



**C = Continual Improvement O = Obey All Regulations P = Prevent Pollution**

## **DOTA ENVIRONMENTAL CONSTRUCTION PROGRAM TRAINING HANDOUT 2012**

**Honolulu International Airport**

For more information visit the DOTA website:  
<http://hawaii.gov/dot/airports/doing-business/environmental/construction-site-runoff-control-program>

Be a ... C.O.P.!



**DOTA ENVIRONMENTAL  
CONSTRUCTION PROGRAM  
2012**

Honolulu International Airport

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Be a ... C.O.P.!



**INTRODUCTION**  
Mr. Ford Fuchigami  
Deputy Director - Airports



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**PURPOSE**

- Prevent pollutants from discharging from construction activities.
- Ultimately to ensure clean water for:
  - Our Use
  - Wildlife
  - Food
  - Economy - Visitors



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**APPLICABILITY**



Division / District Engineers Tenants
Design Consultants Construction Managers
Contractors Construction Workers

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**DEFINITIONS**

- Storm Water Runoff



- Non-Storm Water Runoff



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**DEFINITIONS**

- Erosion:
  - Process by which the land surface is worn away by the action of water or wind.



- Sedimentation:
  - Movement and settling out of suspended soil particles.

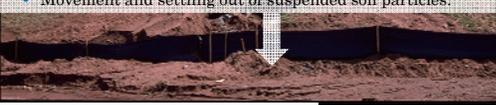


Photo Source: <http://jeffersonconservationdistrict.org/biochar.html>

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### DEFINITION

- Construction Project (DOTA environmental program definition)
  - Any activity which results in the **disturbance of land**.
    - Construction roads
    - Staging areas
    - Stockpiling
    - Grading
    - Demolition
    - Parking areas
- Best Management Practice – BMP
  - Practice or device used to mitigate the discharge of potential pollutants.



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### CONSTRUCTION IMPACTS

- Sediment is discharged at a rate of 20 to 1,000 times that of other land uses.
- Excess sedimentation may lead to:
  - Damage to Hawaii's coral reefs and other ocean wildlife.
  - Affect the economy through declining fish and tourism.
  - Lead to regulatory fines and clean-up costs.



Photo Source: Honolulu Advertiser. Source: Hawaii DOH presentation. Photo Source: Wikipedia

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### CONSTRUCTION IMPACTS

- Other common potential pollutants:
  - Vehicle fluids.
  - Lavatory waste.
  - Wastewater.
  - Asphalt and concrete waste.
  - Chemicals such as fuel, paint, and solvents.
  - Aggregate, metal, and wood products.
  - Solid wastes, including hazardous waste, rubbish, and green waste.



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### POST-CONSTRUCTION IMPACTS

Construction Activities.

Increased Impervious Surface.

Increased Storm Water Runoff.

Increased Pollutant Discharge.

Source: EPA 841-F-03-003

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### REGULATIONS

1. DOTA's Construction Program
  - <http://hawaii.gov/dot/airports/doing-business/environmental/construction-site-runoff-control-program>
2. NPDES Permits
  - Land Disturbance over 1 acre
  - Dewatering
  - Hydrotesting
3. Other Required Permits

1 Acre

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### DOTA ENVIRONMENTAL POLICY

- o Everyone working at the airport must be aware of the policy:

C

o Continual Improvement

O

o Obey Laws

P

o Prevent Pollution

Be a ... C.O.P.!

Note: A copy of the DOT Consent Decree may be found at: <https://docs.google.com/a/gotoetc.com/viewer?url=http://www.epa.gov/compliance/resources/decrees/civil/cwa/hawaiidot-cd.pdf>

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**DOTA CONSTRUCTION PROGRAM**  
Mr. Guy Ichinotsubo, P.E., LEED AP  
Airports Division Head Design Engineer



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**DOTA SWMPP**

- Storm Water Management Program Plan (SWMPP)
  - Section C – Construction Site Runoff Control Program
  - Section D – Post Construction Storm Water Management



- <http://hawaii.gov/dot/airports/doing-business/environmental/hnl-storm-water-program>
- <http://hawaii.gov/dot/airports/doing-business/engineering-policies-procedures>

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**SWMPP SECTION C - CONSTRUCTION**

- Appendix A – Construction BMP Field Manual
- Appendix B – Construction Process Flow Charts
- Appendix C – Design Review Checklist
- Appendix D – Construction Inspection Checklist
- Appendix E – Permit to Discharge into the State Airport Drainage System
- Appendix F – Forms for Sites Less Than One Acre



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**NOTIFICATION FORM FOR SITES  
LESS THAN ONE ACRE**  
Section C, Appendix F

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**SWMPP SECTION D –  
POST - CONSTRUCTION**

- Appendix A – Permanent Post-Construction Best Management Practices Field Manual
- Appendix B – Permanent Post-Construction Best Management Practices Checklist
- Appendix C – Retrofit Feasibility Study Scope
- Appendix D – Permanent Post-Construction Best Management Practices Handout




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**APPENDIX A – PERMANENT POST-  
CONSTRUCTION BMP FIELD MANUAL**

- **SOIL STABILIZATION**
  - PC1 PRESERVATION OF EXISTING VEGETATION
  - PC2 PERMANENT SEEDING AND PLANTING
  - PC3 MULCHING
  - PC4 GEOTEXTILES, MATS, AND EROSION CONTROL BLANKETS
  - PC5 VEGETATED BUFFER STRIPS AND CHANNELS
- **STORM WATER FLOW CONTROL**
  - PC6 EARTH DIKES, DRAINAGE SWALES, AND LINED DITCHES
  - PC7 SLOPE DRAINS AND SUBSURFACE DRAINS
  - PC8 TOP AND TOE OF SLOPE DIVERSION DITCHES/BERMS
  - PC9 OUTLET PROTECTION / VELOCITY DISSIPATION DEVICES
  - PC10 FLARED CULVERT END SECTIONS
  - PC11 SLOPE ROUGHENING / TERRACING / ROUNDING
  - PC12 LEVEL SPREADER
- **STORM WATER TREATMENT CONTROL**
  - PC13 INFILTRATION TRENCH
  - PC14 RETENTION BASIN
  - PC15 GREEN ROOFS
  - PC16 GREEN PARKING
  - PC17 ALTERNATIVE PAVERS
  - PC18 ALTERNATIVE WETLANDS
  - PC19 BIORETENTION
  - PC20 SAND FILTERS
  - PC22 OIL/GRIT SEPARATOR
  - PC23 CONTINUOUS DEFLECTIVE SEPARATION (CDS)

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### CONSTRUCTION PLAN REVIEW PROCESS

- Permanent BMPs must be considered for projects over 1 acre.
  - Meeting is required during design phase.
- Ensure permanent BMPs meet the DOTA identified performance goals.
  - 80% Total Suspended Solids removed.
- Consider continuing maintenance requirements.
  - Combine with LEED requirements.
  - Review Retrofit Feasibility Study.




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### PERMANENT POST-CONSTRUCTION BMP CHECKLIST

Section D, Appendix B

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### CONSTRUCTION PLAN REVIEW PROCESS

- Complete required paperwork:
  - SWMPP Section C and D Checklists (>1ac) or Notification Form (SWMPP Section C) (<1ac).
    - **Include construction plans with applicable BMPs.**
  - MS4 Connection Permit application (SWMPP Section C, Appendix E).
  - Required regulatory agency permit applications (i.e. NPDES, Army Corps permits, etc.).

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## CONSTRUCTION PLAN REVIEW PROCESS

- Route construction documents for approval.
  - Note: Documents may need to be corrected and re-routed based upon reviewer's comments.
- Common reasons plans are not approved:
  - SWMPP plan review forms not attached.
  - BMPs not adequate.
- Once all parties have reviewed the documents, the first NTP may be issued. 

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## RESPONSIBILITIES

- Designer
  - Draft plans including construction activities and post-construction BMPs.
  - Complete Airport review checklists.
    - (Section C, App C and Section D, App B) or Section C, App F.
  - All permit application paperwork.
    - Section C, App E, other regulatory permit applications such as NPDES, Army Corps permits, etc.
- Construction Manager / Contractor
  - Finalize permits and BMP plans.
  - Implement plans and BMPs.
  - Inspections.

