following page shall be completed)

Name: _____

Title: _____

Company: _____

Phone Number: _____

Date: _____

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

Name: _____

Signature: _____

[See Part III (K) of the General VPDES Permit for Discharges of Stormwater from Construction Activities for appropriate individual for certification of this Stormwater Pollution Prevention Plan]

Delegation of Authority

The Operator may specify a Duly Authorized Representative to implement this Stormwater Pollution Prevention Plan (SWPPP). This individual must be in a position having responsibility for the overall operation of the regulated facility or activity. If the authorization is no longer accurate because a change in the individual or position with responsibility for the overall operation of the regulated facility or activity, a new authorization shall be submitted prior to or together with any reports or information to be signed by an authorized representative, such as this SWPPP and inspection reports, or other information requested by the VCCS or the DEQ.

The Duly Authorized Representative for this project will be:

Name: _____

Title: _____

Company: _____

Phone Number: _____

Email Address: _____

Date: _____

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

Duly Authorized Representative (Signature): _____

Operator's Certification:

"I certify that the Duly Authorized Representative named above is my duly authorized representative for this project. The Operator is in a position to have overall responsibility in a manner sufficient to implement the SWPPP. I also certify that the Operator named above has the delegated authority to sign inspection reports and/or amend or modify this SWPPP."

Operator (Signature): _____

Table of Contents

1.0	Introduction.....	1
2.0	General Information.....	2
3.0	Pollution Prevention.....	3
3.1	Awareness.....	3
3.2	Prohibited Discharges	3
4.0	Updates and Plan Modifications	4
5.0	Site Inspections	5
5.1	Inspection Frequency	5
5.2	Alternative Inspection Frequency under Certain Conditions.....	6
5.3	Corrective Action.....	6
5.4	Additional Criteria for Impaired Receiving Waters.....	7

Appendices

Appendix A: SWPPP Documents

Appendix B: Pollution Prevention Plan

Appendix C: Pollution Prevention Awareness Form

Appendix D: Spills and Leaks Log

Appendix E: SWPPP Amendment, Modification and Update Log

Appendix F: Record of Land Disturbing Activities

Appendix G: Qualified Personnel for Inspections Form

Appendix H: Inspection Forms

ACRONYMS

DEQ	Virginia Department of Environmental Quality
EPA	Environmental Protection Agency
ESC	Erosion and Sediment Control
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
P2	Pollution Prevention
SWM	Stormwater Management
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
VESCLR	Virginia Erosion and Sediment Control Law and Regulations
VSMP	Virginia Stormwater Management Program
VPDES	Virginia Pollution Discharge Elimination System
WLA	Wasteload Allocation

SWPPP Completion Checklist

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to submitting a registration statement for coverage under the General VPDES Permit for Stormwater Discharges from Construction Activities. The Construction Activity Operator identified on the cover page of this SWPPP is responsible for obtaining and certifying the information contained herein. Utilize the following steps to ensure completion of the SWPPP:

- ☐ Step 1 – Include in **Appendix A** the general information and documents for the project and General Permit coverage per Section 2. Incorporate, by reference and maintain with this SWPPP, the VCCS-approved Erosion and Sediment Control and Stormwater Management Plans.
- ☐ Step 2 – Complete the Pollution Prevention (P2) Plan as described in Section 3 using the P2 template in **Appendix B** as guidance. Provide any additional information regarding pollutant-generating activities and methods to control the discharge of pollutants in surface runoff. Conduct a “walk through” training for subcontractors and other personnel regarding potential pollutant generating activities and pollution prevention practices. Document signatures of all applicable subcontractors and personnel in **Appendix C**.
- ☐ Step 3 – Indicate the appropriate SWPPP-self inspection frequency in Section 5 of this SWPPP.
- ☐ Step 4 - As applicable, maintain the Spill and Leak Log in **Appendix D** to document spills and leaks from equipment or other chemicals and non-stormwater materials.
- ☐ Step 5 – As applicable, maintain the SWPPP Amendment, Modification, and Update Log in **Appendix E** to document potential changes to the project and the SWM and ESC plans.
- ☐ Step 6 - Maintain a record of land-disturbing activities using the log in **Appendix F** to document location, descriptions, and applicable dates of disturbance. Alternatively, a record can be maintained on a working set of drawings as sure as the required information is included on the plans.
- ☐ Step 7 –Include qualified personnel (inspector) information in **Appendix G**.
- ☐ Step 8 –Complete self-inspections using the construction site inspection form in **Appendix H**. Document dates and corrective actions resulting from items identified during inspections.
- ☐ Step 9 – Ensure that all of the required SWPPP documents are located onsite and are available for review.

