

APPENDIX I

SWPPP Template

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Stormwater Pollution Prevention Plan

for:

Project: _____

Owner

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	

Operator

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	

SWPPP Contact

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	

SWPPP Preparation Date:

Estimated Project Dates:

Project Start Date: _____

Project Completion Date: _____

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Attachment 8	Contractor Certification Forms
Attachment 9	Grading and Stabilization Activities Log
Attachment 10	Additional Information (i.e., Endangered Species and Historic Preservation Documentation etc.)
Attachment 11	NOT Form

End Notes

- 1 www.epa.gov/npdes/pubs/sw_swppp_guide.pdf
- 2 The current KDHE NPDES Stormwater Runoff from Construction Activities General Permit is Federal Permit Number KSR100000 dated January 2, 2007.
- 3 www.kdheks.gov/tmdl/
- 4 www.kshs.org/resource/shpohome.htm
- 5 Refer to Section 7.2.3 of the Kansas Construction Permit (CGP)
- 6 Refer to Section 7.2.4 of the Kansas Construction Permit (CGP)
- 7 Refer to Section 7.2.5 of the Kansas Construction Permit (CGP)
- 8 Refer to Section 7.2.7 of the Kansas Construction Permit (CGP)
- 9 Refer to Section 7.2.8 of the Kansas Construction Permit (CGP)

Tips for using the SWPPP Template:

Each section of this template includes “instructions” (in green boxes) describing the intended use of the section and type of information expected to be provided. Some sections will have editable fields to directly provide project information; others will ask that the relevant information be attached to the final SWPPP. This template was developed as a Smart PDF so you can easily edit each location requiring a response.

If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.

Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 Project/Site Information

Instructions:

- In this section, provide basic information on the project that will be helpful throughout the project and when you file for permit coverage.
- More information and guidance on completing the SWPPP can be found in the EPA's Developing Your Stormwater Pollution Prevention Plan: A SWPPP Guide for Construction Sites (also known as the SWPPP Guide).¹
- Detailed information on determining your site's latitude and longitude can be found at www.epa.gov/npdes/stormwater/latlong

¹ www.epa.gov/npdes/pubs/sw_swppp_guide.pdf

Project/Site Name:		
Project Street/Location:		
City:	KS	ZIP Code:
Latitude: ° ' " North	Longitude: ° ' " West	
Range of center of site (to the nearest quarter/quarter section; 40 acres):		

Is this project considered a federal facility?	Yes	No
NPDES project or permit tracking number*:		

*This is the unique identifying number assigned to your project by KDHE.

1.2 Contact Information/Responsible Parties

Instructions:

- List the owner(s), contractor's project manager, subcontractor(s), SWPPP preparer and emergency contact. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- Each contractor and subcontractor shall sign KDHE's Contractor Certification Form found in Attachment 8.

Owner

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	

Contractor's Project Manager

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

Subcontractors

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

Subcontractors

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

Subcontractors

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

Subcontractors

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

Subcontractors

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	
Insert area of control	

This SWPPP was Prepared by

Company or Organization Name	
Name	
Address	
City, State and Zip Code	
Telephone Number	
Fax or Email	

Emergency 24-Hour Contact

Company or Organization Name	
Name	
Telephone Number	

1.3 Nature and Sequence of Construction Activity

Instructions:

- Briefly describe the nature of the construction activity and approximate time frames.
- Enter the function of the construction activity and Project Start/Completion Dates at the bottom.
- For additional guidance, refer to the current effective Kansas Construction General Permit (CGP).²

² The KDHE NPDES Stormwater Runoff from Construction Activities General Permit.

Describe the general scope of the work for the project, major phases of construction, etc.

Residential	Commercial	Industrial	Road Construction	Linear Utility
Other (please specify):				
Estimated Project Start Date:				
Estimated Project Completion Date:				

1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

Instructions:

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps.

Soil type(s):

Slopes (describe current slopes and note any changes due to grading or fill activities):

Drainage Patterns (describe current drainage patterns and note any changes due to grading or fill activities):

Vegetation:

Other:

1.5 Construction Site Estimates

Instructions:

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction.
- Calculate the runoff coefficients before and after construction.

The following are estimates for the construction site.

Project area:	acres
Construction site area to be disturbed:	acres
Percentage impervious area before construction:	%
Runoff coefficient before construction:	--
Percentage impervious area after construction:	%
Runoff coefficient after construction:	--

1.6 Receiving Waters

Instructions:

- List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes and wetlands. Describe each as clearly as possible, such as *Mill Creek, a tributary to the Little Arkansas River*, and so on.
- Indicate the location of all waters, including wetlands, on the site map.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.
- If any of the waterbodies above are impaired and/or subject to Total Maximum Daily Loads (TMDLs), please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- More information can be found on the Kansas TMDL webpage.³

³ www.kdheks.gov/tmdl/

Description of receiving waters:

Description of storm sewer systems:

Description of impaired waters or waters subject to TMDLs:

Other:

1.7 Site Features and Sensitive Areas to be Protected

Instructions:

- Describe unique site features including streams, stream buffers, defined drainage course buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe existing vegetation that shall be preserved where practical.
- Describe measures to protect these features.
- Include these features and areas on your site maps.