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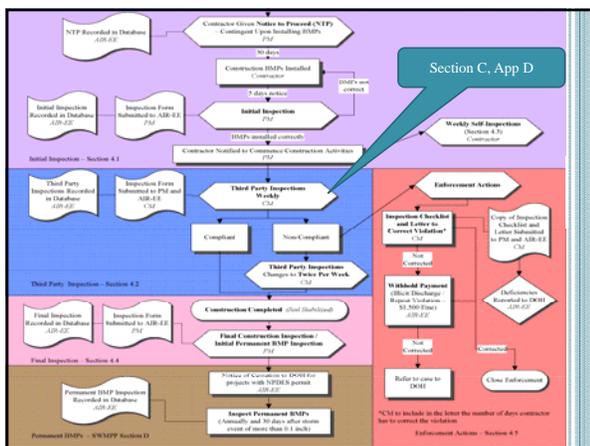
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**CONSTRUCTION INSPECTION CHECKLIST**  
Section C, Appendix D

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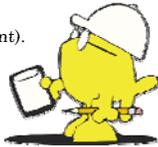
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**INSPECTION TYPES**

- Initial.
  - Following the installation of temporary construction activities BMPs.
- Periodic.
  - Weekly by CM (unless non-compliant).
  - Monthly by DOTA.
- Final
  - Following soil stabilization.
- Self-Inspection
  - Daily for projects with NPDES.
  - Weekly for all other projects.




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**PERMANENT BMPs IN RECENT AIRPORT PROJECTS**

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**PERMANENT BMPs IN RECENT PROJECTS**

- HNL Ewa Hardstands
  - Hydrodynamic Separators.



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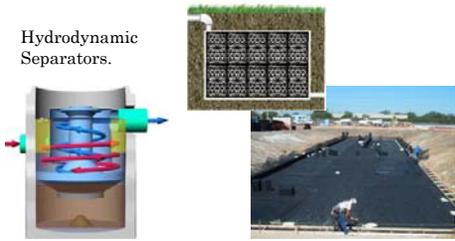
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**PERMANENT BMPs IN RECENT PROJECTS**

- HNL Consolidated Car Rental Facility (CONRAC)
  - Bioswales.
  - Hydrodynamic Separators.
  - Underground Detention Basin.



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**PERMANENT BMPs IN RECENT PROJECTS**

- Elliott Street Parking Lot.
  - Pervious concrete pavement.
  - Bioretention swales.



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### PERMANENT BMPs IN RECENT PROJECTS

- o Mauka Concourse
  - Hydrodynamic Separators.
  - Underground Detention Basin.

Can be installed under parking lots, athletic fields, etc.

Geotextile Fabric\*

StormTank™ Modules (side panels used on perimeter modules)

Controlled Outflow

Tip Backfill

Side Backfill

Leveling Bed

Geotextile Fabric\*

\* PVC or HDPE Liner can be incorporated as required by Engineer of Record

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### PERMANENT BMPs IN RECENT PROJECTS

- o DH Commuter Terminal
  - Hydrodynamic Separators.
  - Bioswales.

Can be installed under parking lots, athletic fields, etc.

Geotextile Fabric\*

StormTank™ Modules (side panels used on perimeter modules)

Controlled Outflow

Tip Backfill

Side Backfill

Leveling Bed

Geotextile Fabric\*

\* PVC or HDPE Liner can be incorporated as required by Engineer of Record

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### PLANNING

- o Planning these BMPs, both temporary construction activities and permanent is a vital part of the construction process.
- o Better planning = better protection of the environment.

**Be a C.O.P.!**

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**INSPECTION AND ENFORCEMENT**  
Mr. Matthew Kurano  
Hawaii Department of Health  
Clean Water Branch



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### INSPECTION PROCESS

- Inspecting for:
  - Applicability and adherence to the SSCBMP plan.
  - Potential for polluted runoff from the construction site.
  - Compliance with permit conditions.
- Paperwork review:
  - NPDES permit and updated SSCBMP plan.
  - MS4 connection permit.
  - Worker training records.
  - Self-inspection records.
- Site walk through.



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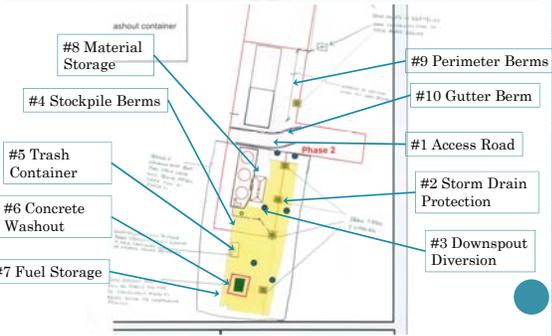
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### INSPECTION WALK THROUGH



- #1 Access Road
- #2 Storm Drain Protection
- #3 Downspout Diversion
- #4 Stockpile Berms
- #5 Trash Container
- #6 Concrete Washout
- #7 Fuel Storage
- #8 Material Storage
- #9 Perimeter Berms
- #10 Gutter Berm

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**OBSERVATION #1: ACCESS ROAD**

Following Street Sweeping

Tracking Evident

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**OBSERVATION #2: STORM DRAIN PROTECTION**

Berms Broken or Missing

Berms and Filter Fabric Effective

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**OTHER INSPECTION FINDINGS:  
INLET PROTECTION**

Packed with Soil

Not Packed or Aligned

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**OBSERVATION #3: DOWNSPOUT DIVERSION**



Green checkmark and blue circle icon.

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**OBSERVATION #4: STOCKPILE BERMS**



Stockpile Berms are Effective

Not Contained

Not Contained

Broken BMP

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**OBSERVATION #5: TRASH CONTAINER**



Berms Are Missing

Trash Bin Contained

Trash Bin Over Berms

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**OBSERVATION #6: CONCRETE WASHOUT**



Concrete Waste Overflow



Concrete Waste Contained

This slide features two photographs. The top photo shows a concrete washout area with a large spill of concrete slurry overflowing from a containment structure. The bottom photo shows a similar washout area where the concrete slurry is contained within a designated area, marked with a green checkmark.

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**OBSERVATION #7: FUEL STORAGE**



Fuel Not Contained



Fuel Contained

This slide features two photographs. The top photo shows a large metal drum containing fuel, which is not contained within a spill prevention structure. The bottom photo shows a similar drum placed inside a spill prevention structure, marked with a green checkmark.

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**OBSERVATION #8: MATERIAL STORAGE**



Spill from Liquid Material



Liquid Material Contained

This slide features two photographs. The top photo shows a blue liquid material drum on a pallet with a spill of the material on the ground. The bottom photo shows a blue liquid material drum on a pallet with a spill containment pan underneath it, marked with a green checkmark.

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**OBSERVATION #9: PERIMETER BERMS**



Unstabilized Soil Contained



Berms Missing or Broken

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**OBSERVATION #10: GUTTER-BERM**



Sediment Visible in Gutter



BMP Berm Contained Sediment

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**OTHER INSPECTION FINDINGS:  
SILT FENCE**



Filter fabric allows water to pass through.

Silt fence holds the water back.



Photo Source: City of Lincoln  
End with J-Hook.



Twist or Overlap Sections.

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**OTHER INSPECTION FINDINGS:  
CONSTRUCTION ENTRANCE**

- Sediment Tracking Solution.
  - Berms and carpet over paved driveway.



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**COMMON VIOLATIONS**

1. Discharge of pollutants from the construction site.
2. SSCBMP was not applicable to site conditions.
3. SSCBMP was not properly implemented, updated, or followed.
4. Self inspections were not adequate (i.e. there were no findings).
5. BMPs were not maintained.



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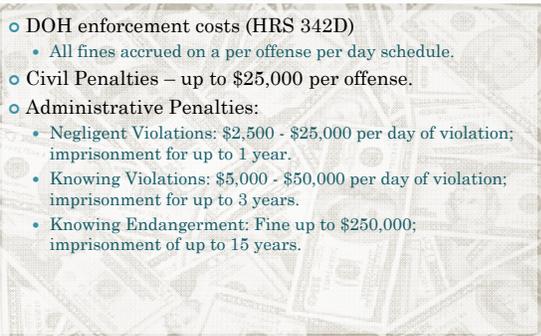
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**ENFORCEMENT COSTS**

- DOH enforcement costs (HRS 342D)
  - All fines accrued on a per offense per day schedule.
- Civil Penalties – up to \$25,000 per offense.
- Administrative Penalties:
  - Negligent Violations: \$2,500 - \$25,000 per day of violation; imprisonment for up to 1 year.
  - Knowing Violations: \$5,000 - \$50,000 per day of violation; imprisonment for up to 3 years.
  - Knowing Endangerment: Fine up to \$250,000; imprisonment of up to 15 years.



