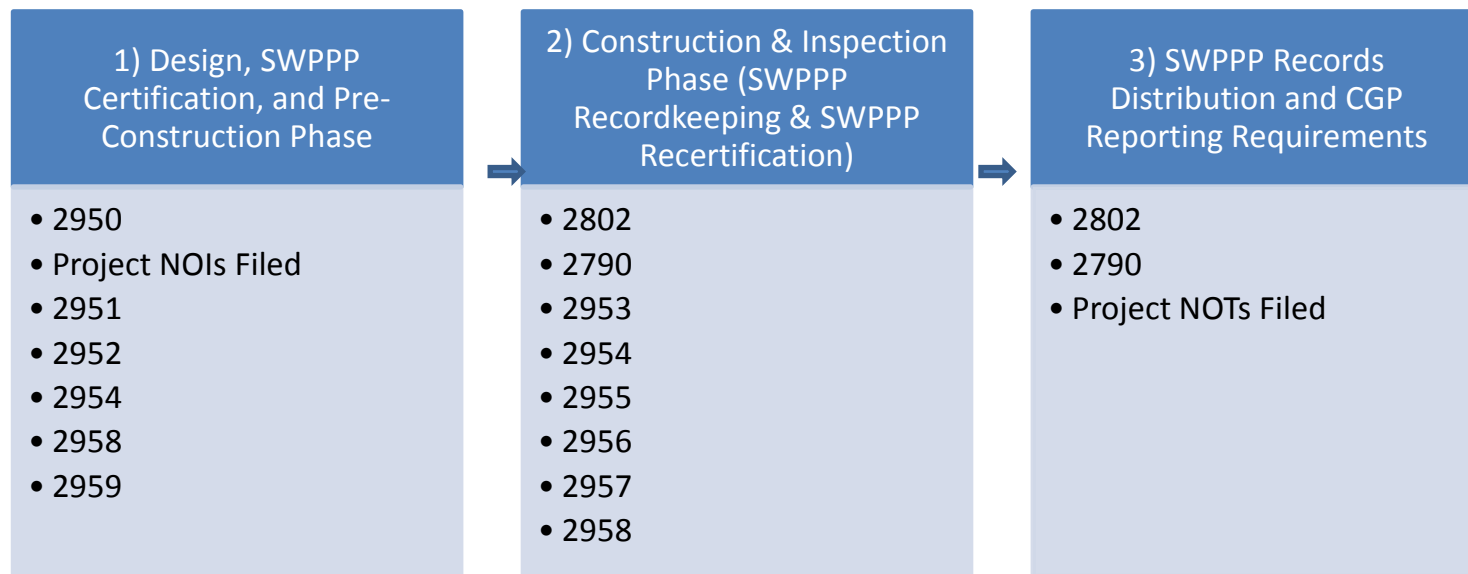


# Process Overview

## CGP SWPPP Management and Recordkeeping Requirements



### 1) Design, SWPPP Certification, and Pre-Construction Phase

- a. **2950** – ITD SWPPP Template. Used most recent version on all new Construction General Permit (CGP) projects.
- b. **Project NOIs** – Complete and filed electronically through EPA eNOI site after SWPPP is complete and signed by all operators.
  - i. Information on NOI must match information that is in the SWPPP. After 14 day waiting period, insert NOIs and EPA Acknowledgement Letters into SWPPP Appendices as required by CGP.
  - ii. Distribute NOIs and EPA Acknowledgement Letters to HQ ENV SWPPP inbox.

- c. **2951** – Prime Contractor or Local Entity Delegation of CGP Signature Authority. Use this form if someone other than the original SWPPP signer/certifier is going to be signing SWPPP recordkeeping documents.
  - i. This includes inspections, and corrective action reports, and SWPPP modifications.
  - ii. The Contractor’s Water Pollution Control Manager (WPCM) may be delegated signature authority for these signatory requirements.
- d. **2952** – ITD Delegation of CGP Signature Authority. Use this form if someone other than the original SWPPP signer/certifier is going to be signing SWPPP recordkeeping documents.
  - i. SWPPP and NOIs must be signed/certified by ITD DE or DEM.
  - ii. Signature authority for inspections, corrective action reports, and SWPPP modifications can be delegated down to the RE level.
- e. **2954** – Subcontractor Certification of SWPPP. Prime Contractor should use this form to document any subcontractor’s acceptance of SWPPP requirements as it pertains to the subcontractor’s operations on the project. These may be added throughout the project as different subs commence work on a project and are required to follow the SWPPP. The Prime ensures the SWPPP is followed by subs.
- f. **2958** – SWPPP Training Log. Use this form to document any on-site/tailgate project specific training completed before or during construction with subcontractors. This would likely accompany the 2954, Subcontractor Certification of SWPPP.
- g. **2959** – SWPPP Review Checklist.
  - i. This can be used during a final SWPPP review prior to filing NOIs. It can help the reviewer ensure that all components of the SWPPP are accounted for as submitted by the Prime prior to commencement of construction.
  - ii. Also can be used during construction as a review tool for inspectors or environmental staff. An EPA inspector would be looking for all the things on this checklist during an inspection.