Description of unique features that are to be preserved:

Describe measures to protect these features:

1.8 Potential Sources of Pollution

Instructions:

- Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.

Potential sources of sediment to stormwater runoff:

Potential pollutants and sources, other than sediment, to stormwater runoff:

Trade Name Material	Stormwater Pollutants	Location

Potential pollutants and sources, other than sediment, to stormwater runoff:

Trade Name Material	Stormwater Pollutants	Location

1.9 Endangered Species Certification

Instructions:

- Before beginning construction, send an Action Permit application to KDWP to determine whether endangered species are on or near your site.
- If endangered species or critical habitats are found, create a mitigation plan and obtain Action Permit approval based on the plan.
- Attach the Action Permit in Attachment 10.

1.10 Historic Preservation

Instructions:

- For federally funded projects, federally permitted projects, or projects within 500' of a historic structure, coordinate with the State Historic Preservation Officer (SHPO) to determine whether a project will require archaeological investigation.
- Perform investigations as needed and work with SHPO to meet state requirements and obtain a clearance letter.
- Add clearance letter to Attachment 10 if required by federal involvement.
- More information can be found at the Kansas historic preservation office website.⁴

⁴ www.kshs.org/resource/shpohome.htm

1.11 Applicable Federal, Tribal, State or Local Programs

Instructions:

- Note other applicable federal, tribal, state or local soil and erosion control and stormwater management requirements that apply. Attach needed permits in Attachment 10. Some that may apply include:
 - Corps Section 404 permit;
 - KDHE underground injection control permit;
 - KDA Water Structures Program Permits for:
 - bridges, culverts;
 - weirs;
 - low-water crossings;
 - dams;
 - intake/outfall structures;
 - boat ramps;
 - pipeline/cable crossings;
 - grassed waterways;
 - channel change; and
 - levees.
 - placement of fill within the floodplain (above and beyond FEMA)
 - gravel/sand dredging

Additional permits required:

1.12 Site Maps, Grading Plans and Erosion Prevention and Sediment Control (EPSC) Plans

Instructions:

- Attach site maps. For most projects, a series of site maps is recommended. The first should show the undeveloped site and its current features on a topographic map. Additional maps should be created to show the major phases of development.

These maps should include the following:

- Direction(s) of stormwater flow and approximate slopes before and after major grading activities;
- Areas and timing of soil disturbance;
- Areas that will not be disturbed;
- Natural features to be preserved;
- Locations of major structural and non-structural BMPs identified in the SWPPP;
- Locations and timing of stabilization measures;
- Locations of off-site material, waste, borrow, or equipment storage areas;
- Locations of all waters, including wetlands;
- Locations where stormwater discharges to a surface water;
- Locations of storm drain inlets; and
- Areas where final stabilization has been accomplished.
- For more information, see SWPPP Guide, Chapter 3.

Include the site maps in Attachment 1, include the grading and EPSC plans in Attachment 2, and provide text describing the BMPs in Section 2.

SECTION 2: EROSION PREVENTION AND SEDIMENT CONTROL BMPs

Instructions:

- Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified, do the following:
 - ✓ Clearly describe appropriate control measures and the site and physical conditions that must be met for effective use of BMP.
 - ✓ Describe the general sequence during the construction process in which the measures will be implemented.
 - ✓ Describe the maintenance and inspection procedures that will be used for that specific BMP.
 - ✓ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
 - ✓ Identify staff responsible for maintaining BMPs.
 - ✓ If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.
 - ✓ Identify what site conditions must be met before removal of the BMP, for temporary BMPs.
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
 - 2.1 *Minimize disturbed area and protect natural features and soil*
 - 2.2 *Phase Construction Activity*
 - 2.3 *Control Stormwater flowing onto and through the project*
 - 2.4 *Stabilize Soils*
 - 2.5 *Protect Slopes*
 - 2.6 *Protect Storm Drain Inlets*
 - 2.7 *Establish Perimeter Controls and Sediment Barriers*
 - 2.8 *Retain Sediment On-Site and Control Dewatering Practices*
 - 2.9 *Establish Stabilized Construction Exits*
 - 2.10 *Additional BMPs*
- Note the location of each BMP on your EPSC plans.
- All plans shall include the applicable standard plan sheets for soil erosion BMPs as follows:
 - Subdivision BMPs – for all subdivision projects
 - Street Improvement BMPs – for all projects that impact streets
 - Soil erosion BMPs – for all projects
- For more information, see *SWPPP Guide*, Chapter 4 and the National Menu of BMPs at <http://www.epa.gov/npdes/stormwater/menufbmps>

2.1 **Minimize Disturbed Area and Protect Natural Features and Soil**

Instructions:

- Describe the areas that will be disturbed with each phase of construction and the methods (e.g., signs, fences) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your EPSC plans.
- For more information see EPA's *Preserving Natural Vegetation BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/perserve_veg

