Storm Water Pollution Prevention Plan

[Project Title Line 1]

[Project Title Line 2]

Prepared for:

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Prepared by:

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[Preparation Date]

**Disclaimer:**

This template is intended for preparation of a SWPPP solely as guidance. The owner or its duly authorized representative for the NPDES Permit shall ensure that the SWPPP is prepared in compliance with the requirements set forth under Hawaii Administrative Rules Chapter 11-55, Appendix C, and is consistent with the Specifications of State of Hawaii Department of Transportation, Harbors Division.

Particular requirements in HAR 11-55 Appendix C are included in gray-colored rectangle box. Guidance notes, usually included within square brackets and highlighted in yellow, are set out throughout this template. During the editing process, the plan preparer should replace those guidance notes with actual content. By the end of the editing process, there should be no square brackets left in the body of the document. Please seek professional consultation when necessary.

**[Note: Remove this page upon completion of this document.]**

**Certifying Person’s Certification (HAR 11-55 Appendix C §13.4)**

*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 gather and evaluate 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.*

Certifying Person’s Name:

Certifying Person’s Title:

Certifying Person’s Company:

Certifying Person’s Signature: Date:

**Table of Contents**

**Section Title Page**

[1.0 Storm Water Team 7](#_Toc476562835)

[2.0 Nature of Construction Activities 8](#_Toc476562836)

[3.0 Emergency-Related Projects 9](#_Toc476562837)

[4.0 Identification of Other Site Contractors 10](#_Toc476562838)

[5.0 Sequence and Estimated Dates of Construction Activities 11](#_Toc476562839)

[5.1 Installation of Storm Water Control Measures 11](#_Toc476562840)

[5.2 Commencement and Duration of Earth-disturbing Activities 11](#_Toc476562841)

[5.3 Temporary or Permanent Cessation of Construction Activities 12](#_Toc476562842)

[5.4 Final or Temporary Stabilization of Areas of Exposed Soil 12](#_Toc476562843)

[5.5 Removal of Storm Water Control Measures 12](#_Toc476562844)

[6.0 Site Map 13](#_Toc476562845)

[6.1 Boundaries of Property 13](#_Toc476562846)

[6.2 Locations of State Waters 14](#_Toc476562847)

[6.3 Natural Buffers 14](#_Toc476562848)

[6.4 Topography of the Site 14](#_Toc476562849)

[6.5 Storm Water Discharge Locations 14](#_Toc476562850)

[6.6 Locations of Potential Pollutant-Generating Activities 15](#_Toc476562851)

[6.7 Locations of Storm Water Control Measures 15](#_Toc476562852)

[6.8 Locations of Chemical Storage 15](#_Toc476562853)

[7.0 Construction Site Pollutants 16](#_Toc476562854)

[8.0 Sources of Non-Storm Water 17](#_Toc476562855)

[9.0 Buffer Documentation 18](#_Toc476562856)

[10.0 Description of Storm Water Control Measures 19](#_Toc476562857)

[10.1 Storm Water Control Measures to be Used During Construction Activity 19](#_Toc476562858)

[10.2 Stabilization Practices 21](#_Toc476562859)

[10.3 Post-Construction Measures 22](#_Toc476562860)

[11.0 Pollution Prevention Procedures 24](#_Toc476562861)

[11.1 Spill Prevention and Response Procedures 24](#_Toc476562862)

[11.1.1 Spill Prevention and Response Procedure(s) 24](#_Toc476562863)

[11.1.2 Spill Notification Procedure 26](#_Toc476562864)

[11.2 Waste Management Procedures 27](#_Toc476562865)

[12.0 Procedures for Inspection, Maintenance, and Corrective Action 28](#_Toc476562866)

[12.1 Inspection Procedures 28](#_Toc476562867)

[12.2 Maintenance Procedures 29](#_Toc476562868)

[12.3 Procedure for Corrective Actions 30](#_Toc476562869)

[12.3.1 Requirements for Taking Corrective Actions 30](#_Toc476562870)

[12.4 Inspection Frequency 31](#_Toc476562871)

[12.5 Inspection Forms and Recordkeeping 32](#_Toc476562872)

[12.5.1 Inspection Report/Checklist 32](#_Toc476562873)

[12.5.2 Corrective Action Report/Form 32](#_Toc476562874)

[12.5.3 Monthly Compliance Report 33](#_Toc476562875)

[13.0 Staff Training 34](#_Toc476562876)