**2) Construction & Inspection Phase (SWPPP Recordkeeping & SWPPP Recertification)**

- a. **2802** – ITD Stormwater Compliance Inspection Form. Used to comply with inspection requirements on all projects with CGP coverage.
  - i. 2802 must be signed by Inspector and/or WPCM within 24 hours of completing inspection, and certified by ITD and Contractors authorized representative as per the 2951 and 2952.
  - ii. If Contractor’s WPCM is delegated signature authority, he would sign the 2802 twice, once as co-inspector and once as certifier.
- b. **2790** – Notice of Potential Violation of CGP or Notice of Prohibited Discharge. Submit to Headquarters Environmental (HQ ENV SWPPP inbox) copying the Environmental Section Manager documentation of any discharges exceeding water quality standards and any prohibited discharges of pollutants, i.e. concrete washout, fuel, etc.
  - i. ITD is required to verbally report these to EPA within 24 hours of a reportable discharge.
  - ii. ITD is required to provide a written report within 5 days per the CGP.
- c. **2953** – Corrective Action Reporting Tables. This reporting requirement is per CGP Part 5.4. Enter required reporting documentation into the 24-hour (5.4.1) and 7-day (5.4.2) tables/reports when the 3 Corrective Action Report triggering conditions in Part 5.2.1 occur.

- d. **2954** – Subcontractor Certification of SWPPP. See 1.e above. Add if new subcontractor signs on to SWPPP during construction.
- e. **2955** – SWPPP Modification Log. Formerly referred to as SWPPP Amendment Log under the 2008 CGP. Same requirement, just a new name to be consistent with 2012 CGP Part 7.4.
  - i. Use this form to enter required documentation when the conditions in CGP Section 7.4.1 occur during construction.
  - ii. Most times this will accompany entries into the 2953, but not always.
- f. **2956** – Grading and Stabilization Activities Log. Use this form to document major grading and stabilization activities on the project.
  - i. Document how deadlines for stabilization requirements per CGP Part 2.2 are being met.
  - ii. If reducing inspection frequency for stabilized areas per CGP Part 4.1.4.1, provide supporting documentation here.
- g. **2957** – Signature Sheet for SWPPP Modifications and/or Corrective Action Reporting. Must be used if 2953 and/or 2955 are completed as the originally certified SWPPP has been changed and must be recertified by duly authorized representative.
  - i. This signature sheet gets distributed to the person with signature authority so the 2953 and 2955 can stay in the SWPPP at all times. A brief summary is provided so the signatory knows what changes or additions they are signing for. This signature sheet mostly supports what is entered into the 2953 & 2955.
  - ii. If someone other than the original SWPPP certifier is signing the 2957, they must be a duly authorized representative as described on the 2951 and 2952 in 1.c&d above.
- h. **2958** – SWPPP Training Log. See 1.f above. This is for project specific tailgate type training that may occur with a subcontractor.

### **3) SWPPP Records Distribution and Reporting Requirements**

- a. **2802** – ITD Stormwater Inspection Form. See 2.a above.
  - i. Uncertified copy should be kept in field SWPPP to document inspection completion.
  - ii. Once certified by ITD and Contractor, distribute through District Office and Contractor as required and to HQ ENV SWPP Inbox.
  - iii. Retain as part of SWPPP records for at least 3 years from when permit coverage expires or is terminated.
- b. **2790** – Notice of Potential Violation of CGP or Discharge Event. See 2.b above.
  - i. All reporting to EPA comes through ITD Headquarters Environmental Section.
- c. **Project NOTs filed** - Distribute NOTs to HQ ENV SWPPP inbox upon filing and acknowledgement from EPA.