1.0 Introduction

The purpose of this Stormwater Pollution Prevention Plan (SWPPP) is to address Part II of the General VPDES Permit for Discharges of Stormwater from Construction Activities (General Permit No. VAR10), referred to herein as the VAR10. This SWPPP is provided as a template within the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management, and upon completion, is intended to provide a minimum standard of compliance and consistency for land-disturbance activity greater than or equal to 1-acre and conducted on lands owned by the State Board for Community Colleges, Virginia Community College System (VCCS).

The individual applying for VAR10 permit coverage is responsible for the completion and implementation of this SWPPP. All plans incorporated by reference into the SWPPP become enforceable under this general permit. If a plan incorporated by reference does not contain all of the required elements of the SWPPP, the operator must develop the missing elements and include them in the SWPPP. Step-by-step instruction for completing this SWPPP is provided and upon completion serves as the site-specific SWPPP for the land disturbance activity identified on the cover sheet.

Upon commencement of land disturbance, the operator shall implement the SWPPP and subsequent amendments, modifications, and updates from commencement of land disturbance until termination of VAR10 permit coverage.

2.0 General Information

This section addresses Part II.B.1 of the VAR10 that requires general information be provided in the SWPPP. Incorporated by reference are the VCCS-approved ESC and SWM Plans that incorporate the following general information required by the permit:

- Directions of stormwater flow and approximate slopes anticipated after major grading activities;
- Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed;
- Locations of major structural and nonstructural control measures that will be installed between disturbed areas and the undisturbed vegetated areas in order to increase sediment removal and maximize stormwater infiltration;
- Locations of surface waters; and
- Locations where concentrated stormwater is discharged.

General Description of the land disturbance activity:

In the box below, include a narrative description of the nature of the construction activity, including the function of the project (i.e. academic building, parking lot, etc.).

Table 1. General information content required per Part II.B.1 of the VAR10.

SWPPP Document Type	Incorporated with this SWPPP? (check if yes)
Signed copy of VAR10 Registration Statement (Appendix A)	☐ Yes
DEQ Notice of Coverage Letter (Appendix A)	☐ Yes
Copy of VAR10 Construction General Permit (Appendix A)	☐ Yes
Completed Preconstruction Meeting Verification Form (Appendix A)	☐ Yes
Approved Erosion & Sediment Control Plan (By Reference)	☐ Yes
Approved Stormwater Management Plan (By Reference)	☐ Yes

* Implementation of VCCS-approved ESC and SWM Plans meets the requirements of Part II.B.2 and B.3 of the VAR10.

3.0 Pollution Prevention

This section addresses Part II.B.4 of the VAR10 that requires a Pollution Prevention Plan (P2) to address potential pollutant-generating activities that may reasonably be expected to affect the quality of stormwater discharges from the construction activity, including any support activity. The P2 Plan is provided in Appendix B.

3.1 Awareness

The Operator or Duly Authorized Representative shall identify all subcontractors and other personnel that could potentially conduct the pollutant generating activities identified in Table B-1 of the P2 Plan (Appendix B). Identified subcontractors and other personnel shall be listed on the P2 Awareness Form in Appendix C with each individual acknowledging with their signature their awareness of the P2 Plan in Appendix B.

3.2 Prohibited Discharges

The Operator or Duly Authorized Representative shall record the date of any prohibited discharges, the discharge volume released, and what actions were taken to minimize the impact of the release in the Spill and Leaks Log in Appendix D. For each spill or leak, measures taken to prevent the reoccurrence of any prohibited discharge shall also be recorded in the log.

4.0 Updates and Plan Modifications

The Operator or Duly Authorized representative will certify modifications to the SWPPP when amended to reflect a change in design, construction, operation, or maintenance of the project site that has a significant effect on the potential for the discharge of pollutants to surface waters and that has not been addressed in the normal implementation of the SWPPP. The SWPPP will also be updated whenever it is found to be ineffective in meeting the requirements of the VAR10. The Operator will update the SWPPP as soon as possible but no later than seven days following any modification to its implementation.