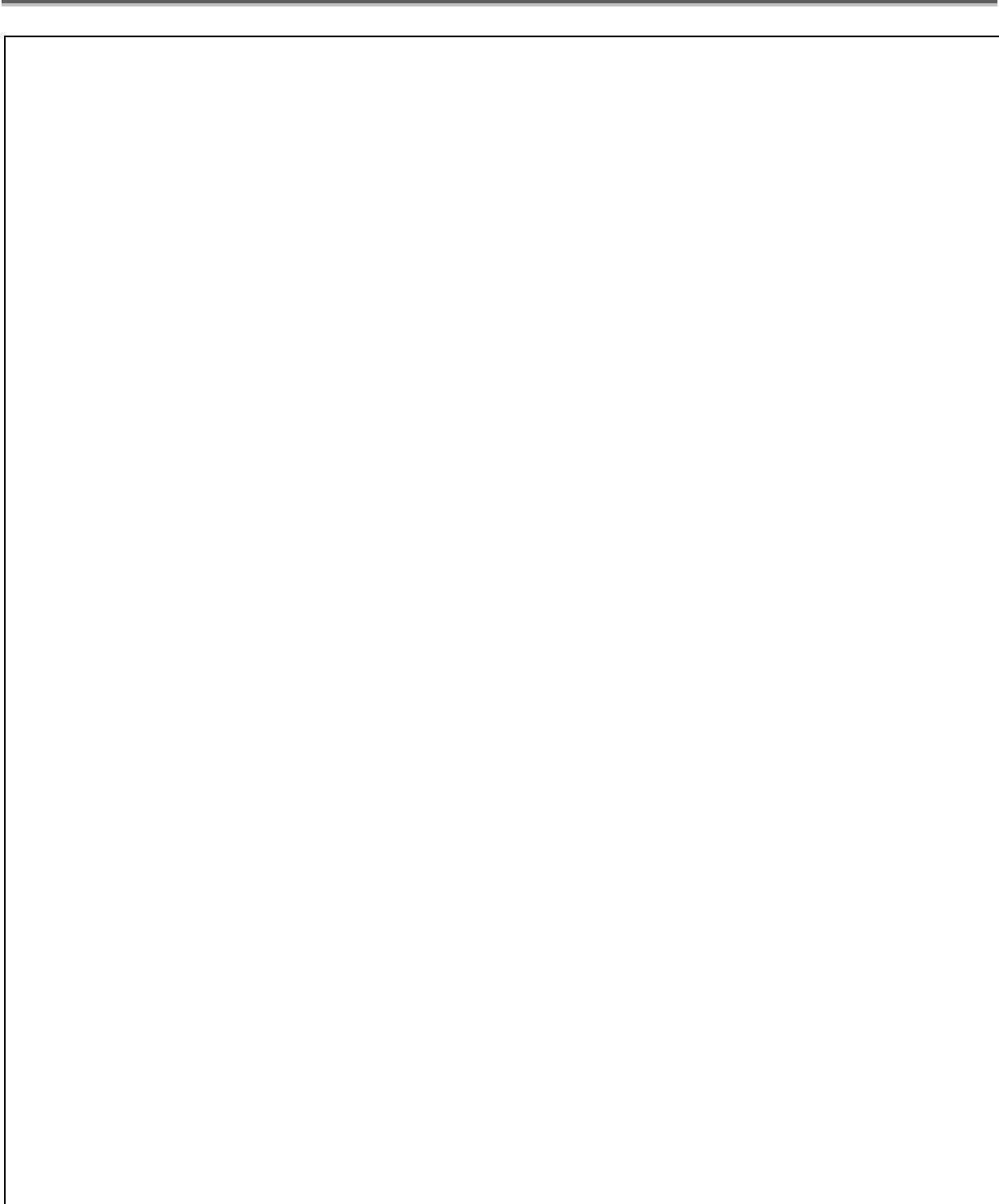
A large, empty rectangular box with a thin black border, occupying the central portion of the page below the instructions. It is intended for the user to write or draw their response to the instructions.

2.2 Phase Construction Activity

Instructions:

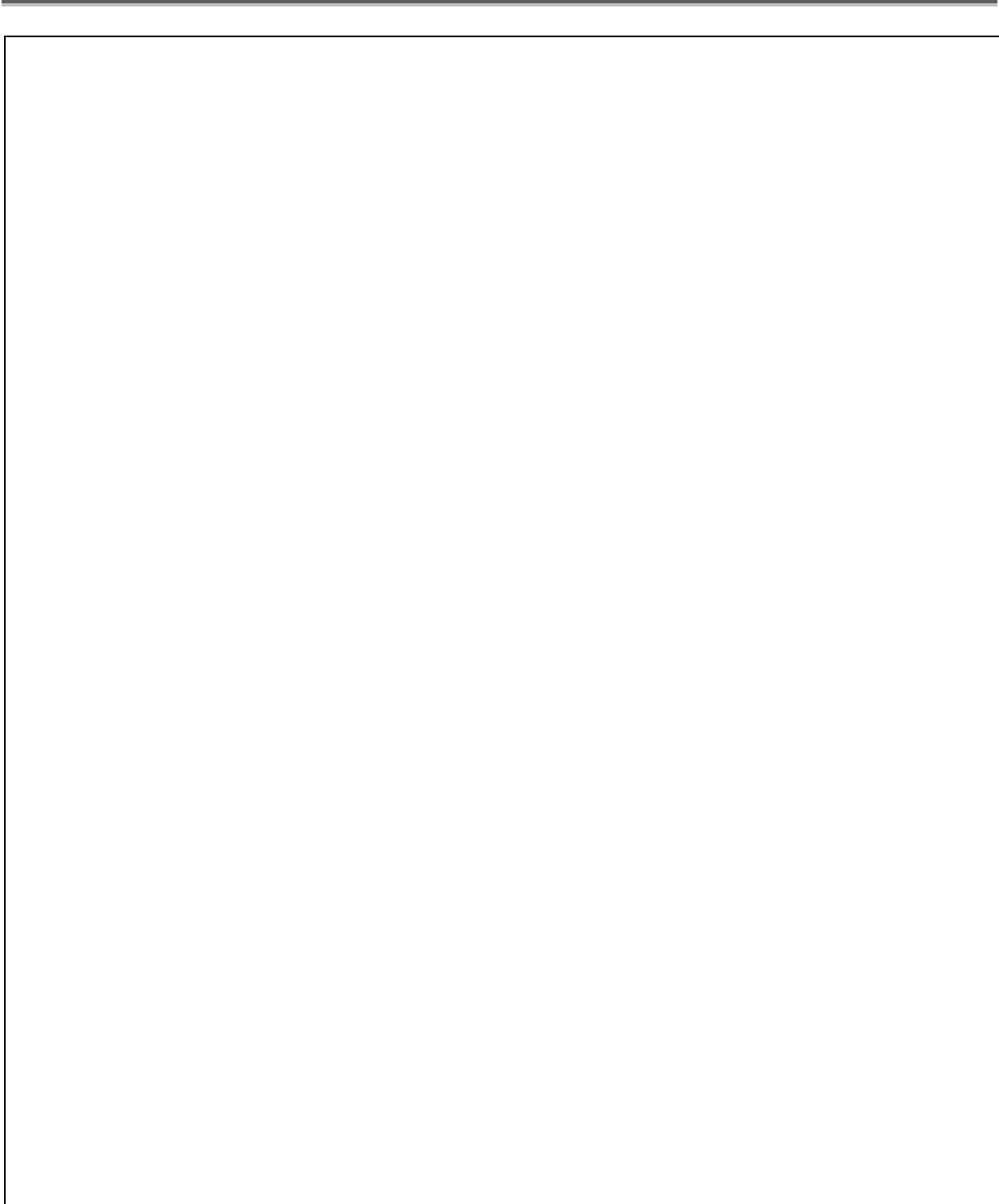
- Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, describe opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (i.e., during the dry or less windy season).
- It might be useful to develop a separate, detailed site map for each phase of construction.
- Also, see EPA's *Construction Sequencing BMP Fact Sheet* at:
http://www.epa.gov/npdes/stormwater/menufbmps/construction/cons_seq
- For each Phase please include the following information:
 - General description
 - Duration (start and end dates)
 - List of BMPs to be installed during that phase
 - Describe what site conditions need to be met before BMP can be removed.
 - Temporary stabilization
 - Final stabilization

Phase 1:



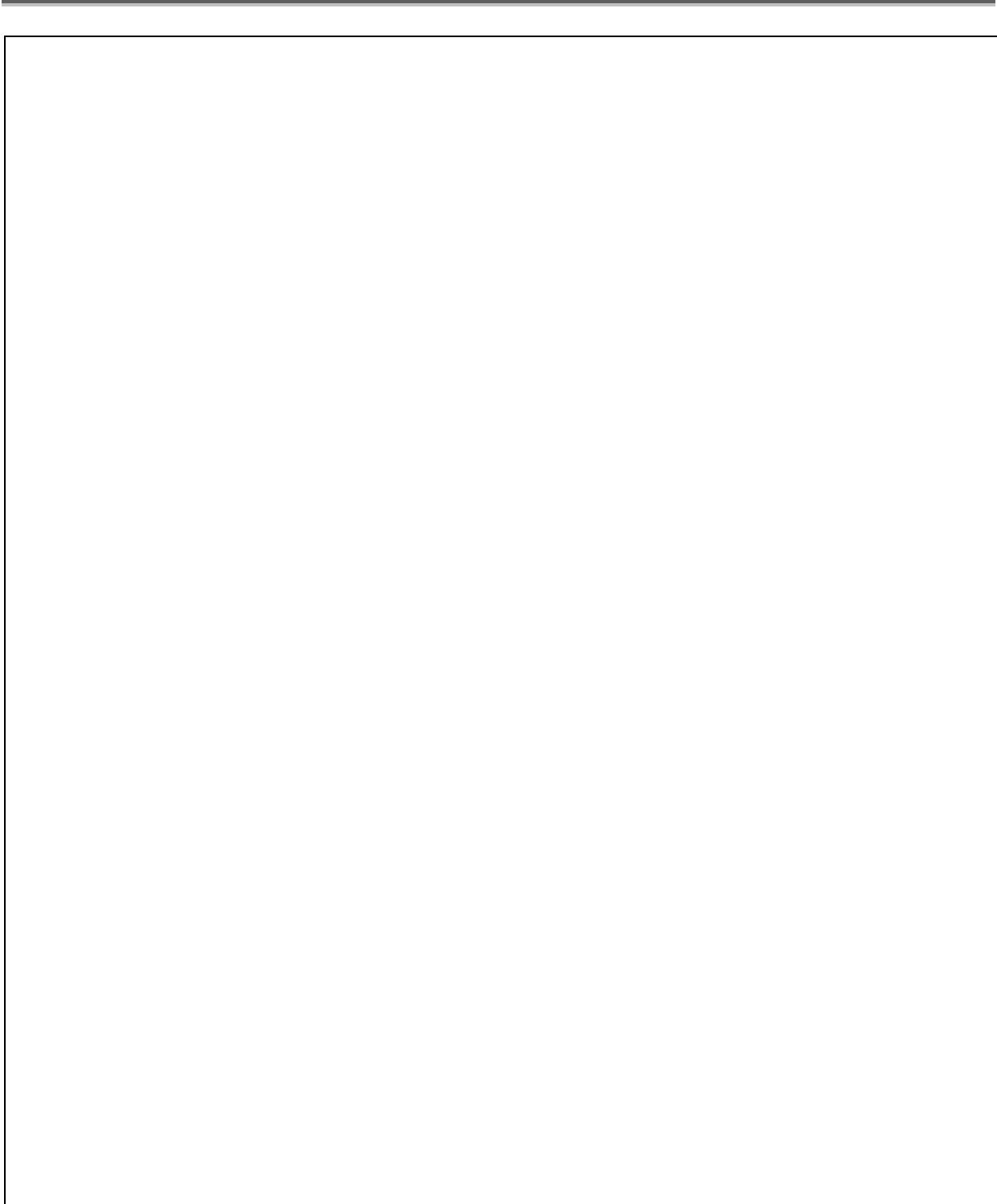
Repeat as needed

Phase 2:



Repeat as needed

Phase 3:



Repeat as needed

2.3 Control Stormwater Flowing onto and through the Project

Instructions:

- Describe structural practices (e.g., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site.
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁶.

⁶ Refer to Section 7.2.4 of the Kansas Construction Permit (CGP)

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Repeat as needed

2.4 Stabilize Soils

Instructions:

- Describe controls (e.g., interim seeding with native vegetation, hydro seeding) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Avoid using impervious surfaces for stabilization whenever possible.
- Any exposed soil area shall be stabilized any time earth moving activities cease in the area for one month or more.
- Track major grading operations and stabilization on the form in Attachment 9.
- Also, see EPA's *Seeding BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/seeding
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁵.

⁵ Refer to Section 7.2.3 of the Kansas Construction Permit (CGP)

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Responsible Staff	

Repeat as needed

2.5 Protect Slopes

Instructions:

- Describe controls (e.g., erosion control blankets, tackifiers) including design specifications and details that will be implemented to protect all slopes.
- Also, see EPA's *Geotextiles BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/geotextiles
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁵.

⁵ Refer to Section 7.2.3 of the Kansas Construction Permit (CGP)

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Maintenance and Inspection	
Responsible Staff	

Repeat as needed

2.6 Protect Storm Drain Inlets

Instructions:

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire project.
- Also, see EPA's *Storm Drain Inlet Protection BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/storm_drain
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁶.

⁶ Refer to Section 7.2.4 of the Kansas Construction Permit (CGP)

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Repeat as needed

2.7 Establish Perimeter Controls and Sediment Barriers

Instructions:

- Describe structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site.
- Also, see EPA's *Silt Fence BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/silt_fences or *Fiber Rolls BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/fiber_rolls
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁶.

⁶ Refer to Section 7.2.4 of the Kansas Construction Permit (CGP)

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Responsible Staff	

Repeat as needed

2.8 Retain Sediment On-Site

Instructions:

- Describe sediment control practices (e.g., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site.
- Sedimentation basins are required for projects draining 10 or more acres of disturbed land. Show calculations to provide wet storage volume of 3,600 cubic feet per acre.
- No more than 20% of the sediment basins capacity shall be taken up with sediment.
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁷.

⁷ Refer to Section 7.2.5 of the Kansas Construction Permit (CGP)

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Responsible Staff	

Repeat as needed

2.9 Establish Stabilized Construction Exits

Instructions:

- Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediments and discharges to stormwater.
- Also, see EPA's *Construction Entrances BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/cons_entrance
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁵.

⁵ Refer to Section 7.2.3 of the Kansas Construction Permit (CGP)

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BMP Description →	
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Responsible Staff	

Repeat as needed

2.10 Additional BMPs

Instructions:

- Describe additional BMPs that do not fit into the above categories.
- For additional guidance, refer to the Kansas Construction General Permit (CGP)⁸.

