



# 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 Name: \_\_\_\_\_

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 Hopewell, 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.

VSMP Representative (Hopewell Public Works): \_\_\_\_\_

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 City, DEQ or EPA.

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):** \_\_\_\_\_

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## 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 the SWPPP is responsible for obtaining and certifying the information contained herein. Utilize the following steps to ensure completion of the SWPPP.

- Step 1 – Provide general information and documents for the project and General Permit coverage per Section 2. Incorporate, by reference the City-approved Erosion and Sediment Control and Stormwater Management Plans.
- Step 2 – Complete the Pollution Prevention (P2) Plan as described in Section 3 and complete the P2 template in Appendix B. Provide any additional information regarding pollutant-generating activities and methods to control the discharge of pollutants in surface runoff. Conduct a “walk through” training regarding potential pollutant generating activities and pollution prevention practices. Acquire signatures of all applicable subcontractors and personnel in Appendix C.
- Step 3 –Indicate the appropriate inspection frequency in Section 5.
- Step 4 –Include qualified personnel information in Appendix G.
- Step 5 – Establish a record of land-disturbing activities. Maintain the log in Appendix F to document location, descriptions, and applicable dates of disturbance.
- Step 6 – As applicable, maintain the SWPPP Amendment, Modification, and Update Log to document potential changes to the project and the SWM and ESC plans.
- Step 7 – As required, complete self-inspections using the construction site inspection form in Appendix H. Document dates and corrective actions resulting from items identified during inspections.
- Step 8 – Ensure that all of the required SWPPP documents are located onsite and are available for review.
- Step 9 – Upon completion of stormwater management facilities, provide a record drawing to the VSMP Representative.

## **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 and is intended to provide a minimum standard of compliance and consistency for land-disturbance activity greater than or equal to 1-acre in the City.

**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.A.1 of the VAR10 that requires general information be provided in the SWPPP. Incorporated by reference are the City-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:**

*(Include a narrative description of the nature of the construction activity, including the function of the project)*

  
  
  
  
  
  
  
  
  
  

**Table 1. General information documents required per Part II.A.1 of the VAR10.**

SWPPP Document Type	Incorporated as part of this SWPPP?
Signed copy of VAR10 Registration Statement (Appendix A)	<input type="checkbox"/> Yes
DEQ Notice of Coverage Letter (Appendix A)	<input type="checkbox"/> Yes
Copy of VAR10 Construction General Permit (Appendix A)	<input type="checkbox"/> Yes
Completed Preconstruction Meeting Verification Form (Appendix A)	<input type="checkbox"/> Yes
Approved Erosion & Sediment Control Plan (By Reference)	<input type="checkbox"/> Yes
Approved Stormwater Management Plan (By Reference)	<input type="checkbox"/> Yes

\* The implementation of a City approved ESC and SWM Plan meets the requirements of Part II.A.2 and A.3 of the VAR10

### **3.0 Pollution Prevention**

This section addresses Part II.A.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 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 City Construction Site Inspection Forms. All inspections shall be conducted by qualified personnel in accordance with the General Virginia Pollutant Discharge Elimination System Permit for Discharges of Stormwater from Construction Activities, VAR10 (VPDES Construction General Permit or VPDES CGP). Qualified personnel shall be identified in Appendix G. Completed inspections forms shall be maintained in Appendix H.

### **5.1 Inspection Frequency**

The Operator or Duly Authorized Representative shall conduct self-inspections in accordance with one of the inspection frequency options outlined below:

- At least once every 4 business days;

**or**

- At least once every 5 business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day. A measurable for event (as defined below) for this inspection option will be established and documented by one of the following methods:

- On-site rain gauge
- Rainfall data from NOAA ([http://www.srh.noaa.gov/ridge2/RFC\\_Precip/](http://www.srh.noaa.gov/ridge2/RFC_Precip/))

### **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.

### **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 Hopewell VSMP Representative. 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.

#### **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 Hopewell Preconstruction Verification Form
5. Hopewell approved ESC Plan (incorporated by reference)
6. Hopewell approved SWM Plan (incorporated by reference)

## **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**

**SWPPP AMENDMENT, MODIFICATION AND UPDATE LOG**  
(Copy as needed)

Use this log to identify dates and changes to the SWPPP and/or the associated ESC and SWM plans.

Date	Description of Amendment, Modification or Update
Responsible Party	
<p align="center"><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></p>	
<p>SWPPP Operator or Duly Authorized Representative</p>	

**APPENDIX F: Record of Land Disturbing Activities**

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.

- 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

**RECORD OF LAND-DISTURBING ACTIVITIES**  
**(ALTERNATIVELY REFERENCE PLAN SET WITH DOCUMENTED REQUIREMENTS)**

Location and description (or reference the plans where information is noted)	Date Land Disturbance Began	Date Land Disturbance Ended

**APPENDIX G: Qualified Personnel for Inspections Form**

## **APPENDIX H: Inspection Forms**