Where revisions or modifications to the SWPPP for the project are necessary, such revisions or modifications shall be approved by the Operator and shall be documented in the SWPPP Amendments, Modifications, and Update Log form in Appendix E identified on applicable sheet of the plan set. All documentation shall be accompanied with a date and initials of the person performing the modifications.

In addition to SWPPP modifications, the following shall be noted in the Record of Land Disturbance Activity log in Appendix F and shall include the following items:

- 1) A record of dates when:
 - ✓ Major grading activities occur;
 - ✓ Construction activities temporarily or permanently cease on a portion of the site; and
 - ✓ Stabilization measures are initiated;
- 2) Documentation of replaced or modified controls where periodic inspections or other information have indicated that the controls have been used inappropriately or incorrectly and were modified as soon as practicable;
- 3) Areas that have reached final stabilization and where no further SWPPP or inspection requirements apply;
- 4) All properties that are no longer under the legal control of the Operator and the dates on which the Operator no longer had legal control over each property;

5.0 Site Inspections

The Operator or Duly Authorized representative shall conduct inspections using the VCCS Construction Site Inspection Form in Appendix E2 of the VCCS Annual Standards and Specifications for ESC and SWM. All inspections shall be conducted by qualified personnel established in Section 4.2.1 of the VCCS Annual Standards and Specifications and in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Qualified personnel, including their respective DEQ inspector certification numbers, shall be identified in Appendix G. Completed inspections forms shall be maintained in Appendix H.

In all cases, area will be inspected that have reached final grade or that will remain dormant for more than 14 days for initiation of stabilization activities; to ensure: (a) Initiation of stabilization activities have occurred immediately; and (b) Stabilization activities have been completed within seven days of reaching grade or stopping work.

5.1 Inspection Frequency

The Operator or Duly Authorized Representative shall identify the appropriate and desired inspection frequency criteria below by reviewing the SWM Plan to determine if the site discharges to a waterway either identified as:

- An exceptional water as identified in 9VAC25-260-30 A 3 of the Virginia Administrative Code;
- An impaired waterway in the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report;
- or
- Assigned a waste load allocation for sediment, nutrients, or polychlorinated biphenyl (PCB) as part of a TMDL approved prior to July 1, 2019.

If the site discharges to an applicable impaired waterway of surface waters with an applicable waste load allocation, an inspection frequency shall be selected below from Inspection Frequency Criteria 'A' as described below. If neither scenario applies, select an inspection frequency from Inspection Frequency Criteria 'B'. The selected Inspection Frequency Criteria cannot be changed during the course of the VAR10 permit coverage.

Inspection Frequency Criteria "A" (check selected option):

- ☐ At least once every 4 business days; **or**
- ☐ At least once every 5 business days and no later than 24 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 24 hours between business days, the inspection shall be conducted on the next business day. A measurable storm event for this inspection option will be established and documented by one of the following methods (check selected option):
 - ☐ On-site rain gauge
 - ☐ Rainfall data from other source: _____

Inspection Frequency Criteria “B” (check selected option):

- ☐ At least once every 5 business days; **or**
- ☐ At least once every 10 business days and no later than 24 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 24 hours between business days, the inspection shall be conducted on the next business day. A measurable for event, defined as any rainfall event producing ≥ 0.25 " over 24 hours, will be established and documented by one of the following methods (check selected option):
- ☐ On-Site rain gauge
- ☐ Rainfall data from other source: _____

Completed inspection reports shall be included in Appendix H of this SWPPP no later than four business days after the inspection is complete.

5.2 Alternative Inspection Frequency under Certain Conditions

Where areas have been temporarily stabilized or land-disturbing activities will be suspended due to continuous frozen ground conditions and stormwater discharges are unlikely, the inspection frequency may be reduced to once per month. If weather conditions (such as above freezing temperatures or rain or snow events) make discharges likely, the operator shall immediately resume the regular inspection frequency.

If adverse weather causes the safety of the inspection personnel to be in jeopardy, the inspection may be delayed until the next business day on which it is safe to perform the inspection. Any time inspections are delayed due to adverse weather conditions, evidence of the adverse weather conditions shall be included in the SWPPP with the dates of occurrence.

5.3 Corrective Action

The Operator shall implement the corrective action(s) identified as a result of an inspection as soon as practicable but no later than seven days after discovery or a longer period as approved by the VCCS AS&S Project Manager. If approval of a corrective action by a regulatory authority is necessary, additional control measures shall be implemented to minimize pollutants in stormwater discharges until such approvals can be obtained.

