

CONSTRUCTION SWPPP CHECKLIST

This optional form is intended to assist the applicant in the preparation of the Stormwater Pollution Prevention Plan (SWPPP). The "Permit Citation" column indicates where the particular requirement can be found in the AZPDES Construction General Permit (CGP). Use the "Location" column to note where the requirement can be found in the SWPPP. In the "OK?" column, indicate whether you think the SWPPP adequately addresses the corresponding requirements. Once this form has been completed, your SWPPP should meet ADEQ's CGP requirements. Although this checklist is intended to reflect ADEQ's requirements for an acceptable SWPPP, all responsibility for a complete SWPPP remains with the permittee. A full description of the required contents of the SWPPP, as well as additional permit requirements, may be found in the CGP at <http://www.adeq.state.az.us/environ/water/permits/download/constgp.pdf>.

The shaded areas are subject headers and are not intended to be filled out. SW = stormwater.

Your SWPPP does not have to follow the format of the checklist. Rather the purpose of this checklist is to ensure that your SWPPP contains all required components.

Sometimes a single section of your SWPPP may address more than one permit requirement. In this event, you may reference the applicable section within your SWPPP instead of repeating the same language in several locations. If your SWPPP does reference other sections, when completing this checklist you may want to provide more than one SWPPP location reference in last column of the checklist. (For example: The Inspections procedures are in Section E.2. of the SWPPP which also references Section B.1. In the "location" column write: Sections E.2. (p. 15) and B.1. (p. 10).)