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Be a ... C.O.P.!



**CONCLUSION**  
Mr. Jeff Chang, P.E.  
Airports Division  
Engineering Program Manager



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**EXPECTATIONS**

- Designers:
  - Draft plans that manage potential pollutants during construction and following construction.
- Contractors / Construction Managers:
  - Implement and update BMP plans as necessary to achieve goals.
  - Conduct self inspections in an effective way to control potential pollutants.
- Don't rely on DOTA for compliance.
  - Note: that the once DOTA is involved, the enforcement process must commence.

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**ENFORCEMENT PROCESS**

- Deficiency observed on the construction site and noted on the inspection checklist.
- Copy of checklist provided to:
  - Contractor.
  - Project Manager.
  - Environmental Section (if inspection was conducted by a third party – Construction Manager).
- Inspector will set a date to return for inspection.

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**ENFORCEMENT COSTS**

- If the violation continues following re-inspection or an illicit discharge occurs:
  - DOTA projects: Payment will be withheld until violations are corrected.
  - Tenant projects: DOTA will issue a "Stop Work Order."
- If the violation has not been resolved after the above enforcement actions, it will be referred to the DOH.

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**QUESTIONS?**

- Submit construction program questions, plan reviews, and storm water violations to:  
Environmental Section, **838-8002**

**Be a C.O.P.!**  
DOT Environmental Policy  
Continual Improvement  
Obey All Laws  
Prevent Pollution

<http://hawaii.gov/dot/airports/doing-business/environmental/construction-site-runoff-control-program>

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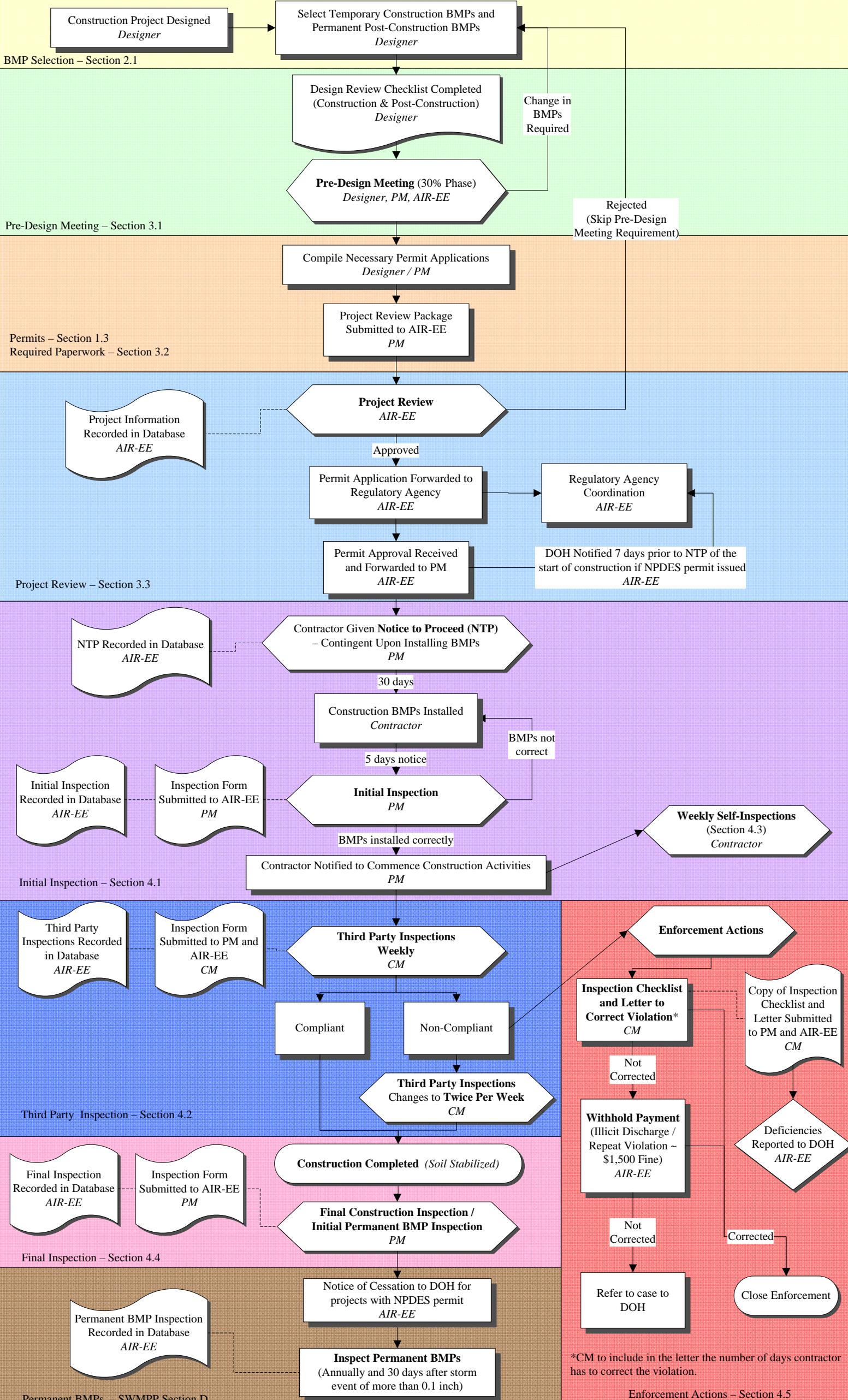
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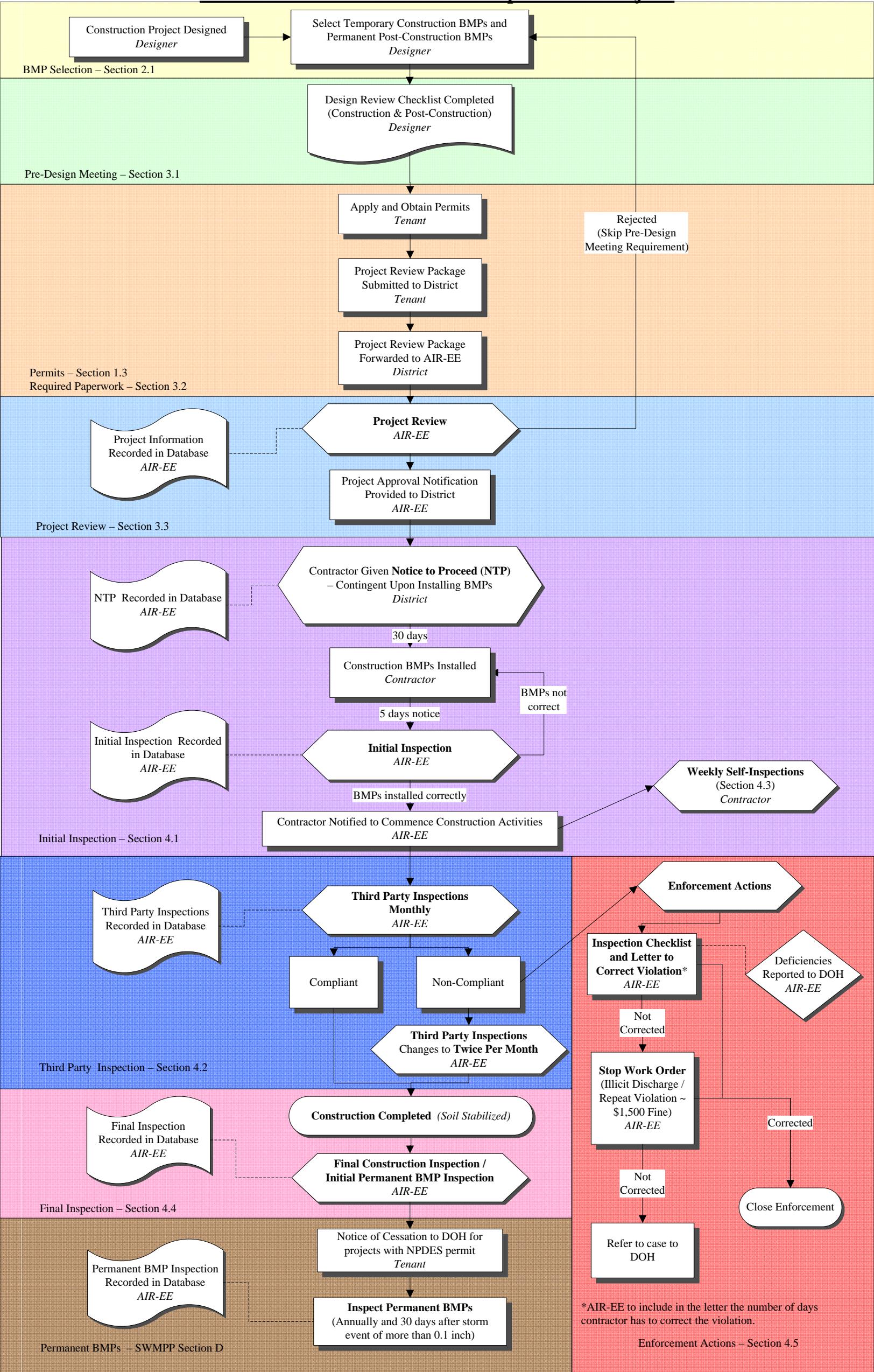
**DOTA CONSTRUCTION PROCESS**  
**FLOW CHART**  
**(DOTA PROJECTS)**