Documentation of any corrective actions shall be recorded on the respective, or subsequent, construction site inspection form (Appendix H). Corrective actions taken shall be retained by the Operator as part of the SWPPP for at least three years from the date that the Construction Permit coverage expires or is terminated.

5.4 Additional Criteria for Impaired Receiving Waters

If the SWM Plan identifies that the site discharges to: (1) a surface water identified as impaired in the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report; (2) a surface water with an applicable TMDL wasteload allocation established and approved prior to the term of this general permit for sediment for a sediment-related parameter (i.e., total suspended solids or turbidity) or nutrients (i.e., nitrogen or phosphorus) prior to July 1, 2018; or (3) an exceptional surface water, the operator shall provide:

- ✓ Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site; and
- ✓ Nutrients shall be applied in accordance with manufacturer's recommendations or an approved nutrient management plan and shall not be applied during rainfall events.

For discharges from construction activities that include the demolition of any structure with at least 10,000 square feet of floor space built or renovated before January 1, 1980, to surface waters either identified as impaired in the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report or with an applicable TMDL wasteload allocation established and approved prior to July 1, 2018 for PCB, the operator shall:

- ✓ Dispose of waste materials in compliance with applicable state, federal, and local requirements;
- ✓ Implement controls to minimize the exposure of PCB-containing building materials, including paint, caulk, and pre-1980 fluorescent lighting fixtures, to precipitation and to stormwater such as separating work areas from non-work areas and selecting appropriate personal protective equipment and tools, constructing a containment area so that all dust or debris generated by the work remains within the protected area, using tools that minimize dust and heat (<212°F). Controls shall be described in Section 3 of the Pollution Prevention Plan in Appendix B.

APPENDIX A: SWPPP Documents

1. Signed copy of the VAR10 Registration Statement
2. DEQ Notice of Coverage Letter for the Activity
3. Copy of the VAR10 General Permit
4. Completed VCCS Preconstruction Verification Form
5. VCCS approved ESC Plan (incorporated by reference)
6. VCCS approved SWM Plan (incorporated by reference)

APPENDIX B: Pollution Prevention Plan

Pollution Prevention Plan

The Pollution Prevention Plan identifies and provides details for addressing pollutant-generating activities on construction sites. The following four sections shall be completed by the Operator, and any applicable plan sheets shall also be included. It shall be the responsibility of the Operator to ensure all of the sections are complete and accurate, and that any applicable best management practices (BMPS) are put in place and maintained.

Section 1: Identification of Pollutants – This section identifies the typical construction-related activities and their potential discharges. Each potential discharge is related to one or more specific pollutants. The location of the potential discharges is also specified or referenced in the Erosion and Sediment Control and/or Stormwater Management Plans.

Section 2: Identification of Authorized Non-stormwater Discharges – There are a number of potential discharges that are not typically related to the pollutants and Section 1, however the Operator should be aware of these and be able to identify which ones apply to the construction site. Unusual or extraordinary discharges may still require reporting.

Section 3: Pollution Prevention Best Management Practices – This section depicts the most common best management practices (BMPs) that can be used to address the potential pollutant generating activities and should be referenced in Section 1, if applicable. This list, however, is not exhaustive, and the Operator shall be responsible for the development and documentation of any other specific BMPs to be used on the site

Section 4: Spill or Leak Response Procedures – This section describes the means and general methods for addressing spill or leaks associated with the potential pollutant generating activities, or any unusual or extraordinary discharges, that may affect stormwater or enter waterways.

Section 1: Complete the table below to identify potential pollutant-generating activities, their location, and the applicable pollution prevention best management practices. Add additional pages, as needed.

Table A: Identification of Pollutant-generating activities.

