 **Construction Site Stormwater Pollution Prevention** ITD 2959 (Rev. 02-14)

 **Plan (SWPPP) Review Checklist** itd.idaho.gov

 Idaho Transportation Department

This checklist is written to provide a summary of findings from a Stormwater Pollution Prevention Plan (SWPPP) field review during construction. The purpose of this checklist is to provide findings and suggestions regarding SWPPP and Construction General Permit (CGP) compliance at the time of field review. The checklist was developed as a tool to provide findings in a consistent way to all projects reviewed.

Although this checklist is intended to reflect EPA’s requirements for an acceptable SWPPP, all responsibility for a complete SWPPP remains with the Operator. The use of this checklist does not guarantee compliance with the CGP for stormwater discharges from construction activities. **This findings checklist serves as a guidance document only. A full description of the required contents of the SWPPP and CGP requirements may be found in the current EPA Construction General Permit, issued in Idaho on April 9, 2012.**

ITD requires that the SWPPP format follow the ITD SWPPP Template which contains much of the same information as the EPA’s SWPPP template, but contains more ITD specific information. It can be downloaded from ITD’s Stormwater Management Plan website at <http://itd.idaho.gov/enviro/Stormwater/default.htm>

This SWPPP review checklist contains the following information:

* CGP Citation Column - indicates where the particular requirement can be found in the 2012 CGP
* CGP and/or SWPPP Requirement Column - notes where the requirement can be found in the ITD SWPPP Template (ITD form 2950)
* Information is Present Column - indicates whether the SWPPP adequately addresses the permit requirements, or whether it is applicable to the project/SWPPP
* Deficiencies Noted or Recommendations Column - provides information on missing information or recommended changes or additions to what is in the SWPPP at the time the field review is completed
* Response to Noted Deficiencies or Recommendations Column – provides a space for the SWPPP designer to respond to the reviewers’ noted deficiencies or recommendations. The designer can indicate what action was taken, or if they disagree with the noted deficiencies or recommendations, the designer can indicate why.

**Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Key Number | District Number | Date ITD NOI Became Active | Date of Compliance Review |
|       |       |       |       |
| Staff Present at Review | Headquarters Environmental |       | ITD District/ LHTAC |       | Prime Contractor |       |