# Construction Process for DOTA Projects



\*CM to include in the letter the number of days contractor has to correct the violation.

# Construction Process for Tenant Improvement Projects



**DESIGN REVIEW CHECKLIST**  
**SWMPP SECTION C, APPENDIX C**



	<u>Yes</u>	<u>No</u>	<u>N/A</u>
❖ The limits of the existing and proposed maps and plans shall extend past the project limits if any existing condition has an impact to the project. Include future projects that have the potential to start prior to the subject project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ Stream flow velocity for stream work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Identify non-storm water potential pollutants on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Scheduling**

➤ Schedule that includes sequencing of construction activities with the implementation of construction site BMPs is provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Shows how the rainy season relates to soil-disturbing and re-stabilization activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Schedule includes detail on the implementation and deployment of soil stabilization, sediment control, non-storm water management, waste management and pollution control, and inspection and maintenance BMPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ If the project is performed in multiple phases, are the phase-specific BMPs that take into account phase-specific potential pollutants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Construction Site BMPs**

***Soil Stabilization Practices***

Plans address or include the following practices and situations?

➤ Preservation of existing vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Stabilized construction entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Protection of stockpiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Bank stabilization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Topsoil management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Mulching, seeding, and/or planting with installation/application procedures and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Velocity reduction devices in flow paths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Geotextiles, plastic covers, turf reinforce mats, and/or erosion control blankets/mats, with installation/application procedures and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Temporary drains, swales, earth dikes, and/or lined ditches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Slope drains, subsurface drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Top and toe of slope diversion ditches/berms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Sediment Control Practices***

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Plans address or include the following practices and situations?			
➤ <u>Location of potential sediment sources?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Does on-site drainage enter into off-site drainage?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Dust fence?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Silt fence, wattles, and matting rolls?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Watering?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Soil binders, including acrylic polymers?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Storm drain inlet protection?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Temporary sediment basin?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Sediment trap?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Flared culvert end sections?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Outlet protection?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Temporary stream crossing?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Slope roughening/terracing/rounding?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Entrance/Exit equipment tire wash?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Sand bag barrier?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Brush or rock filter?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Shoveling, sweeping, and disposing?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Non-Storm Water Management Practices***

Plans address or include the following practices and situations?			
➤ <u>Employee training?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Vehicle and equipment cleaning, refueling, and maintenance?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Dewatering operations?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Paving operations?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Concrete washout procedure?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Structure construction and painting?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Water conservation?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Good housekeeping practices?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Waste Management and Pollution Control Practices***

Plans address or include the following practices and situations?			
➤ <u>Material delivery, use, and storage?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Material use?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Spill prevention control?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <u>Solid waste management - debris?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Waste Management and Pollution Control Practices (Continued)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
➤ Solid waste management - hazardous waste with designated and prohibited storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sanitary/Septic waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Liquid waste management with storage containment devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contaminated soil management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Concrete waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Fertilizer management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Herbicide and fungicide management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Pesticide application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Inspection and Maintenance Responsibility

Plans address of include the following practices and situations?

➤ Long-term inspection entity identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Long-term operation and maintenance identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Minimum frequency and maintenance described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Record keeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Schedule and/or triggers for inspection of BMP measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Rain gauge monitoring at site or using HNL weather data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Incident reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Permits, Reports, and Plans

Review this section to assess if the project requires any other possible permits, reports, or plans that include or impact BMPs. If none are required, check N/A above.

➤ NPDES Form C for Construction Activities is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ NPDES Form F for Hydrotest Waters discharge is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ NPDES Form G for Dewatering discharge is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ 401 Water Quality Certification (WQC) is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ 404 Department of the Army (DA) Permit is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Coastal Zone Management (CZM) Permit is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Special Management Area (SMA) permit is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Drainage report is provided, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Grading permit with temporary erosion control plan is provided? (if project requires City and County approval and meets requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ If multiple permits or approvals are required for the project, are BMPs consistent in all permits and plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Designer:** I certify that the design is complete, accurate, and addresses the items on this checklist to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Review:**

DOTA PM Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AIR-EE Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMIT TO DISCHARGE INTO STATE  
AIRPORT DRAINAGE SYSTEM  
SWMPP SECTION C, APPENDIX E**

**PERMIT TO DISCHARGE INTO THE STATE AIRPORT DRAINAGE SYSTEM**

Pursuant to Hawaii Administrative Rules, Chapter 11-55, application is hereby made to discharge into the Airport drainage system at the location (s) specified below and at no other place.

- 1. Name of Airport. \_\_\_\_\_
- 2. PID/Tax Map Key \_\_\_\_\_
- 3. Basin ID \_\_\_\_\_
- 4. Location: \_\_\_\_\_
- 5. Type of Discharge:
 

<input type="checkbox"/> Storm water from industrial site	<input type="checkbox"/> Construction dewatering
<input type="checkbox"/> Storm water from construction site	<input type="checkbox"/> Hydrotesting
<input type="checkbox"/> Other	

Licensee\*, the undersigned, hereby agree to the following:

- 1. That the Licensee shall indemnify and hold the State free and harmless from all suits and actions resulting from the licensee’s discharge operations.
- 2. That the Licensee shall provide appropriate best management practices and/or treatment devices for the removal of soil particles, and/or other pollutant(s) in the discharge, and such discharge shall meet the basic water quality criteria applicable to all waters, as identified in Section 11-54-04, and any other applicable sections in Chapter 11-54, Hawaii Administrative Rules; at the point of discharge into State waters.
- 3. That the Licensee shall obtain National Pollutant Discharge Elimination System (NPDES) permit/permit coverage as required by the State Department of Health (DOH) and submit a copy to the State Department of Transportation, Airport Division (DOTA).
- 4. That a copy of any effluent monitoring required by the NPDES permit shall be furnished to DOTA.
- 5. That the Licensee shall make all restoration to any State Airport or Airport tenant property damaged during the Licensee’s discharge operations in accordance with DOTA.
- 6. That the Licensee shall discontinue the discharge should DOH determine that the receiving waters are being polluted, or the discharge does not meet the effluent requirements of the NPDES permit, or the Licensee’s operations are not in the best interest of the general public. In addition, the Licensee shall be liable for any and all penalties as a result of discharges from the Licensee’s operation.
- 7. That if DOTA determines that any materials or substances from the Licensee’s discharge operations have settled into any storm sewer, the Licensee shall immediately remove and clear any material and substance to the satisfaction of DOTA.
- 8. That the Licensee shall inspect and clean the inlets to the State Airport drainage system prior to discharging.
- 9. That the Licensee shall notify the DOTA Engineering Branch, Environmental Section (AIR-EE) at least 24 hours before commencing discharge and at the conclusion of the discharge operation to arrange for necessary inspectional services (Oahu 838-8002).
- 10. The Licensee shall require this permit to be a part of the contract with the contractor.