Potential Pollutant Generating Activities	Potentially Applicable Pollutants <i>(check those that apply to the site)</i>																Location On-Site, If Present (or show graphically on the ESC or SWM Plan) <i>To be completed by Construction General Permit Operator or Duly Authorized Representative</i>	Best Management Practice to prevent exposure to stormwater discharge. Identify individual responsible for implementing practice if other than those listed in Appendix G of the SWPPP. (See Section 3 for practices) <i>To be completed by Construction General Permit Operator or Duly Authorized Representative</i>
	Sediment	Nutrients, Fertilizer	Heavy Metals	pH (acids and bases)	Pesticides or Herbicides	Oil or Grease	Bacteria or Viruses	Trash, Debris or Solids	Toxic Chemicals	Paints or Plaster	Adhesives, solvents or curing compounds	Asphalt or Concrete (including washout)	Vehicle or heavy equipment wash water	Gasoline, diesel or kerosene	Wood preservatives	Antifreeze or coolant		
Discharges of spilled or leaked fuels and chemicals from vehicle fueling and maintenance																		
Discharges of soap, solvents, detergents, and washwater from construction materials, including clean-up of stucco, paint, form release oils, and curing compounds																		
Vehicle and equipment washing, wheel wash water, and other types of washing																		
Discharges from concrete operations																		
Delivery, storage, handling, and disposal of construction products, materials, and wastes																		
Discharges from dewatering during footing or foundation work																		
Discharges from paving operations																		
Discharge of sanitary wastes																		
Discharges related to fertilizer or nutrients																		
Other: _____																		

Section 2: Authorized Non-stormwater Discharges

Identify all authorized non-stormwater discharges that are or will be commingled with stormwater discharges from the construction activity, including any applicable support activity.

Table B. Non-stormwater discharges

(To be completed by Construction General Permit Operator or Duly Authorized Representative)

Authorized Non-stormwater Discharges	Check if Applicable
Discharges from firefighting activities	
Fire hydrant flushing	
Waters used to wash vehicles or equipment where soaps, solvents, or detergents have <u>not</u> been used and the wash water has been filtered, settled, or similarly treated prior to discharge	
Water used to control dust that has been filtered, settled, or similarly treated prior to discharge	
Potable water sources, including uncontaminated waterline flushing managed in a manner to avoid an instream impact	
Routine external building wash down where soaps, solvents, or detergents have <u>not</u> been used and the wash water has been filtered, settled, or similarly treated prior to discharge	
Pavement wash waters where spills or leaks of toxic or hazardous materials have <u>not</u> occurred (or where all spilled or leaked material has been removed prior to washing); where soaps, solvents, or detergents have <u>not</u> been used; and where the wash water has been filtered, settled, or similarly treated prior to discharge	
Uncontaminated air conditioning or compressor condensate	
Uncontaminated ground water or spring water	
Foundation or footing drains where flows are <u>not</u> contaminated with process materials such as solvents	
Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge	
Landscape irrigation	

Section 3: Pollution Preventions Practices

1. All control measures will be implemented and maintained in accordance with the minimum standards in the *Virginia Erosion and Sediment Control Handbook*. Control measures will be routinely inspected and reports maintained with this SWPPP.
2. Areas will be designated on-site for delivery and storage of materials, if possible near construction entrances and away from waterways. Transport near drainage paths will also be avoided.
3. All materials stored onsite during construction in varying amounts for varying durations will be covered when not in use, unless specifically noted.
4. No solid materials, including building materials, garbage, and debris shall be discharged to surface waters of the State, except as authorized by a permit. The Contractor will regularly inspect the construction area and remove trash and construction debris.
5. Materials will be used only when and where needed to complete the construction activity. Manufacturer recommendations will be followed regarding use, protective equipment, and any chemical mixing.
6. Chemical and petroleum products will be stored in tightly sealed containers which are clearly labeled. Chemicals used on-site are to be kept in small quantities and stored in closed containers undercover and kept out of direct contact with storm water.
7. Concrete trucks will not wash out or discharge surplus material onsite unless done so in specific areas as noted in this SWPPP. Direct concrete wash water to a leak-proof container or leak-proof settling basin. Concrete wastes shall be removed and disposed of in a manner consistent with handling of other construction wastes.
8. Discharges related to dewatering will be filtered using and filter bag or sand filter, or will be settled in basin prior to release to waterways.
9. Spill kits will be included with all fueling sources and maintenance activities.
10. Portable sanitary facilities will be provided on-site for use by construction personnel and will be located away from water bodies or storm water drains. The facilities will be serviced by an authorized contractor. Any spills will be cleaned up in accordance with applicable regulations.
11. All vehicles and equipment will receive regular preventive maintenance to reduce the chance of leakage.
12. All vehicles and construction equipment will be inspected for leaks by the Contractor's personnel. All leaks must be fixed prior to operating equipment.
13. If equipment breaks down and/or leaks petroleum products or other pollutants onto the ground, the area will be cleaned of all contaminants.
14. On-site vehicle refueling will be conducted in a dedicated location away from access to surface waters. Any on-site storage tanks will have a means of secondary containment. In the event of a spill, it will be cleaned up immediately and the material, including any contaminated soil, will be disposed of according to all federal, state, and local regulations.