Permit Citation	Description	OK ?	Location in SWPPP & Notes
Part IV.C.1.	Identify all operators for the project and the areas over which each operator has control		
PROJECT DESCRIPTION			
Part IV.C.2.	Describe the nature of the construction activity:		
Part IV.C.2.a.	Describe the project and its intended use after NOT is filed		
Part IV.C.2.b.	Describe the intended sequence of disturbance activities		
Part IV.C.2.c.	Indicate the total area of site and estimate of total area expected to be disturbed (include off-site borrow and fill areas)		
Part IV.C.2.d.	Estimate the pre-construction and post-construction runoff coefficient and provide soil data and any existent data on the quality of the discharge		
Part IV.C.2.e.	Include a general location map (e.g. U.S.G.S. quadrangle, portion of a city or county map) showing 1 mile radius around site		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
	SITE MAP		
Part IV.C.3.	Include a legible site map, complete-to-scale, of the entire site. Try to include the following on a single map, but use multiple maps, to the same scale, if needed		
Part IV.C.3.a.	Identify on the map drainage patterns and estimated slopes after grading		
Part IV.C.3.b.	Identify on the map areas of soil disturbance		
	Identify on the map areas not to be disturbed		
Part IV.C.3.c.	Identify on the map locations of structural and nonstructural controls identified in the SWPPP		
Part IV.C.3.d.	Identify on the map locations where stabilization practices are expected to occur		
Part IV.C.3.e.	Identify on the map locations of off-site material, waste, borrow areas, or equipment storage		
Part IV.C.3.f.	Identify on the map locations of all surface water bodies (including wetlands)		
Part IV.C.3.g.	Identify on the map locations where sw is discharged to a surface water (e.g. ephemeral waters or dry washes) and to MS4s		
Part IV.C.3.h.	Identify on the map locations and registration numbers of on-site drywells		
Part IV.C.3.i.	Identify on the map areas where final stabilization has been accomplished and no further construction phase permit requirements apply		
Part IV.C.4.	Identify on the map or in a narrative, the nearest receiving water(s), including ephemeral and intermittent streams, dry sloughs, arroyos. If applicable, identify the areal extent and describe any wetlands near the site that could be disturbed or potentially receive run-off from disturbed areas		
Part IV.C.5.	Identify on the map the location and describe sw or non-sw discharges at the site associated with non-construction activity and other pollutant sources such as fueling operations, asphalt plants, concrete plants		
Part IV.C.6.	Identify on the map and address offsite material storage areas or borrow areas used solely for the project		
	EROSION AND SEDIMENT CONTROLS		
Part IV.D.1.	Describe all pollution control measures (BMPs)		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
Part IV.D.1.	For each major activity, describe the BMP, the general sequence for implementing BMPs, and which operator is responsible for each BMP. Include BMPs used at offsite material storage areas if the storage areas are used solely by the permittee for this project		
Part IV.D.2.a.	Describe the erosion and sediment controls designed to retain sediment on site to the extent practicable		
Part IV.D.2.b.	Describe the selection, installation and maintenance of BMPs per manufacturers' specifications and good engineering practices, including procedures for modifying or replacing BMPs if one is found to be ineffective or installed incorrectly		
Part IV.D.2.c.	Describe the practice and schedule to routinely remove offsite accumulation of sediment routinely		
Part IV.D.3.	Describe good housekeeping procedures to be used (prevent litter, debris and chemicals from being exposed to sw)		
	Stabilization Efforts		
Part IV.D.4.a.	Describe and identify interim and permanent stabilization practices for the site. Document where existing vegetation will be preserved		
Part IV.D.4.b.	Describe when the operator will initiate stabilization procedures in the timeframe provided in the permit, and what stabilization efforts will occur		
Part IV.D.4.c.	Describe record keeping efforts, include forms/checklists used for keeping the required data		
Part IV.D.4.c.i.	Maintain records of the dates when major grading activities occurred		
Part IV.D.4.c.ii.	Maintain records of when construction activities cease (temporarily or permanently)		
Part IV.D.4.c.iii.	Maintain records of when stabilization is initiated and completed and any reason for delays		
Part IV.D.5.	Describe structural practices used to divert flows from exposed soils, store flows and limit runoff and the discharge of pollutants from exposed areas to degree attainable. (Combination of sediment and erosion controls must be used)		
	If any structural controls are used in the floodplain, the SWPPP should document why effective controls could not alternatively be placed outside of the floodplain		
Part IV.D.5.a.i	Describe the location, size and retention capacity of the drainage basin(s) and the areas that drain into them		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
	For a drainage area of • 10 disturbed acres, describe how and where a basin with storage for a 2yr, 24hr storm per disturbed acre drained will be used OR		
	Describe how and where a basin with 3600 ft ³ of storage per disturbed acre drained will be used OR		
	If a sediment basin is not attainable, then provide explanation within SWPPP		
	If basins are not used due to public safety concerns, describe the concerns and the alternative sediment controls to be used		
Part IV.D.5.a.ii.	For a drainage area of • 10 disturbed acres that can't meet size specified in Part IV.D.5.a.i, describe the smaller sediment basins and/or sediment traps to be used		
	For a drainage area of • 10 disturbed acres where sediment basin isn't attainable, describe how and where silt fences, vegetative buffer strips, or alternatives will be used on all side slope boundaries		
Part IV.D.5.a.iii.	For a drainage area of < 10 disturbed acres, describe how and where smaller sediment basins or sediment traps are used along with silt fences, vegetative buffer strips, or alternatives on all side slope boundaries OR		
	Describe how and where a sediment basin with storage for a 2yr, 24hr storm per disturbed acre drained will be used OR		
	Describe how and where a sediment basin with 3600 ft ³ of storage per disturbed acre drained will be used		
Part IV.D.5.b	Describe where and what type of velocity dissipation devices will be used at discharge locations and along outfall channel		
Part IV.D.6.	Describe post-construction sw management measures, if applicable		
	Describe where and what structural measures were placed in upland soils to the degree attainable		
	Confirm in the narrative whether structural measures comply with local or state sw management requirements		
Part IV.D.7.	Identify all allowable sources of non-sw discharges except for flows from fire-fighting activities		
	Describe how all non-sw discharges will be eliminated or reduced to the extent feasible		
	Describe how BMPs will be implemented for non-sw discharges		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
	If superchlorinated wastewaters will be generated, describe how they will be dechlorinated or held on site until chlorine levels have dissipated, unless used for firefighting		
Part IV.D.8.a.	Describe measures to be used to prevent discharge of solid materials to waters of U.S.		
Part IV.D.8.b.	Describe measures to be used to minimize off-site vehicle tracking of sediments and the generation of on-site dust		
Part IV.D.8.c.	Describe the location and type of all construction and waste materials stored on site (Update SWPPP as necessary)		
Part IV.D.8.c.	Describe controls to be used to reduce pollutants from construction and waste materials stored on-site (including storage practices, and spill prevention and response practices)		
Part IV.D.8.d.	Describe pollutant sources from areas other than construction (including sw discharges from dedicated asphalt plants and concrete plants)		
	Describe controls and measures to be used to minimize the discharge of pollutants from those sources		
Part IV.D.8.e.	Describe measures to be used to sufficiently stabilize soil at culvert locations		
	MAINTENANCE OF CONTROLS		
Part IV.E.1.	Describe procedure and activities to be used to maintain all erosion and sediment controls and other protective measures in effective operating condition		
	Describe procedures and activities to be used to maintain BMPs as soon as possible, if site inspections identify BMPs are not operating effectively		
Part IV.E.2.	Describe procedures and activities to be used to modify or add BMPs before next storm event, if necessary or as soon as practicable		
Part IV.E.3.	Describe procedures and activities to be used to remove sediment from traps or ponds when design capacity is reduced by 50%		
	AZPDES PERMIT AND OTHER SOIL AND EROSION CONTROL REQUIREMENTS		
Part IV.F.	Include copy of AZPDES permit (AZG2003-001), NOI and ADEQ authorization as part of the SWPPP		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
	Include other agreements with any state, local or federal agencies that affect the provisions or implementation of the SWPPP		
Part IV.G.	Describe whether SWPPP is consistent with federal, state, or local soil and erosion control or sw management requirements		
	INSPECTIONS		
Part IV.H.1.	Describe routine inspection schedule and procedures to ensure BMPs are functional and SWPPP is being implemented		
	Indicate if the inspection frequency is to be at least once every 7 calendar days OR		
	Indicate if the inspection frequency is to be at least once every 14 days and also within 24 hours of the end of each storm event of • 0.5 inches		
Part IV.H.2.	If the site is eligible for reduced inspection frequency indicate why it is eligible and how it will be inspected once each month AND anytime rain is predicted AND within 24 hours of the end of a storm event of • 0.5 inches		
Part IV.H.3.	Indicate who the qualified personnel will be to perform inspections and describe the persons' qualifications		
Part IV.H.4.	Describe all areas to be inspected including all disturbed areas of site, and areas used to store materials exposed to precipitation		
	Describe inspection procedures how inspectors will look for evidence of, or potential for, pollutants entering drainage system		
	Describe in inspection procedures how inspectors will observe sedimentation and erosion control measures		
	Describe inspection procedures and how inspectors will look at accessible discharge points, and ascertain whether erosion control measures are effective		
	Describe in inspection procedures how inspectors will look at nearby stream downstream locations when discharge points are inaccessible		
	Describe in inspection procedures how inspectors will look for sediment tracking at entrances and exits		
	Describe how inspectors will document all findings and what the inspection form will look like		