[14.0 Documentation of Compliance with Safe Drinking Water Act Underground Injection Control (UIC) Requirements for Certain Subsurface Storm Water Controls 36](#_Toc476562877)

[15.0 Information to be Included in the SWPPP prior to the Start of Construction Activities 37](#_Toc476562878)

[16.0 Any Other Information as Requested by the Director 38](#_Toc476562879)

[17.0 SWPPP Certification 38](#_Toc476562880)

[18.0 Post-Authorization Additions to the SWPPP 38](#_Toc476562881)

[19.0 On-site Availability of the SWPPP 38](#_Toc476562882)

[20.0 SWPPP Modifications 39](#_Toc476562883)

[20.1 Required SWPPP Modifications and Record 39](#_Toc476562884)

[20.2 Deadlines for SWPPP Modifications 40](#_Toc476562885)

[20.3 SWPPP Modification Records 40](#_Toc476562886)

[20.4 Certification Requirements 40](#_Toc476562887)

[20.5 Required Notice to Other Contractors 41](#_Toc476562888)

**List of appendices**

| Appendix | Title |
| --- | --- |
| A | Figures and Maps |
| B | BMP Inspection Form/Checklist |
| C | BMP Corrective Action Report/Form |
| D | Monthly Compliance Report |
| E | Spill/Release Report Guidelines |
| F | Spill Incident Report Form |
| G | Training Records |
| H | Plan Review and Modification Log |
| I | [NPDES Permit, NOI, relevant Correspondence, and Other Permits] |

[Please update this list upon finalization of this document.]

**List of acronyms**

| acronym | Definition |
| --- | --- |
| BMP | Best Management Practice(s) |
| CBI | Confidential Business Information |
| CCH | City and County of Honolulu |
| CFR | Code of Federal Regulations |
| CWA | Clean Water Act |
| HAR | Hawaii Administrative Rules |
| Harbors | The Hawaii State Department of Transportation, Harbors Division |
| HDOH | The Hawaii State Department of Health |
| HDOT | The Hawaii State Department of Transportation |
| HEER | Hazard Evaluation and Emergency Response Office |
| HSERC | The Hawaii State Emergency Response Commission |
| LEPC | Local Emergency Planning Committee |
| NMFS | National Marine Fisheries Service |
| NOI | Notice of Intent |
| NPDES | National Pollutant Discharge Elimination System |
| NRC | National Response Center |
| PPE | Personal Protection Equipment |
| RQ | Reportable Quantities |
| SDS | Safety Data Sheet (formerly known as Material Safety Data Sheet) |
| SDWA | Safe Drinking Water Act |
| SPCC | Spill Prevention, Control, and Countermeasure  |
| SWPPP | Storm Water Pollution Prevention Plan |
| UIC | Underground Injection Control |
| USCG | United States Coast Guard |
| USEPA | United States Environmental Protection Agency |
| USFWS | United States Fish and Wildlife Service |

[Please update this list upon finalization of this document.]

1. Storm Water Team

|  |
| --- |
| *Hawaii Administrative Rules (HAR) Chapter 11-55 Appendix C Section 7.2.1: The permittee shall assemble and oversee a “storm water team,” which is responsible for the development of the SWPPP, any later modifications to it, and for compliance with the requirements in this permit.**The SWPPP must identify the personnel (by name or position) that are part of the storm water team, as well as their individual responsibilities. Each member of the storm water team must have ready access to an electronic or paper copy of applicable portions of this permit, the most updated copy of the SWPPP, and other relevant documents or information that must be kept with the SWPPP.* |

Members of Storm Water Team and their individual responsibilities are summarized in the table below.

| Position  | Name | Responsibilities | Contact Information |
| --- | --- | --- | --- |
| Team Leader |  |  |  |
| Spill Detection and Response Officer |  |  |  |
| Inspector |  |  |  |

1. Nature of Construction Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.2: The SWPPP must describe the nature of the construction activities, including the size of the project site (in acres) and the total area expected to be disturbed by the construction activities (in acres), construction support activity areas covered by this permit (see Section 5), and the maximum area expected to be disturbed at any one time.* |

**Project Site Name and Address:**

[Project Site Name]

[Site Address]

**Size of the Project (in acres):** [Size of the project in acres]

**Total Area Expected to be Disturbed:** [Total area expected to be disturbed in acres]

**Nature of Construction Activities:**

[Describe the project and include description of difference phases, if applicable]