15. Vehicle and equipment washing will occur away from surface waters and stormwater inlets or conveyances. Direct wash water into sediment traps or basins or use a filtration device such as a filter bag or sand filter.
16. Pesticides and fertilizers will be applied only in the minimum amounts recommended by the manufacturer specifications. Pesticides and fertilizers will be stored in covered or sealed containers away from water bodies. Dry spills will be cleaned up promptly.
17. Convenient and well-maintained portable sanitary facilities will be provided and located away from waterways, stormwater inlets, or conveyances.
18. Minimize the exposure of waste materials to precipitation by closing or covering waste containers during precipitation events and at the end of the business day, or implementing other similarly effective practices. Minimization of exposure is not required in cases where the exposure to precipitation will not result in a discharge of pollutants.
19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

Section 4: Spill Response Procedures

Spills and leaks from equipment and chemical storage that are used and/or stored at the project site should be addressed immediately. Contractor personnel are to contact the Operator in the event of a spill and/or leak. In the event of a spill or other associated emergency, the following list of emergency contacts may be necessary. The initial contact should be made to the Operator. The Operator will then evaluate the situation and determine the remainder of the contacts that need to be made.

Person or Agency	Telephone Number
Emergency Response (Fire / Rescue)	911
National Response Center	(800) 424-8802 24-hour
VA Department of Emergency Services	(800) 468-8892 24-hour
VA Department of Environmental Quality (DEQ)	(703) 583-3800
Operator	See Cover of SWPPP

The following steps are response actions in case of a spill:

1. If possible, shut off the source of the spill immediately.
2. Notify appropriate personnel (e.g. Operator, project manager)
3. Use absorbent materials, such as absorbent pads, floor sweeping compound or kitty litter to contain spills that are relatively small in nature and where the spilled chemical and its hazardous properties have been properly identified and assessed.
4. Use appropriate personal protective equipment depending on the spill material.
5. Cover/block any drains/catch basins/flow pathways in the spill area to prevent material from entering into the stormwater system, sanitary sewer system or septic system.
6. Clean up the spill using absorbent materials. Collect these absorbent materials and treat as special waste. Properly dispose of materials.

The project will retain a spill history log of their spills and leaks (both non-reported and reportable) using the summary log included in Appendix M. The log shall include a description of the measures taken to clean up the spill and proper disposal of those materials.

If any unusual or extraordinary discharge should occur from a facility and the discharge enters or could be expected to enter surface waters, the Operator shall promptly notify, in no case later than within 24 hours, DEQ by telephone after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

- Unusual spillage of materials resulting directly or indirectly from processing operations;

- Breakdown of processing or accessory equipment;
- Failure or taking out of service some or all of the facilities; and
- Flooding or other acts of nature.

NOTE: The immediate (within 24 hours) reports required to be provided to DEQ may be made to the appropriate Regional Office Pollution Response Program as found at:

<http://deq.virginia.gov/Programs/PollutionResponsePreparedness.aspx>.

Reports may be made by telephone or by fax. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24-hour telephone service at 1-800-468-8892.

APPENDIX C: Pollution Prevention Awareness Form

POLLUTION PREVENTION AWARENESS FORM

(Copy as needed)

This form shall be signed by all personnel performing potential generating activities which shall be identified by the SWPPP Operator or Duly Authorized Representative. By signing below the person acknowledges the following SWPPP Statement:

SWPPP Statement: *"I certify that I understand I may be involved in a potential pollutant generating activity and that I am responsible for complying with the Pollution Prevention Plan. I have read, understand and agree to follow all requirements outlined in the Pollution Prevention Plan."*

[illegible]

APPENDIX D: Spills and Leaks Log

SPILLS AND LEAKS LOG

(Copy as needed)

Instruction: Use this log to keep a record of spills and leaks from equipment or chemicals that are on-site or off-site during the life of the project. Include additional supporting information in this Appendix.

General Information (Include the date/time and location of the spill; include individual identifying the spill)
Description (Include type of materials, estimated quantity, source of material and cause of spill)
Response Procedure (Include amount of material recovered, how the spill was isolated and other describe measures taken)

APPENDIX E: SWPPP Amendment, Modification and Update Log

SWPPP AMENDMENT, MODIFICATION AND UPDATE LOG

(Copy as needed)

Instruction: Use this log to identify dates and changes to the SWPPP and/or the associated ESC and SWM plans. All amendments, modifications, or updates shall be reviewed and approved by the VCCS AS&S Project Manager. Include supporting information, as needed.