**SWPPP Field Review Findings Summary**

| CGP Permit Citation | 2012 CGP and/or SWPPP Requirement | Information is Present | Deficiencies Noted or Recommendations | Response to Noted Deficienciesor Recommendations |
| --- | --- | --- | --- | --- |
|  |  | Y | N | NA |  |  |
| **SWPPP Section 2 – Contact Information/Responsible Parties/Stormwater Team Members** |
| 1.1.a7.1.17.2.17.2.4 | Identify all operators at the site, and the areas over which each operator has control. | [ ]  | [ ]  | [ ]  |       |       |
|  | Identify earth disturbing subcontractors. These subs should have signed a subcontractor certification (2954) in SWPPP Appendix G. | [ ]  | [ ]  | [ ]  |       |       |
|  | Identify the Stormwater Team for this project. | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 3 – Site Evaluation, Assessment, and Planning |
|  | 3.1 | Project/Site Information | [ ]  | [ ]  | [ ]  |       |       |
| 3.1-3.37.2.99.7 | 3.2 | Discharge information, receiving water status, and turbidity monitoring requirements if applicable. | [ ]  | [ ]  | [ ]  |       |       |
| 1.37.2.2 | 3.3 | Nature of construction activity | [ ]  | [ ]  | [ ]  |       |       |
| 7.2.5 | 3.4 | Construction sequencing | [ ]  | [ ]  | [ ]  |       |       |
| 1.3.d7.2.8 | 3.5 | Non-Stormwater Discharge Management | [ ]  | [ ]  | [ ]  |       |       |
| 7.2.6 | 3.6 | Site mapping requirements | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 4 – Documentation of Compliance with other Federal Requirements |
| 1.1.e7.2.14.1App. D | 4.1 | Endangered Species Protection | [ ]  | [ ]  | [ ]  |       |       |
| 1.1.f7.2.14.2App. E | 4.2 | Historic Preservation | [ ]  | [ ]  | [ ]  |       |       |
| 7.2.14.3 | 4.3 | Safe Drinking Water Act, Underground Injection Control Requirements | [ ]  | [ ]  | [ ]  |       |       |
|  | 4.4 | Other requirements or permits?404 permit? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 5 – Erosion and Sediment Controls |
| CGP Section 7.2.10, Others Below |
| 2.1.2.17.2.9App. G | 5.1 | Natural Buffers or Equivalent Sediment Controls | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.2.a2.1.2.2.b | 5.2 | Perimeter Controls | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.3 | 5.3 | Sediment Track-Out | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.4 | 5.4 | Stockpiled Sediment or Soil | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.5 | 5.5 | Minimize Dust | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.6 | 5.6 | Minimize Steep Slope Disturbance | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.7 | 5.7 | Preserve Topsoil | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.8 | 5.8 | Minimize Soil Compaction | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.2.9 | 5.9 | Storm Drain Inlets | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.3.1 | 5.10 | Stormwater Conveyance Channels | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.3.2 | 5.11 | Sediment Basins | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.3.3 | 5.12 | Chemical Treatment | [ ]  | [ ]  | [ ]  |       |       |
| 2.1.3.4 | 5.13 | Dewatering Practices | [ ]  | [ ]  | [ ]  |       |       |
|  | 5.14 | Additional Controls | [ ]  | [ ]  | [ ]  |       |       |
| 2.27.2.5.4 | 5.15 | Stabilization Practices | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 6 – Pollution Prevention – Good Housekeeping Standards |
| CGP Section 7.2.11, 7.2.7, Others Below |
| 7.2.7 | 6.1 | Potential Sources of Pollution | [ ]  | [ ]  | [ ]  |       |       |
| 2.3.49.7.1.8 | 6.2 | Spill Prevention and Response | [ ]  | [ ]  | [ ]  |       |       |
| 2.3.3.1 | 6.3 | Fueling and Maintaining Equipment or Vehicles | [ ]  | [ ]  | [ ]  |       |       |
| 1.32.3.3. | 6.4 | Washing Equipment and Vehicles | [ ]  | [ ]  | [ ]  |       |       |
| 2.3.3.3 | 6.5 | Storage, Handling, and Disposal of Construction Products, Materials, and Wastes | [ ]  | [ ]  | [ ]  |       |       |
| 2.3.3.4 | 6.6 | Washing Applicators and Containers used for Paint, Concrete, or other Materials | [ ]  | [ ]  | [ ]  |       |       |
| 2.3.3.32.3.5 | 6.7 | Fertilizers | [ ]  | [ ]  | [ ]  |       |       |
|  | 6.8 | Additional Pollution Prevention Practices | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 7 – Inspections, Corrective Actions, and SWPPP Modifications |
| 4.1.24.1.34.1.4 | 7.1 | Inspection Personnel and Procedures | [ ]  | [ ]  | [ ]  |       |       |
| 57.2.12 | 7.2 | Corrective Actions | [ ]  | [ ]  | [ ]  |       |       |
| 7.4 | 7.3 | SWPPP Modifications | [ ]  | [ ]  | [ ]  |       |       |
| App I.11 | 7.4 | Delegation of Authority | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |
| SWPPP Section 8 – Recordkeeping and Training |
| 67.2.13 | 8.1 | Training Requirements | [ ]  | [ ]  | [ ]  |       |       |
| 7.2.16 | 8.2 | Construction General Permit Inserted into SWPPP Appendix B | [ ]  | [ ]  | [ ]  |       |       |
| 7.2.16 | 8.3 | Notices of Intent  | [ ]  | [ ]  | [ ]  |       |       |
|  |  | EPA Acknowledgement Letters | [ ]  | [ ]  | [ ]  |       |       |
| 1.5 |  | NPDES Signage Requirements | [ ]  | [ ]  | [ ]  |       |       |
| SWPPP Section 9 – SWPPP Certification |
| App I.11 | SWPPP Signatures by all Operators meeting the requirements in CGP Appendix I | [ ]  | [ ]  | [ ]  |       |       |
| **SWPPP Appendices and Supporting Documentation** |
| App A – Site Maps/Drawings/Plan Sheets | [ ]  | [ ]  | [ ]  |       |       |
| App B – Copy of 2012 CGP | [ ]  | [ ]  | [ ]  |       |       |
| App C – All Operator NOIs (ITD/LHTAC, Local, Prime) | [ ]  | [ ]  | [ ]  |       |       |
|  All Operator EPA Acknowledgement Letters | [ ]  | [ ]  | [ ]  |       |       |
| App D – Blank ITD 2802 Inspection Form | [ ]  | [ ]  | [ ]  |       |       |
|  ITD Inspection Instructions and Procedures | [ ]  | [ ]  | [ ]  |       |       |
|  CGP Contract Special Provision | [ ]  | [ ]  | [ ]  |       |       |
| App E – Corrective Action Reporting Tables  (ITD 2953) | [ ]  | [ ]  | [ ]  |       |       |
|  SWPPP Modification Log (ITD 2955) | [ ]  | [ ]  | [ ]  |       |       |
|  Signature/Certification Sheets (ITD 2957) | [ ]  | [ ]  | [ ]  |       |       |
| App F – Stormwater Compliance Inspection Reports (ITD 2802) | [ ]  | [ ]  | [ ]  |       |       |
| App G – Subcontractor Certifications/Agreements  (ITD 2954) | [ ]  | [ ]  | [ ]  |       |       |
| App H – Grading and Stabilization Activities Log  (ITD 2956) | [ ]  | [ ]  | [ ]  |       |       |
| App I – SWPPP Training Log and Documentation  (ITD 2958) | [ ]  | [ ]  | [ ]  |       |       |
| App J – Contractor Delegation of Signature Authority  (ITD 2951) | [ ]  | [ ]  | [ ]  |       |       |
|  ITD Delegation of Signature Authority  (ITD 2952) | [ ]  | [ ]  | [ ]  |       |       |
| App K – Endangered Species Documentation | [ ]  | [ ]  | [ ]  |       |       |
| App L – Historic Properties Documentation | [ ]  | [ ]  | [ ]  |       |       |
| App M – Additional Tribal, State, or Local Program Information | [ ]  | [ ]  | [ ]  |       |       |
| App N – Turbidity Monitoring Records | [ ]  | [ ]  | [ ]  |       |       |
| App O –       | [ ]  | [ ]  | [ ]  |       |       |
| App P –       | [ ]  | [ ]  | [ ]  |       |       |
| Additional Comments or Notes: |
|       |

**For questions or comments on these findings, or to provide feedback or suggestions on the content or formatting of this document, contact ITD Headquarters Environmental.**