1. Emergency-Related Projects

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.3: If conducting earth-disturbing activities in response to a public emergency (see Section 1.3), the permittee shall document the cause of the public emergency (e.g., natural disaster, extreme flooding conditions, etc.), information substantiating its occurrence (e.g., state emergency proclamation or similar state proclamation), and a description of the construction necessary to reestablish effected public services. The proclamation of a civil defense emergency or similar proclamation is required to be from the President of the United States or State Governor.* |

**Is this an emergency-related project?** [ ]  Yes [ ]  No

**If “Yes” is checked, this project is a public emergency proclaimed by:**

[ ]  The President of the United States

[ ]  The State of Hawaii Governor

**Provide documentation to substantiate the issuance of the public emergency proclamation.**

[Include the documentation and referenced the Appendix Number here]

**Description of the cause of the public emergency and the construction necessary to reestablish effected public services:**

 Click or tap here to enter text.

1. Identification of Other Site Contractors

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.4: The SWPPP must include a list of all other contractors (e.g., sub-contractors) who will be engaged in construction activities at the site, and the areas of the site over which each contractor has control.**Note: The department acknowledges that a list of all other contractors might not be available at the time the SWPPP and NOI are submitted. If that is the case, then the SWPPP must be amended to include the information required in Section 7.2.4 prior to the start of construction activities.* |

The list of contractor and subcontractor(s) for this project is summarized below.

| Role | General Information |
| --- | --- |
| Contractor | Company Legal Name:  |
| Street Address: |
| Point of Contact Name: |
| Point of Contact Position: |
| Telephone Number: |
| Email Address: |
| Subcontractor 1 | Company Legal Name:  |
| Street Address: |
| Point of Contact Name: |
| Point of Contact Position: |
| Telephone Number: |
| Email Address: |
| Subcontractor 2 | Company Legal Name:  |
| Street Address: |
| Point of Contact Name: |
| Point of Contact Position: |
| Telephone Number: |
| Email Address: |
| Subcontractor 3 | Company Legal Name:  |
| Street Address: |
| Point of Contact Name: |
| Point of Contact Position: |
| Telephone Number: |
| Email Address: |

1. Sequence and Estimated Dates of Construction Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5: The SWPPP must include a description of the intended sequence of construction activities, including a schedule of the estimated start dates and the duration of the activity, for the following activities:* |

Estimated Start Date of Construction Activities:

Estimated Completion Date of Construction Activities:

* 1. Installation of Storm Water Control Measures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5.1: Installation of storm water control measures, and when they will be made operational, including an explanation of how the sequence and schedule for installation of storm water control measures complies with HAR Chapter 11-55 Appendix C Section 5.1.1.3.1. and of any departures from manufacturer specifications pursuant to Section 5.1.1.3.2., including removal procedures of the storm water control measures after construction has ceased;* |

[Complete installation of storm water controls prior to earth-disturbance activities in any given portion of the site. If this project is operated in difference phases, describe such installation at difference phases. The permittee shall install and make operational any sediment controls (e.g., buffers or equivalent sediment controls, perimeter controls, exit point controls, storm drain inlet protection) that control discharges from the initial site clearing, grading, excavating, and other land-disturbing activities.

Note: The requirement to install storm water controls prior to earth-disturbance does not apply to the earth disturbance associated with the actual installation of these controls.

Use good engineering practices and follow manufacturer’s specifications. The permittee shall install all storm water controls in accordance with good engineering practices, including applicable design specifications. Explain good engineering practice in the SWPPP.]

* 1. Commencement and Duration of Earth-disturbing Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5.2: Commencement and duration of earth-disturbing activities, including clearing and grubbing, mass grading, site preparation (i.e., excavating, cutting and filling), final grading, and creation of soil and vegetation stockpiles requiring stabilization;* |

This project will include following earth-disturbing activities (check any applicable):

 [ ]  Clearing [ ]  Grubbing [ ]  Mass Grading [ ]  Site Preparation [ ]  Final Grading [ ]  Excavation [ ]  Staging [ ]  Creation of Soil and Vegetation Stockpiles Requiring Stabilization

[ ]  Other, please specify here:

[Provide an estimated schedule for all checked earth-disturbing activities. If this project is implemented in phases, describe the activity at each phase.]

* 1. Temporary or Permanent Cessation of Construction Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5.3: Cessation, temporarily or permanently, of construction activities on the site, or in designated portions of the site;* |

Estimated Permanent Cessation Date:

[If this project is implemented in phases, describe the activities at each phase.]