Description of Amendment, Modification or Update	
Date:	Locations:
Amendment, modification, or update:	
Responsible Party (Print):	
<i>"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."</i>	
Responsible Party (Signature):	
VCCS AS&S Project Manager (Signature):	

APPENDIX F: Record of Land Disturbing Activities

RECORD OF LAND-DISTURBING ACTIVITIES

(ALTERNATIVELY REFERENCE PLAN SET MARKED UP WITH REQUIRED DOCUMENTATION)

Instruction: Use this log to keep a record of land-disturbing activities, as determined by the referenced plans or amendments, during the life of the project. Create extra sheets as necessary. Include information when:

- Major grading activities occur;
- Construction activities temporarily or permanently cease on a portion of the site; and
- Stabilization measures are initiated;
- Areas that have reached final stabilization

[illegible]

APPENDIX G: Qualified Personnel for Inspections Form

Qualified Personnel for Inspections

Instruction: Use this form to identify the qualified personnel that will be responsible for conducting contractor site inspections as required by the VAR 10. This form shall be updated when changes in the qualified personnel occur. (Copy as needed)

Print Name: _____

Company: _____

Address: _____

Phone #: _____

Qualifications: ☐ Certified ESC Inspector # _____

☐ Certified SWM Inspector # _____

☐ Other: _____

Print Name: _____

Company: _____

Address: _____

Phone #: _____

Qualifications: ☐ Certified ESC Inspector # _____

☐ Certified SWM Inspector # _____

☐ Other: _____

APPENDIX H: Inspection Forms

General Information			
Project Name:		VCCS Project Code:	
VAR10 Permit # (where applicable)		Location:	
Date of Inspection:		Start/End Time:	
Contact Information/Responsible Parties			
* Site Representative (see below)		Representative's email and phone number:	
Inspector's Name(s):		Inspector's email and phone number:	
Inspectors DEQ Certification #(s):		Other contact information (as applicable):	
* PM, Contractor, RLD or other individual with responsibility for implementation of the ESC Plan and the SWPPP, where applicable.			
Inspection Type (check all that apply)			
☐ After installation of initial ESC measures ☐ Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)* ☐ Contractor's self-inspection as required in SWPPP (where applicable)		☐ Periodic SWM inspection _____ ☐ Final Stabilization ☐ 2-week inspection ☐ Other _____	
* If within 48-hours of runoff event, provide: date of event: _____ and rainfall amount (inches): _____			
Weather Conditions (check all that apply)			
☐ Clear ☐ Sunny ☐ Partly Cloudy ☐ Cloudy ☐ Cold ☐ Cool ☐ Mild ☐ Hot ☐ Raining ☐ Post-rain event			
Are discharges occurring from the site at the time of inspection or evidence discharges occurred prior to the inspection (including evidence of off-site sediment transport)? ☐ Yes ☐ No If yes, describe source and locations:			

Construction Inspection Checklist (For projects under 1 acre of disturbance that do not require a Construction General Permit ONLY Section 1 of this form applies. Where disturbance is equal to or greater than an acre, all Sections apply)		Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1	<u>Section 1 - ESC Plan Inspection: Part II(A)2</u>				See VCCS approved ESC and SWM Plans, where applicable
1a	Are deficiencies identified during previous inspections corrected? Notify VCCS PM if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports?				
1b	Are all land-disturbing activities within the area of disturbance identified on the approved ESC Plan?				
1c	Are all erosion and sediment controls maintained, properly repaired and functional? [9VAC25-840-60]				
1d	Are site ESC operations consistent with the ESC phasing plan or have modifications to the plan been appropriately approved and documented?				
1e	Are temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days)? [9VAC25-840-40]				
1f	Are disposal/borrow areas and stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures? Are off-site areas on plan or have separate VCCS or locality approved ESC Plan?				