⁸ Refer to Section 7.2.7 of the Kansas Construction Permit (CGP)

BMP Description →	
Installation Schedule	
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Responsible Staff	

BMP Description →	
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Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

Repeat as needed

SECTION 3: GOOD HOUSEKEEPING BMPs

Instructions:

- Describe the key good housekeeping and pollution prevention measures that will be implemented to control pollutants in stormwater.
- Categorize each good housekeeping and pollution prevention BMP under one of the following eight categories:
 - 3.1 *Material Handling and Waste Management*
 - 3.2 *Establish Proper Building Material Staging Areas*
 - 3.3 *Designate Washout Areas*
 - 3.4 *Establish Proper Equipment/Vehicle Fueling and Maintenance Practices*
 - 3.5 *Control Equipment/Vehicle Washing*
 - 3.6 *Spill Prevention and Control Plan*
 - 3.7 *Additional BMPs*
 - 3.8 *Allow Non-Stormwater Discharge Management*
- For more information or ideas on BMPs, see EPA's National Menu of BMPs at:
<http://www.epa.gov/npdes/stormwater/menufbmps>
- For additional guidance, refer to the Kansas Construction General Permit (CGP) ⁸.

⁸ Refer to Section 7.2.7 of the Kansas Construction Permit (CGP)

3.1 *Material Handling and Waste Management*

Instructions:

- Describe measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA.
- Also, see EPA's *General Construction Site Waste Management BMP Fact Sheet* at:
www.epa.gov/npdes/stormwater/menufbmps/construction/cons_wasteman

BMP Description →	
Installation Schedule	
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Responsible Staff	

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Maintenance and Inspection	
Responsible Staff	

Repeat as needed

3.2 Establish Proper Building Material Staging Areas

Instructions:

- Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to stormwater.

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

3.3 Designate Washout Areas

Instructions:

- Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, paint, stucco, and so on.
- Also, see EPA's *Concrete Washout BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/concrete_wash

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

Instructions:

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, and spill kits).
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/vehicle_maintain

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

3.5 Control Equipment/Vehicle Washing

Instructions:

- Describe equipment/vehicle washing practices that will be implemented to control pollutants to stormwater.
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at: www.epa.gov/npdes/stormwater/menufbmps/construction/vehicle_maintain

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

3.6 Spill Prevention and Control Plan

Instructions:

- Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.
- Also, see EPA's *Spill Prevention and Control Plan BMP Fact sheet* at:
www.epa.gov/npdes/stormwater/menufbmps/construction/spill_control

3.7 Additional BMPs

Instructions:

- Describe any additional BMPs that do not fit into the previous categories. Indicate the problem they are intended to address.

BMP Description →
Installation Schedule
Maintenance and Inspection
Responsible Staff

BMP Description →
Installation Schedule
Maintenance and Inspection
Responsible Staff

BMP Description →
Installation Schedule
Maintenance and Inspection
Responsible Staff

BMP Description →
Installation Schedule
Maintenance and Inspection
Responsible Staff

Repeat as needed

3.8 Allowable Non-Stormwater Discharge Management

Instructions:

- Identify all allowable sources of non-stormwater discharges that are not previously identified. The allowable non-stormwater discharges include:
 - ✓ A discharge or flow resulting from emergency fire fighting;
 - ✓ A discharge or flow of fire protection water that does not contain oil or hazardous substances or materials;
 - ✓ A discharge or flow resulting from waters used to wash vehicles where detergents are not used;
 - ✓ A discharge or flow resulting from waters used to control dust in accordance with EPA's CGP;
 - ✓ A discharge or flow from a potable water source not containing any harmful substance or material from the cleaning or draining of a storage tank or other container;
 - ✓ A discharge or flow resulting from waters in routine external building wash down that does not use detergents;
 - ✓ A discharge or flow from water used in street washing that is not contaminated with any soap, detergent, degreaser, solvent, emulsifier, dispersant, or any other harmful cleaning substance;
 - ✓ A discharge or flow from air conditioning condensation that is unmixed with water from a cooling tower, emissions scrubber, emissions filter, or any other source of pollutant;
 - ✓ A discharge or flow from a diverted stream flow or natural spring;
 - ✓ Uncontaminated discharge or flow from a foundation drain, crawl space pump, footing drain, or sump pump;
 - ✓ Uncontaminated excavation dewatering; and
 - ✓ A discharge or flow from lawn watering, landscape irrigation, or other irrigation water.
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.

List allowable non-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

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Maintenance and Inspection	
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Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

Repeat as needed

SECTION 4: POST-CONSTRUCTION BMPs

Instructions:

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs including the following:
 - Biofilters
 - Detention/retention devices
 - Earth dikes, drainage swales, and lined ditches
 - Infiltration basins
 - Porous pavement
 - Other proprietary permanent structural BMPs
 - Outlet protection/velocity dissipation devices
 - Slope protection
 - Vegetated strips and/or swales
- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low-impact designs or smart growth considerations have been incorporated into the design.
- For any structural BMPs, you should have design specifications and details and refer to them. Attach them as appendices to the SWPPP or include the appropriate information within the text of the SWPPP.