* 1. Final or Temporary Stabilization of Areas of Exposed Soil

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5.4: Final or temporary stabilization of areas of exposed soil. The dates for stabilization must reflect the applicable deadlines to which the permittee is subject to in Section 5.2.1.;* |

Estimated Stabilization Start Date:

Estimated Stabilization Completion Date:

 [If this project is implemented in phases, describe the activities at each phase.]

* 1. Removal of Storm Water Control Measures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.5.5: Removal of temporary storm water conveyances/channels and other storm water control measures, removal of construction equipment and vehicles, and cessation of any pollutant-generating activities.**Note: If plans change due to unforeseen circumstances or for other reasons, the requirement to describe the sequence and estimated dates of construction activities is not meant to “lock in” the permittee or contractor to meeting these projections. When departures from initial projections are necessary, this should be documented in the SWPPP itself or in associated records, as appropriate.* |

Estimated Temporary Best Management Practice(s) (BMP) Removal Date:

[If this project is implemented in phases, describe the activities at each phase.]

1. Site Map

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6: The SWPPP must include a legible site map, or series of maps, showing the following features of the project:**Note: Included in the project site are any construction support activities covered by this permit (see HAR Chapter 11-55 Appendix C Section 5).* |

[Please ensure each of the following applicable items are included on the map. Provide narrative when necessary.]

* 1. Boundaries of Property

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.1: Boundaries of the property and of the locations where construction activities will occur, including:* |

Check all options applicable for this project.

[ ]  Locations where earth-disturbing activities will occur, noting any sequencing of construction activities;

[ ]  Approximate slopes before and after major grading activities and drainage patterns with flow arrows. [For this permit, “steep slopes: means those that are 15 percent or greater in grade. Note: The permit does not prevent or prohibit disturbance of steep slopes. For some projects, disturbance on steep slopes may be necessary for construction (e.g., a road cut in mountainous terrain). If a disturbance to steep slopes is required for the project, the department would recognize that it is not economically achievable to avoid the disturbance to steep slopes. However, in cases where steep slope disturbances are required, minimizing the disturbances to steep slopes consistent with this requirement can be accomplished through implementation of a number of standard erosion and sediment control practices, such as by phasing disturbances to these areas and using stabilization practices designed to be used on steep grade.]

[ ]  Locations where sediment, soil, or other construction materials will be stockpiled;

[ ]  Locations of any contaminated soil or contaminated soil stockpiles;

[ ]  Locations of any crossings of state waters;

[ ]  Designated points on the site where vehicles will exit onto paved roads;

[ ]  Locations of structures and other impervious surfaces upon completion of construction; and

[ ]  Locations of construction support activity areas covered by this permit.

* 1. Locations of State Waters

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.2: Locations of all state waters, including wetlands, that exist within or in the immediate vicinity of the site and indicate which waterbodies are listed as impaired;**Note: The HDOH does not consider all storm water control features (e.g., storm water conveyance channels, storm drain inlets, sediment basins) to be state waters.* |

This project has a potential to discharge to Choose an item.

Is it listed as an impaired waterbody? [ ]  Yes [ ]  No

* 1. Natural Buffers

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.3: The boundary lines of any natural buffers provided consistent with HAR Chapter 11-55 Appendix C Section 5.1.2.1.1.;* |

Is there any natural buffer for this project? [ ]  Yes [ ]  No

If “Yes” is checked, the information is provided in

* 1. Topography of the Site

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.4: Topography of the site, existing vegetative cover and features (e.g., forest, pasture, pavement, structures), and drainage pattern(s) of storm water onto, over, and from the site property before and after major grading activities;* |

Topography of the site before major grading activities is included in

Topography of the site after major grading activities is included in

Both topographies include following:

[ ]  Existing/proposed vegetative cover and features (e.g., landscape, pavement, structures)

[ ]  Drainage pattern(s) of storm water onto, over, and from the site property

* 1. Storm Water Discharge Locations

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.5: Storm water discharge locations, including:*1. *Locations of any storm drain inlets on the site and in the immediate vicinity of the site to receive storm water runoff from the project;*
2. *Locations where storm water will be discharged to state waters (including wetlands); and*
3. *Locations where storm water will exit the site.*
 |

The above required information is provided in

[Describe on-site storm water discharge locations.]