**DOT Permit No.: MS4.**

**NPDES File No.**

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

**Approved:**

\_\_\_\_\_  
Engineering Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Environmental Section Supervisor

\_\_\_\_\_  
Date

Work Started: \_\_\_\_\_

Work Completed: \_\_\_\_\_

Inspector: \_\_\_\_\_

\*Licensee shall be the owner or authorized representative of the owner applying for the permit.  
Attach: Drain Connection Plans (2 sets to AIR-EE)

<b><i>DRAIN CONNECTION WORKSHEET</i></b>		
If any item is listed as "no," explain for each item the reason for its exclusion from this submittal		
ITEM	IS INFO PROVIDED?	
	Yes	No
<b>Location</b>		
1) Project Location, and Project Site showing subject discharge points to Airport drainage system.  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discharge</b>		
2) Provide discharge location to each drainage feature in NAD 83 Geographic coordinates (latitude, longitude).  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>
3) Flow Chart Attached.  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>
4) Quantity of storm water and site process water entering drain system Attached.  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction</b>		
5) Erosion Controls (provide details) and location attached.  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>
6) Schedule attached.  <i>[explain if provided or not here]</i>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTIFICATION FORM FOR SITES LESS  
THAN ONE ACRE  
SWMPP SECTION C, APPENDIX F**



## Notification Form for Sites Disturbing Less Than One Acre (Not Part of a Larger Common Plan of Development)

<b>PROJECT DESCRIPTION</b>			
Date:			
Airport District:			
Project/Site Name:			
Projected Start Date (MM/DD/YYYY):		Projected Completion Date (MM/DD/YYYY):	
Describe project:			

<b>PROJECT INFORMATION</b>	
<b>TENANT</b>	
Name:	
Project Point of Contact:	
(Note: Must be tenant or tenant representative with signatory authority)	
Mailing Address:	
Phone:	
Email Address:	
<b>ENGINEERING/DESIGN COMPANY</b>	
Name:	
Point of Contact:	
Mailing Address:	
Phone:	
Email Address:	
<b>CONTRACTOR</b>	
Name:	
Point of Contact:	
Mailing Address:	
Phone:	
Email Address:	

<b>SITE INFORMATION</b>			
Construction Site Location: (Street Address, Nearest Intersection, Etc.)			
Latitude:		Longitude:	
Tax Map ID:			
Disturbed Area (to nearest tenth of an acre):		Total Project Area (to nearest tenth of an acre):	
Existing Percentage of Impervious Area:		Percentage of Impervious Area After Project Completion:	



## Notification Form for Sites Disturbing Less Than One Acre (Not Part of a Larger Common Plan of Development)

WATER BODY INFORMATION			
Nearest Receiving Water Body(s) [RWB]:		Distance to Nearest RWB (feet):	
Any New or Modified Storm Drain Connections:			
Location or ID # of Storm Drains On/Adjacent To Project Area:			

SIGNATURES AND CERTIFICATIONS		
<p>Per my signature below, I hereby certify that this project is not part of a Larger Common Plan (LCP) for Development. I understand that additional construction activities at this site may require permit coverage and I am responsible for obtaining any federal, state, or local permits that may be required for this project.</p> <p>I certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of all relevant regulations including, but not limited to, the Federal Clean Water Act (33 USC 1251), Hawaii Revised Statutes 342D, Hawaii Administrative Rules (HAR) §11-55 and §11-55, Honolulu International Airport's Small Municipal Storm Water Sewer System (Small MS4) National Pollutant Discharge Elimination System (NPDES) Permit (Permit No. HI S000005), and Storm Water Management Program Plan. Failure to do so may result in penalties. I hereby acknowledge that personnel from the Hawaii Department of Transportation's Airports Division or Hawaii Department of Health has the right of access to the site at all times for the purpose of on site inspections during the course of construction and to perform inspections following the project completion. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p>		
_____ Printed Name of Project Owner/Operator	_____ Signature of Project Owner/Operator	_____ Date

Notes:

1. This form is for the use on projects that will disturb less than 1 acre and are **not** a part of Larger Common Plan (LCP) for development. **If this project is part of a LCP for sale or development this form may not be used.**
2. You must type or print legibly. You must include the original, signed notification form and two (2) copies of a sketched plan outlining the anticipated activities and the location of all proposed sediment and erosion control devices.

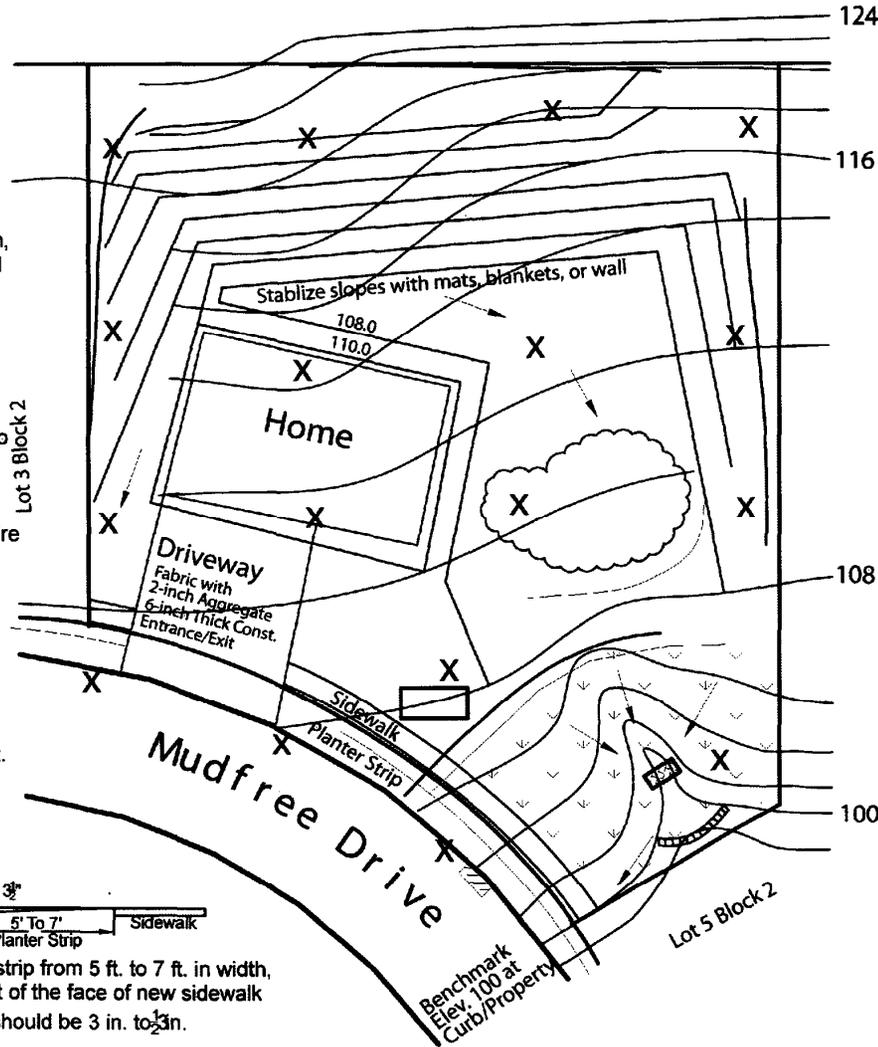


# Notification Form for Sites Disturbing Less Than One Acre (Not Part of a Larger Common Plan of Development)

Figure 1: Sample Small Project Erosion and Sediment Control Plan Drawing

Scale 1" = 30'

**Notes:**  
 To establish a finish floor elevation, collect ground elevations on a grid over the area of the lot.  
 Finish floor elevation should make a smooth transition to the public sidewalk and planter strip.  
 Maintain positive drainage away from all structures.  
 Maximum slope 2 feet horizontal to 1 foot vertical 2:1.  
 Erosion control matting on slopes greater the 3:1.  
 Any wall over 4 foot high will require separate permit.  
 Aggregate entrance/exit should extend from the roadway a min of 50 feet or to the house foundation (which ever is less).  
 Failure to adequately maintain erosion and sediment control measures constitute a violation of the issued building or other permit.  
 Wind erosion control measures shall be in place.



If there is a planter strip from 5 ft. to 7 ft. in width, the standard height of the face of new sidewalk above top of curb should be 3 in. to 3 in.