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

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Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

Repeat as needed

SECTION 5: INSPECTIONS

5.1 *Inspections*

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be used.
- Inspections shall take place at least once weekly and within 24 hours following a $\frac{1}{2}$ " or greater rain event.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- Inspections should include BMPs in areas that have not been fully stabilized and locations where runoff leaves the site.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log described in Part 5.3 below.
- Also, see inspection form in Attachment 5.
- Inspection reports shall be kept on-site or at a disclosed location with the NOI.
- State requirements for inspection documentation include:
 - Inspector's name
 - Date of Inspection
 - BMP effectiveness
 - Actions to correct deficiencies
 - Areas where construction operations have permanently or temporarily stopped.
 - Observations of stormwater discharge locations with respect to the effectiveness of the upgradient BMPs.
 - Signature of Inspector
- For additional guidance, refer to the Kansas Construction General Permit (CGP) ⁹.

⁹ Refer to Section 7.2.8 of the Kansas Construction Permit (CGP)

1. ***Inspection Personnel:*** Identify the person(s) who will be responsible for conducting inspections and describe their qualifications:

2. Inspection Schedule and Procedures: Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after rain events, spot inspections):

3. Addressing Problems: Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections:

Attach a copy of the inspection report you will use for your site in Attachment 5.

5.2 Delegation of Authority

Instructions:

- Attach a copy of the signed KDHE contractor certification form for each contractor responsible for the installation, operation or maintenance of any BMP in Attachment 8.
- On the form, identify the individual(s) or specifically describe the position and title of the person that the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.

5.3 Corrective Action Log

Instructions:

- Attach corrective action logs in Attachment 6. This log should describe repair, replacement, and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

SECTION 6: RECORDKEEPING

6.1 *Recordkeeping*

Instructions:

- The following is a list of records you should keep at your project site for inspectors to review:
 - Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3)
 - A copy of the construction general permit (Attachment 3)
 - The signed and certified NOI form or permit application form (Attachment 4)
 - A copy of the NOC from KDHE (Attachment 4)
 - Inspection reports (Attachment 5)
 - Records relating to endangered species and historic preservation (Attachment 10)

6.2 *Log of Changes to the SWPPP*

Instructions:

- Attach a log of changes to the SWPPP in Attachment 7. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, updates to site maps, and so on.

6.3 *Training*

Instructions:

- Training staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for general staff, for those with specific stormwater responsibilities (e.g. installing, inspecting and maintaining BMPs), and for subcontractors.
- Include dates, individual responsible for the training, number of attendees and length of training.
- Also provide a description of the training conducted:
 - General stormwater and BMP awareness training for staff and subcontractors.
 - Detailed training for staff and subcontractors with specific stormwater responsibilities.

SECTION 7: FINAL STABILIZATION

Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site.
- Update your site plans to indicate areas that have achieved final stabilization.
- All final stabilization BMP's shall be permanent.
- For additional guidance, refer to the Kansas Construction General Permit (CGP) ⁶.

⁶ Refer to Section 7.2.4 of the Kansas Construction Permit (CGP)

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

BMP Description →	
Installation Schedule	
Maintenance and Inspection	
Responsible Staff	

Repeat as needed

SECTION 8: PROJECT COMPLETION

Instructions:

- The permittee shall notify KDHE of the project completion by submitting a Notice of Termination (NOT). The permittee shall sign the NOT and mail it to KDHE.
- When the soil disturbing activities are complete, and the final stabilization has been achieved, the permittee can terminate coverage under this general permit by submitting the NOT. The project is considered to be stabilized when perennial vegetation, pavement, buildings, or structures using man-made materials cover all areas which have been disturbed. Vegetation must have a density of at least 70 percent of disturbed areas at the site.
- For subdivision development projects, termination of coverage can be requested after three years, provided the entire subdivision is stabilized and the rate of home construction disturbs less than one (1.0) acre per year or less than one (1.0) acre of land remains to be developed.

SECTION 9: CERTIFICATION AND NOTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and permit authorization letter received from EPA or the state in Attachment 4.
- For more information see the Kansas CGP.

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.

Name: _____ Title: _____

Signature: _____ Date: _____

Repeat as needed for multiple construction operators at the site

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Attachment 1 – Site Location Map

Attachment 2 – Plan Set – Under Separate Cover

Attachment 3 – Construction General Permit

Attachment 4 – NOI and NOC

Attachment 5 – Inspection Reports

Attachment 6 – Corrective Action Log

Attachment 7 – SWPPP Amendment Log

Attachment 8 – Contractor Certifications Form

Attachment 9 – Grading and Stabilization Activities Log

Attachment 10 – Additional Information (i.e., Endangered Species and Historic Preservation Documentation, etc.)