* 1. Locations of All Potential Pollutant-Generating Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.6: Locations of all potential pollutant-generating activities identified in HAR Appendix C Section 7.2.7.* |

The above required information is provided in

* 1. Locations of Storm Water Control Measures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.7: Locations of storm water control measures;* |

The above required information is provided in

* 1. Locations of Chemical Storage

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.6.8: Locations where chemicals will be used and stored.* |

The above required information is provided in

1. Construction Site Pollutants

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.7: The SWPPP must include the following:*1. *A list and description of all the pollutant-generating activities on the site.*
2. *For each pollutant-generating activity, an inventory of pollutants or pollutant constituents (e.g., sediment, fertilizers and/or pesticides, paints, solvents, fuels) associated with that activity, which could be exposed to rainfall and could be discharged from the construction site. The permittee shall take into account where potential spills and leaks could occur that contribute pollutants to storm water discharges. The permittee shall also document any departures from the manufacturer’s specifications for applying fertilizers containing nitrogen and phosphorus, as required in HAR 11-55 Appendix C Section 5.3.5.1.*
 |

In compliance with the pollution prevention standards in Section 5.3.3 of HAR Chapter 11-55, Appendix C, site-specific construction activities are summarized in the table below.

| Pollutant-Generating Activity | Pollutants or Pollutant Constituents | On Map |
| --- | --- | --- |
| Fueling and maintenance of equipment or vehicles |  |[ ]
| Washing of equipment and vehicles |  |[ ]
| Storage, handling, and disposal of construction materials, products, and wastes |  |[ ]
| Washing of applicators and containers used for paint, concrete, or other materials |  |[ ]
| [Please continue with the list and revise corresponding content to reflect site-specific activities.] |  |[ ]

1. Sources of Non-Storm Water

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.8: The SWPPP must also identify all sources of non-storm water and information, including, but not limited to, the design, installation, and maintenance of the control measures to prevent its discharge.* |

| Type of Non-Storm Water Discharge | Likely to be Present On-Site? |
| --- | --- |
| Cooling water | [ ]  Yes [ ]  No |
| Construction dewatering water | [ ]  Yes [ ]  No |
| Discharges from emergency fire-fighting activities | [ ]  Yes [ ]  No |
| Fire hydrant flushing | [ ]  Yes [ ]  No |
| Foundation or footing drains | [ ]  Yes [ ]  No |
| Landscape irrigation | [ ]  Yes [ ]  No |
| Pavement wash water | [ ]  Yes [ ]  No |
| Potable water including uncontaminated water line flushing | [ ]  Yes [ ]  No |
| Process waste water | [ ]  Yes [ ]  No |
| Sanitary wastewater | [ ]  Yes [ ]  No |
| Uncontaminated air conditioning or compressor condensate | [ ]  Yes [ ]  No |
| Uncontaminated, non-turbid discharges of ground water or spring water | [ ]  Yes [ ]  No |
| Water used to wash vehicles and equipment | [ ]  Yes [ ]  No |
| Water used for dust control | [ ]  Yes [ ]  No |

[Amend this list if necessary, and describe the control measure(s) implemented to prevent non-storm water discharge(s) checked “Yes”.]

1. Buffer Documentation

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.9: If the permittee is required to comply with HAR Chapter 11-55 Appendix C Section 5.1.2.1. because a state water is located within 50 feet of the project’s earth disturbances, the permittee shall describe which compliance alternative the permittee has selected for the site, and comply with any additional requirements to provide documentation in HAR Chapter 11-55 Appendix C Section 5.1.2.1.* |

Is any state water located within 50 feet of the project’s earth disturbances? [ ]  Yes [ ]  No

If “Yes” is checked, please check one of the following compliance alternatives:

[ ]  1. Provide and maintain a 50-foot undisturbed natural buffer and sediment control.

[ ]  2. Provide and maintain an undisturbed natural buffer that is less than 50 feet and double sediment control (e.g., double perimeter control) spaced a minimum of 5 feet apart.

[ ]  3. It is infeasible to provide and maintain an undisturbed natural buffer of any size. A double sediment control (e.g., perimeter control) spaced a minimum of 5 feet apart will be provided and maintained, and the stabilization will be completed within 7 calendar days of the temporary or permanent cessation of earth-disturbing activities.

[ ]  4. There will be no discharge of storm water to state waters, because the following control measures have been implemented, which will prevent such discharges.

[ ]  Berm [ ]  Other barrier – [please describe here]

[ ]  5. This is a linear construction project.

[ ]  6. This construction project is approved under a CWA 404 permit.

[ ]  7. This construction project is of a water-dependent structure or water access area (e.g., pier, boat ramp, trail).