Permit Citation	Description	OK ?	Location in SWPPP & Notes
Part IV.H.5.	Describe how inspectors will complete an inspection report for each inspection that includes inspection date; name, title and qualifications of each qualified person making the inspection; weather information for period since last inspection; location of discharges of sediment or other pollutants; list of BMPs that need to be maintained, failed to operate or prove inadequate; list of additional needed BMPs; corrective actions required; sources of all non-sw and control measures; and materials storage areas with evidence of pollutant discharge		
Part IV.H.6.	Describe how and where the inspection records will be maintained for at least three years; how the report will document noncompliance or certify full compliance; and indicate who will be authorized to sign the report		
Part IV.H.7.	Describe how the SWPPP will be modified when needed, within 7 calendar days of inspection. BMPs must be modified or added before next storm event or as soon as practicable		
MODIFICATIONS TO SWPPP			
Part IV.I.1.	Describe how the SWPPP will be modified within 15 business days after change in design, construction, operation or maintenance at site that has a significant effect on discharge or not previously addressed in SWPPP		
Part IV.I.2.	Describe how the SWPPP will be modified within 15 business days if it is determined that discharge is causing or contributing to WQ exceedances OR SWPPP is ineffective		
SIGNATURES AND NOTICE OF SWPPP			
Part IV.J.1.	The Operator must sign the SWPPP		
	Describe how and where a copy of the SWPPP will be retained on site. A copy is to be submitted to ADEQ with the NOI if the site is within 1/4 mile of a Unique or impaired waters.		
Part IV.J.2.	Describe how and where the operator will post a sign at main entrance to site containing: AZPDES authorization number (or copy of NOI authorization), construction site contact name and telephone number, brief project description, location of SWPPP if the site is inactive or does not have an on-site storage location		