Attachment 11 – NOT Form

Attachment 1: Site Location Map

Attachment 2: Plan Set (Under Separate Cover)

Attachment 3: Construction General Permit

Insert CGP PDF Here

Attachment 4: NOI and COC

Attachment 5: Inspection Reports

Attachment 6: Corrective Action Log

Project Name: _____

SWPPP Contact: _____

Attachment 7: SWPPP Amendment Log

Project Name: _____

SWPPP Contact: _____

Attachment 8: Contractor Certification Forms



CONTRACTOR'S CERTIFICATION FORM

For Discharge of Stormwater Runoff from Construction Activities
In accordance with the Kansas Water Pollution Control General Permit
Under the National Pollutant Discharge Elimination System

This form is to be completed by each Contractor responsible for installation, operation, or maintenance of any construction stormwater best management practices (BMPs) necessary to complete the requirements of the Stormwater Pollution Prevention Plan. This completed form must be included in, or kept with, the Stormwater Pollution Prevention Plan for the site identified below.

I certify under penalty of law that I understand the terms and conditions of the Kansas Water Pollution Control general permit that authorizes the stormwater discharges associated with construction activity from the construction site identified below, and the Stormwater Pollution Prevention Plan prepared for the project.

Name of Project: _____

City: _____ County: _____ State: KS

Kansas Water Pollution Control General Permit No. S-MCST-0701-1

Kansas Permit No. _____ Federal Permit No. _____

Contractor Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Project Responsibilities: _____

Contractor's Signature: _____ Date: _____

Name (typed or printed): _____

Attachment 9: Grading and Stabilization Activities Log

Project Name: _____

SWPPP Contact: _____

Date Grading Activity Initiated	Description of Grading Activity	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date Stabilization Measures are Initiated	Description of Stabilization Measure and Location

Attachment 10: Additional Information (i.e., Endangered Species and Historic Preservation Documentation, etc.)

Attachment 11: NOT Form



NOTICE OF TERMINATION FORM (NOT)

To Relinquish the Authorization to Discharge
Stormwater Runoff from Industrial Activity
from the Industrial Facility Described Herein.

Kansas Water Pollution Control General Permit No. S-ISWA-0507-1

Submission of this Notice of Termination (NOT) constitutes notice that the party identified in Section I of this form relinquishes authorization for coverage under the Kansas Water Pollution Control general permit, or KDHE authorized successors, issued for Stormwater Runoff from Industrial Activity in the State of Kansas. Submission of this Notice of Termination to KDHE relinquishes the permittee's authorization to discharge stormwater associated with industrial activity at the industrial facility described herein. Completion of this NOT does not automatically relieve the former permittee of any civil, criminal and/or administrative penalties.

Coverage is terminated when the Kansas Department of Health and Environment (KDHE) receives a complete NOT. For transfer of ownership, coverage is terminated when KDHE receives a complete NOT and a complete NOTO for the industrial facility, and KDHE authorizes the transfer. To be considered complete, the NOT and the NOTO must be signed by the relinquishing permittee or a duly authorized representative of the relinquishing permittee, and must include the permit number assigned to the industrial facility. The new permittee or duly authorized representative must also sign the NOTO. KDHE will notify any permittee whose NOT is incomplete, deficient or denied.

Certification

I certify under penalty of law that all authorized discharges of stormwater associated with industrial activity at the industrial facility described herein have been eliminated; or the permittee named herein is no longer the owner or operator of this industrial facility. I understand that by submitting this Notice of Termination, I am no longer authorized under the general NPDES permit S-ISWA-0507-1 to discharge stormwater associated with industrial activity at this industrial facility. I understand that discharging pollutants in stormwater associated with industrial activity to waters of the State is unlawful under K.S.A. 65-164 and 65-165 and the Clean Water Act without authorization by a valid Kansas Water Pollution Control Permit. I understand that by submitting this Notice of Termination, I am not released from liability for any violations of the general NPDES permit S-ISWA-0507-1, K.S.A. 65-164 and 65-165, the Kansas Surface Water Quality Standards (K.A.R. 28-16-28 et seq.), or the Clean Water Act. When ownership of the entire industrial facility is being transferred, I understand that the transfer of permit responsibilities is effective when KDHE confirms the transfer. *I also hereby certify that I am authorized to sign this Notice of Termination as a representative of the permittee named herein.*

Please Print or Type.

Name of Industrial Facility: _____

Address: _____ City: _____ County: _____ State: KS Zip Code: _____

Kansas Permit No. _____ Federal Permit No. _____

Print Name: _____ Date: _____

Signature: _____ E-mail address: _____

This Notice of Termination is being submitted because:

- The industrial facility is inactive/abandoned and no longer has stormwater discharges from the facility that meet the definition of stormwater discharges associated with industrial activity. No significant materials remain at the site and production has ceased. (See Part 1.8 of the general NPDES permit).
- Ownership of the site has changed. [The relinquishing permittee shall submit an NOT and a copy of the Notice of Transfer of Ownership (NOTO).]

Submit the NOT (and NOTO if applicable) with original signature to:

KDHE Contact Information

Kansas Department of Health and Environment
Bureau of Water, Industrial Programs Section
1000 SW Jackson, Suite 420
Topeka, KS 66612 - 1367

Phone: (785) 296-5545
e-mail: stormwater@kdhe.state.ks.us