- Legend & Symbols -	
Property (Boundary) Line	
Limits of Grading	
Fiber Roll Barrier	
Sediment Barrier	
Natural Contour	
Finished Grade	
Stock Pile	
Natural ground elevation shots	
Concrete Washout Area	
Check Dam or Rip Rap	
Final Drainage Path (grade to drain)	
Undisturbed Vegetative Cover	
Storm Water Inlet Protection	

- Required Information -	
City of Pocatello Erosion and Sediment Control Certified Person: _____	
Certification # _____	Exp. Date: _____
Company: _____	
Address: _____	
Telephone Number: _____	
Signature: _____	

**PERMANENT POST-CONSTRUCTION BMP  
CHECKLIST  
SWMPP SECTION D, APPENDIX B**

## POST-CONSTRUCTION BMP PLAN CHECKLIST

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Designer Name: \_\_\_\_\_ TMK: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Location: \_\_\_\_\_

### **SECTION A**

#### **EXEMPTIONS (CHECK ALL THAT APPLY)**

- Project is disturbing less than 1 acre of land.
- Project returns the area to pre-development runoff conditions.
- Project that is a linear utility project.
- Project that does not discharge runoff into any waters of the United States.

Other (provide explanation for proposed exemption):

#### **INSTRUCTIONS – *Were any of the above exemptions checked?***

- No: The project must contain permanent BMPs. Complete Section B of this form, sign, and submit with construction plans for review.
- Yes: Skip Section B, sign, and submit this page only with construction plans for review.  
\*Note that all exemptions are contingent upon approval from DOTA.

Submitted by Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B**

**PART ONE – ENVIRONMENTAL PERFORMANCE STANDARDS** **YES NO N/A**

**1. Flow Control and Erosion Prevention**

- a. Will post-construction volume or velocity cause significantly increased downstream erosion?
- b. Will project significantly disrupt flows supporting downstream wetland or habitat?

**2. Water Quality Protection**

- a. Will the runoff cause/contribute to an exceedance of receiving water quality objectives, or to a condition of pollution, contamination, or nuisance?
- b. Will the runoff significantly degrade receiving water quality?
- c. Have pollutants in storm water been reduced to the maximum extent practicable (MEP)?

**3. Groundwater Quality Protection**

- a. Is the infiltration of runoff to groundwater controlled to avoid polluting it?

**PART TWO – DESIGN AND BMP REQUIREMENTS** **YES NO N/A**

**4. Performance Requirements**

- a. Are the proposed post-construction BMPs appropriate to limit pollution in runoff from the site to the MEP?
- b. Are proposed BMPs appropriate based upon project site factors?
- c. Are proposed BMPs appropriate based upon the pollutant potential of the project?
- d. Are proposed BMPs appropriate based upon cost, including maintenance cost?
- e. Are proposed BMPs appropriate based upon the watershed area?
- f. Are proposed BMPs appropriate based upon the environmental impacts of pollution protection?

**5. Soil Stabilization BMPs**

- a. Does the project conserve natural areas where practicable? (PC1)
- b. Does the project use buffer zones or other buffers for natural water bodies? (PC5)

***PART TWO – DESIGN AND BMP REQUIREMENTS (CONTINUED)***

**YES NO N/A**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| c. Will slopes and channels be protected from eroding to the MEP? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Permanent seeding and planting? (PC2)                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Mulching? (PC3)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Geotextiles, mats, and erosion control blankets? (PC4)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**6. Storm Water Flow Control BMPs**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. Does the project decrease runoff velocity to minimize erosion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Outlet protection or velocity dissipation devices? (PC9)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Flared culvert end sections? (PC10)                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Slope roughening, terracing, or rounding? (PC11)             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. Level spreader? (PC12)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the project direct runoff to a stabilized watercourse?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Earth dikes, drainage swales, or lined ditches? (PC6)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Slope drains or subsurface drains? (PC7)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Top and toe of slope diversion ditches or berms? (PC8)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**7. Storm Water Treatment Control BMPs**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a. Have pollutants been properly identified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are proper “treatment control” BMPs used to reduce pollution in runoff to the MEP?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Sand filters? (PC19)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Oil / Grit separators? (PC20)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Continuous deflective separation? (PC21)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does the project site design maximize infiltration and retention, and minimize impervious surfaces?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Does the project use landscaping to increase infiltration, retention, and slow runoff where feasible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Green Parking / Alternative Pavers? (PC17 and 18)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Alternative Wetlands? (PC16)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Green Roofs? (PC15)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. Bioretention? (PC19)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Is the infiltration of runoff to groundwater controlled?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Infiltration trench? (PC13)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Retention basin? (PC14)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**PART THREE – OTHER REQUIREMENTS**

**YES NO N/A**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 8. Are additional BMPs needed for the project to meet performance standards?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the project cause prohibited discharges of non-storm water?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will this project protect storm water during construction?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is a shared structural treatment BMP proposed or appropriate for the project?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are post-construction BMPs documented in the EA/EIS?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Does this project ensure ongoing BMP maintenance?<br>(Attach Operations and Maintenance Agreement or similar) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**PART FOUR – NARRATIVE**

Describe the permanent post-construction BMPs that will be used. Ensure that they are identified on construction plans.

**CONSTRUCTION INSPECTION CHECKLIST**  
**SWMPP SECTION C, APPENDIX D**

### Construction Inspection Checklist

Project Name and Location: _____	
Date: _____	Start / End Time: _____
PMID: _____	Permit # (if any): _____
Name of Inspector's Firm: _____	
Name of Inspector: _____	Phone Number: _____
On-site Representative: _____	Phone Number: _____
Weather Conditions: _____ Date of Last Storm Event (greater than 0.1 inch): _____	
Type of Inspection (check one): <input type="checkbox"/> Initial <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Final	
Note: If Previously Non-Compliant <input type="checkbox"/> Twice per Week (DOTA) Contractor Self Inspection: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	

Inspection Items	Yes	No	N/A	Comments
1. Are previously noted deficiencies corrected?				
2. Is the Site-Specific BMP Plan located on-site?				
3. Are personnel at the site aware of applicable BMPs and the location of the BMP Plan?				
4. Are the applicable permits available?				
5. Are contractor self-inspections performed at least every 7 days?				
6. Is there approval from DOTA and applicable permits to disturb more than one acre of land?				
7. Area all slopes and disturbed areas not activity being worked properly stabilized?				
8. Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?				
9. Are discharge points and receiving waters free of any sediment deposits?				
10. Are storm drain inlets properly protected?				
11. Is the construction exit preventing sediment from being tracked into the street?				
12. Is trash/litter from work areas collected and placed in covered dumpsters?				
13. Are proper washout facilities (i.e. paint, concrete) available, clearly marked, and maintained?				
14. Are materials that are potential storm water contaminants stored inside or under cover?				
15. Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or other deleterious material?				
16. Are non-storm water discharges (i.e. wash water, dewatering) properly controlled?				
17. Was herbicide, pesticide, or fertilizer used at the site since the previous inspection?				
17b. If so, keep the usage log on-site and in the comments section of this form record date, quantity used, location, and BMPs used (refer to SWMPP Section E).				

List BMPs from Site-Specific BMP Plan and whether they are properly implemented and maintained.

BMP	Implemented		Maintained		Comments
	Yes	No	Yes	No	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

\*Use additional paper if the number of BMPs exceeds the space allotted.

<i>Description of Potential Non-Compliance / Comments from Inspection:</i>	<i>Deficiencies (for official use only)</i>

*Check box if:*

- No incidents of potential non-compliance were found, and I certify that this inspection found this site to be in full compliance with both the HNL Storm Water Management Program Plan and applicable permits. All items must be checked "Yes" to be considered in full compliance.
  
- Incidents of potential non-compliance were found and discussed with Site Manager. If any items were checked "No" then this box must be checked. Document any incidences of non-compliance with photograph(s) and description of the non-compliance(s).

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated 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."

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HANDOUT:**

**WHAT HDOT CONTRACTORS SHOULD  
EXPECT DURING A DOH COMPLIANCE  
INSPECTION**

# WHAT HDOT CONTRACTORS SHOULD EXPECT DURING A DOH COMPLIANCE INSPECTION

# FOR HDOT PROJECTS WITH NPDES NGPC/INDIVIDUAL PERMIT

## INTRODUCTION

The Department of Health (DOH) has the authority to enforce Hawaii Water Pollution rules and regulations, as well as regulations set by the Environmental Protection Agency (EPA). Therefore, DOH conducts compliance inspection visitations to Hawaii Department of Transportation (HDOT) construction sites. DOH will generally perform these compliance inspections based on their internal inspection schedule, as well as in response to complaints, so there is little to no advance warning!