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1g	Are all temporary ESC measures that are no longer needed removed and applicable site areas permanently stabilized?				
1h	Are initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment installed and functional prior to upslope land disturbance?				
1i	Are earthen structures, such as dams, dikes, diversions, and cut/fill slopes, installed, maintained, and stabilized or protected with functioning sediment trapping measures?				
1j	Are sediment basins/traps constructed according to the plans/specifications, functional and maintained?				
1k	Are cut/fill slopes protected from concentrated runoff with channel flumes or slope drains?				
1l	Are slopes with water seeps protected with adequate drainage and stabilization?				
1m	Do operational storm sewer and culvert inlets have inlet protection according to the plans/specifications?				
1n	Are constructed stormwater conveyance channels and ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications?				
1o	Is non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse?				
1p	Is a live watercourse crossed by construction vehicles more than twice in a 6-month period, and if so, is the temporary stream crossing used for crossing constructed of non-erodible materials?				
1q	Where work is performed in a live watercourse, are applicable federal and state permits available?				
1r	Where work is performed in a live watercourse, have the bed and banks been stabilized immediately and per the plan/specifications?				
1s	Are underground utilities installed with less than 500' of trench open, sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill?				
1t	Are construction entrances properly located, installed and maintained?				
1u	Does sediment tracked onto adjacent roadways appear to be removed each day?				

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1v	If the site is stabilized, have ESC measures been removed and trapped sediment been stabilized or appropriately removed?				
1w	Is there evidence of downstream or other off-site sediment transport? (Provide locations and description of impacts if applicable.)				
1x	Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation from the project site?				
1y	Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?				
1z	Are any ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging installed?				
1aa	Is runoff and other discharges (dewatering) that contain sediment or other pollutants being properly treated prior to discharging from the site?				
1bb	Are permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional?				
2.	<u>Section 2 - Pollution Prevention Plan Inspection: Part II(A)4</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See project-specific Stormwater Pollution Prevention Plan (SWPPP)
2a	Are functional measures in place to prevent and respond to leaks, spills and other pollutant releases including procedures for expeditiously stopping, containing, cleaning up spills and reporting?				
2b	Are functional measures in place to prevent the release of soaps, solvents, detergents, wash water from construction materials, paint clean-up and other pollutants and/or also from contact with stormwater?				
2c	Are wash waters from vehicles, equipment, construction materials and the like prevented from release and/or properly treated before leaving the site?				
2d	Is the concrete wash-out waste directed into a properly installed leak-proof container? Is the treatment mechanism properly maintained and utilized?				
2e	Are construction products, materials, and wastes being properly stored, handled, labeled? Are loose trash and debris properly contained?				
2f	Are other potential pollutant-generating activities not listed above being properly managed to prevent exposure to precipitation/runoff?				
2g	Have all pollutant generating activities present on the site been identified in the Pollution Prevention Plan?				

3	<u>Section 3 - SWPPP Documentation Inspection: Part II(A)1</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See Section 1.0 and Various Appendices in the Stormwater Pollution Prevention Plan
3a	Is a copy of the notice of coverage letter and information for public access to the SWPPP posted near main entrance of the site?				
3b	Is a copy of the complete SWPPP available onsite for operators and inspectors?				
3c	Is the SWPPP is being amended, modified, updated and appropriately signed?				
3d	Are dates when major grading activities occurred properly recorded?				
3e	Are SWPPP inspections conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP?				

CERTIFICATION INSTRUCTION

This Inspection Form is not complete without the completion of the appropriate certification(s) by the individual(s) listed below.

Reports conducted by VCCS or VCCS representative will be provided to the Operator or Duly Authorized Representative by (check all that apply): ☐ Hardcopy ☐ Email ☐ Other _____ within 48 hours.

- **CERT-1 and CERT-2** certification is required with VCCS inspections.
- **CERT-2** certification is required by the VAR10 operator for all inspections, including self-inspections required by the VAR10.

CERT-1: INSPECTION CERTIFICATION STATEMENT

"I certify under penalty of law that I performed the inspection described in this form as a Certified Project Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is true, accurate and complete. On inspection forms where no corrective action is identified, the construction activity is in compliance with the project SWPPP. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations and falsifying inspections (reports)."

Inspector's Name: _____

Signature: _____ Date: _____

CERT-2: OPERATOR (OR DULY AUTHORIZED REPRESENTATIVE) CERTIFICATION STATEMENT

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

The inspection form shall be maintained in the project SWPPP. Corrections to incidents of noncompliance identified on this form will be corrected within 7 days or as otherwise identified per incident.

Operator (or Duly Authorized Representative) Name: _____

Signature: _____ Date: _____