DOH will inspect projects to check for the following:

- Applicability and adherence to the **Site-Specific BMP Plan**
- Potential for polluted runoff from your construction site
- Compliance with your project's **Permit conditions**
- Evidence of discharge from your site

Additionally, DOH requires that any changes to the Site-Specific BMP Plan originally submitted to DOH be marked up on the on-site copy of the Site-Specific BMP Plan and be signed and certified by the appropriate HDOT representative.

## CONTACT THE HDOT PROJECT CONSTRUCTION ENGINEER

DOH will typically ask for the following when they conduct a Compliance Visit:

- A representative
- All documentation
- Information about: the Site, the Project, the Contractor, and HDOT personnel working at the site, etc.
- Permission to inspect the project site

If DOH arrives on your construction site, immediately contact the HDOT Project Construction Engineer to inform them.

## SEEING YOUR JOBSITE THROUGH DOH'S EYES

DOH expects that you:

- Keep all copies of permits and **Site-Specific BMP Plans and Amendments** on-site, including the **NPDES NGPC/Individual Permit**
- Install and maintain all BMPs shown on the Site-Specific BMP Plans and Amendments
- Keep records of maintenance and any corrective actions made to prevent polluted discharges
- Make pollution prevention part of your daily routine

When DOH performs a compliance inspection, they will inquire about construction activities that are on-going. They will request the appropriate documentation and look at the jobsite to see if the BMPs installed are effectively preventing polluted runoff from leaving the site. They will also check to verify that the BMPs are installed per plan and are properly maintained. Their focus will be on the potential for polluted runoff to leave your site, so it is important that all members of the project team are mindful in their daily routines of ways to minimize the potential for pollution.

DOH enforcement personnel will walk your construction site and usually ask questions and/or take photos of certain things they observe. Their questions should be answered honestly, and situations should be explained to the best of your ability. Also, it is crucial to **LISTEN** to what DOH says and the concerns they may have.



## ARE ALL YOUR IMPORTANT DOCUMENTS ON-SITE?

You must have the following documents on-site at all times. Failure to produce any of these documents at the time of a compliance visit will negatively impact your review:

- Site-Specific BMP Plan and Certified Amendments to the plan
- Project's permits and related referenced documents
- Weekly BMP Inspection and Maintenance Records
- Other applicable permit documentation (e.g., dewatering, hydrotesting, 401 WQC)

## PLANS, PERMITS, REGULATIONS, WHY SHOULD I COMPLY?

Many HDOT construction projects hold National Pollutant Discharge Elimination System (NPDES) Individual Permits or Notice of General Permit Coverage (NGPC). There are many state and federally mandated requirements that HDOT must adhere to. DOH enforces these requirements, and there are penalties for non-compliance.

Some of these requirements are passed down to the contractor because they are related to the actual construction. Therefore, fines and penalties incurred can be passed on to the contractor as well.

In the past, DOH has even taken action against individuals involved in water pollution violations, resulting in jail time.

## END OF INSPECTION BRIEFING

At the end of the DOH compliance inspection, the DOH enforcement personnel may provide a briefing on the potential findings that are of concern. **LISTEN CAREFULLY** and **TAKE NOTES**. Part of avoiding a fine is to quickly address DOH's concerns.

## PROACTIVELY ADDRESSING DOH'S CONCERNS

HDOT will work at addressing DOH's concerns within a few hours if possible. The contractor must cooperate with HDOT by quickly assisting in addressing DOH's concerns on the construction site – the sooner you do it, the better. While fines may still be assessed, a proactive response could lessen the severity.

## YOU ARE RESPONSIBLE FOR POLLUTED RUNOFF COMING OFF YOUR SITE

Although you ensure that a project's Site-Specific BMPs are per plan, properly maintained, in good working order, and effectively preventing polluted runoff from leaving your site during normal conditions, sometimes polluted runoff leaving the site is unavoidable.

If polluted runoff does leave your construction site due to your BMPs being overrun or being rendered ineffective for any reason, you are responsible to:

- **Immediately** report any BMP failures and polluted runoff to HDOT (Preferably before a neighbor or the media contacts DOH about it). HDOT will make a report to DOH according to the site's Contingency Plan. If a discharge occurs after hours, call your designated HDOT project contact.
- Immediately implement measures to reduce polluted discharge from leaving your site and document the changes on the Site-Specific BMP Plan. Submit these changes to HDOT as soon as possible.
- Account for the previously unaccounted for upon repair – this means that in replacing or re-installing your BMPs you may need to consider additional BMP measures to avoid your BMPs from being overrun in the future.

If you are uncertain whether the polluted runoff you observe is from your project site, it is recommended that you report it to HDOT immediately.

If you later verify that the source of polluted runoff was not your project site, inform HDOT immediately. It is better to report potential polluted runoff immediately and then later inform them that it has been verified the source is not from your site, rather than wait to verify whether or not it is from your site and then report it at that time.

If you wait to report a discharge, someone else will do it for you. If your project site is found to be the source of the polluted discharge, you may be faced with daily fines beginning from the first report, even if it was not you who reported the discharge.

## VIOLATORS WILL BE PENALIZED

Violators will face enforcement actions as follows (according to the State of Hawaii Water Pollution Laws):

- Warning Letter – Notice of Apparent Violation (NAV)
- Field Citations – Penalties from \$100-\$3200
- Administrative/Civil Penalties – Notice and Finding of Violation and Order (NFVO) – monetary penalties of up to **\$25,000 per day per violation**
- Criminal Enforcement – monetary penalties up to \$50,000 per day per violation and **jail time possible**

Fines are calculated on a **per day basis**. Waiting to report a potential polluted runoff situation for any reason leaves HDOT at **risk** for paying the accumulated fines between when the polluted runoff was first observed to when it was stopped, regardless of who reported it.



## ARE YOU READY FOR A DOH COMPLIANCE INSPECTION?

Being prepared for a DOH Compliance Inspection of your project site is not something you can get ready for moments before DOH personnel visit your project since there will be little or no advance warning of their visit.

It's not if, but WHEN...

Therefore, you should:

- Know your permit requirements
- Have all required documentation consolidated, available, and in USE
- Be able to describe HOW YOU COMPLY
- Make compliance a daily activity so you don't have to worry when DOH shows up at your jobsite

# What HDOT Contractors Should Know About Solid Waste

## What is Solid Waste?

Solid Waste regulations are found in the Hawaii Revised Statutes, Section 342H. Solid waste is generally any material that leaves your project site that is no longer useable on your project site. Most waste generated from your project will be construction and demolition (C&D) waste, which is largely inert waste resulting from the demolition or razing of buildings, roads, or other structures, and can include:

- Concrete
- Bituminous concrete
- Rock
- Masonry

Solid waste also includes stockpiles of clearing and grubbing waste (soil mixed with green waste), or even wet material, such as concrete slurry or washout.

It is important to know that all solid waste is regulated by the Department of Health.

## What is Illegal Dumping?

- Dumping any solid waste at sites that do not have proper permits - even if they accept your waste!
- Dumping at sites without owner's permission.

## Who Needs a State Solid Waste Permit?

Any site or facility not contiguous with your project site may need a permit to receive your solid waste, including:

- Any site or facility that receives and/or processes solid waste
- Landowners who want to accept and process solid waste
- Contractors who take solid waste to their yard to dry before hauling to a landfill



## Who is Liable for Violations?

Anyone involved in a project could be held responsible for violations to solid waste regulations, including:

- Waste Generator
- Contractor
- Subcontractor
- Hauler
- Landowner

Beware of Contamination  
Waste material from your project may be contaminated with the following substances:

- Asbestos Waste
- Sealers
- Waste paints
- Adhesives
- Solvents
- Similar materials



Document,  
Document,  
Document

To protect yourself from being liable for solid waste regulation violations on your projects, we recommend that you take the following actions:

- Fill out a "Solid Waste Disclosure Form" for each HDOT project.
- Be sure that your subcontractors fill out the "Solid Waste Disclosure Form" when applicable.
- Consider all possible waste materials being generated on your project (excavated material, slurry, concrete washout, etc.).
- Keep disposal receipts and give a copy to HDOT to document that the waste is being disposed of at the permitted facility you indicated on the Solid Waste Disclosure Form.

## What should I do?

- **Post DOH's illegal dumping poster (see back) at jobsites and offices.**
- **Contact the Hawaii Department of Transportation (HDOT) and inform them if you think current operations on your project may have solid waste issues.**
- **Contact the Department of Health Solid Waste Program if you have questions about solid waste:**

Oahu (808) 586-4226  
Maui (808) 984-8230

Kauai (808) 241-3323  
Hawaii (808) 933-0401

**The law requires you to dispose solid waste only at recycling or disposal facilities permitted by the Department of Health.**

**“Solid waste” includes municipal refuse, construction and demolition waste, household waste, tires, car batteries, derelict vehicles, green wastes, furniture, and appliances.**

**Illegal dumping of solid waste or allowing illegal disposal of solid waste on your property even if contractual or other arrangements are made could subject you to fines from \$10,000 to \$25,000 per occurrence and could lead to felony prosecution in accordance with Chapter 342H, HRS.**

**Contact the Department of Health, Solid Waste Section at 586-4226 to report illegal dumping activities or if you have further questions.**

# What HDOT Contractors Need to Know About STAGING AREAS

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According to the Hawaii Department of Health (DOH), contractor staging areas are included as part of a project's "disturbed area" for the purposes of the National Pollutant Discharge Elimination System (NPDES) Program and must be included in a project's Site-Specific Best Management Practices Plan (SSBMP Plan). When selecting a staging area for work being performed for the Hawaii Department of Transportation (HDOT), please refer to this handout. It is also important that you refer to the project's Notice of General Permit Coverage (NGPC) or Individual NPDES Permit as provided to you by HDOT.

## Staging Areas

The entire staging area must be included in the SSBMP Plan.

If the project is not NPDES permitted, the contractor must check to see if the staging area increases the total disturbed area to one acre or more. If it does, the contractor must apply for NPDES coverage and pay all fees.

If the project is already permitted under the NPDES Program, but the staging area is one acre or more in size, the contractor must revise the project's Notice of Intent or Individual NPDES Permit Application and pay all fees.

## Staging Areas May Include Additional Discharge Points

If the project is already permitted under the NPDES Program, the contractor must check and determine whether or not the staging area will include a discharge point that is not in the NGPC or Individual NPDES Permit. If there are additional discharge points, the contractor must revise the project's Notice of Intent or Individual NPDES Permit Application and pay all fees.

## Off-Site Staging Areas Still Count

Typically, staging areas are located on or near a project site. Sometimes, however, due to the project site constraints, a staging area may be located at an off-site location, possibly miles away. This off-site location needs to be included in the project's SSBMP Plan and is subject to the conditions listed here.

## What if the Staging Area I Propose is Used for Multiple Projects?

Although a staging area may be used for more than one project, the entire staging area must be included in the SSBMP Plan.

Additionally, all of the discharge points for the staging area must be permitted even if only a small portion of the staging area is being used for your HDOT project.

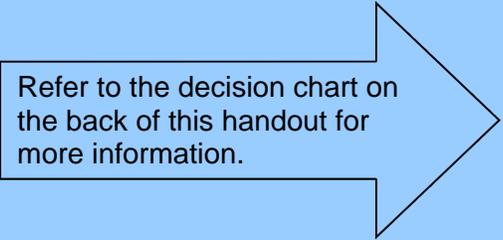
The exception is if the facility itself has a separate permit under the NPDES Program.

## A Warning About Individual NPDES Permits

According to DOH, an Individual NPDES Permit Application must be submitted at least 180 days prior to the start of construction. This may result in delay of Notice to Proceed.

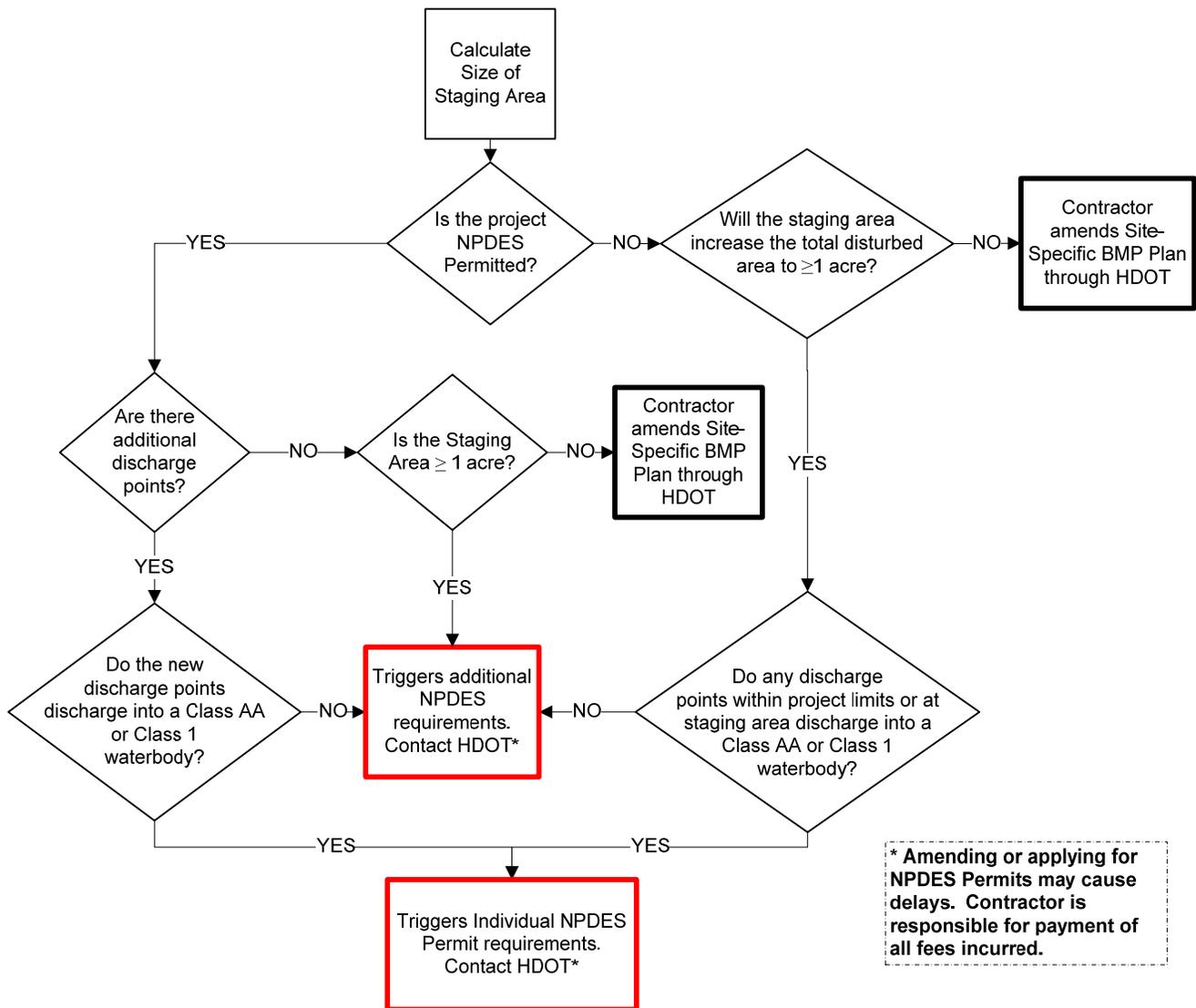
Therefore, please keep in mind that there are actions that will trigger an amendment to or require you to obtain an Individual NPDES Permit.

If you need further assistance in making these determinations, please contact DOH.



Refer to the decision chart on the back of this handout for more information.

# STAGING AREAS AND ADDITIONAL DISCHARGE POINTS



This simple decision chart takes you through a step-by-step process to determine if your proposed staging area could trigger additional NPDES requirements.

## Payment of Fees

HDOT Highways' Standard Specification Section 107.02 Permits and Licenses states *"As part of the contract price, the Contractor shall obtain all permits and licenses required by law to perform the work and pay charges, fees, and taxes incidental to obtaining such permits and licenses. The Contractor assumes exclusive responsibility for identifying and acquiring all permits and licenses necessary to perform the work, except for those permits and licenses identified in the contract documents as being the responsibility of the State."*

Airports & Harbors' General Provisions Article 7.6 states *"The Contractor shall procure all permits and licenses, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work."*

## QUESTIONS?

For questions regarding projects with NPDES coverage, please contact the DOH representative listed on the NGPC or Individual NPDES Permit.

For questions regarding projects that are not covered under the NPDES Program, please contact the DOH Clean Water Branch at 586-4309 and ask to speak to an engineer regarding the NPDES Program.

Feel free to contact your HDOT representative with any questions or concerns that you have.