[If 3 is checked, please explain why it is infeasible to provide and maintain an undisturbed natural buffer of any size here.]

If there is any change, the SWPPP will be modified accordingly.

1. Description of Storm Water Control Measures
	1. Storm Water Control Measures to be Used During Construction Activity

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.10.1: The SWPPP must describe all storm water control measures that are or will be installed and maintained at the site to meet the requirements of HAR 11-55 Appendix C Section 5. For each storm water control measure, the permittee must document:*1. *Information on the type of storm water control measure to be installed and maintained, including design information;*
 |

The following types of storm water control measures will be implemented for this project (check any that is applicable and provide a summary description for each checked item).

| Type of Storm Water Control Measure | Summary Description |
| --- | --- |
| [ ]  Materials Pollution Control |  |
| [ ]  Non-Storm Water Management |  |
| [ ]  Tracking Control |  |
| [ ]  Temporary Sediment Control |  |
| [ ]  Temporary Soil Stabilization |  |
| [ ]  Tracking Control |  |
| [ ]  Waste Management |  |
| [ ]  Wind Erosion Control |  |
| [ ]  Others: |  |

|  |
| --- |
| 1. *What specific sediment controls will be installed and made operational prior to conducting earth-disturbing activities in any given portion of the site to meet the requirement in HAR 11-55 Appendix C Section 5.1.2.2.1.;*
 |

A list of sediment control BMP is summarized in the table below. Check all that are applicable and for each, provide a description of the installation and maintenance.

| Sediment Control BMP | Description of Installation and Maintenance |
| --- | --- |
| [ ]  Bio-Filter Bags |  |
| [ ]  Bio-Filter Fiber Rolls |  |
| [ ]  Check Dam |  |
| [ ]  Desilting Basin |  |
| [ ]  Gravel Bag Berm |  |
| [ ]  Sandbag Barrier |  |
| [ ]  Sediment Trap |  |
| [ ]  Sidewalk Subgrade Barrier |  |
| [ ]  Silt Fence |  |
| [ ]  Storm Drain Inlet Protection |  |
| [ ]  Street Sweeping & Vacuuming |  |
| [ ]  Others: |  |

[If none of above is feasible, please document here why it is impracticable for this project.]

|  |
| --- |
| 1. *If contaminated soil exists on-site, the control measures to either prevent the contact of storm water with the contaminated soil, including any contaminated soil stockpiles, or prevent the discharge of any storm water runoff which has contacted contaminated soil or any contaminated soil stockpiles;*
 |

Is contaminated soil anticipated to be on-site based on available site background information?

[ ]  Yes [ ]  No

If “Yes” is checked, the following procedures shall be followed for temporary storage of contaminated soil on-site.

* Locate stockpiles away from storm drains and/or receiving waters.
* Separate the storage of contaminated soil from clean one.
* Underlay the stockpile with 10 mil plastic sheeting and cover it with plastic sheeting or tarps.
* Install a berm around the stockpile to prevent run-on and runoff.
* Upon characterization, properly disposed of at a certified landfill or facility.

|  |
| --- |
| 1. *For exit points on the site, document stabilization techniques the permittee will use and any additional controls that are planned to remove sediment prior to vehicle exit consistent with HAR 11-55 Appendix C Section 5.1.2.3.*
 |

A list of sediment track-out control BMP is summarized in the table below. Check all that are applicable and for each, provide a description of the installation and maintenance.

| Sediment Track-out Control BMP | Description of Installation and Maintenance |
| --- | --- |
| [ ]  Stabilized Construction Entrance/Exit |  |
| [ ]  Stabilized Construction Roadway |  |
| [ ]  Others: |  |

|  |
| --- |
| 1. *For linear projects, where the permittee has determined that the use of perimeter controls in portions of the site is impracticable, document why the permittee believes this to be the case. (see HAR 11-55 Appendix C Section 5.1.2.2.1.)*
 |

Click or tap here to enter text.

* 1. Stabilization Practices

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.10.2: The SWPPP must describe the specific vegetative and/or non-vegetative practices that will be used to comply with the requirements in HAR 11-55 Appendix C Section 5.2., including if the permittee will be complying with the stabilization deadlines specified in Section 5.2.1.3.2 (which is usually within 7 calendar days if discharging to impaired waters). The permittee shall document the circumstances that prevent the permittee from meeting the deadlines specified in Section 5.2.1.1. and/or 5.2.1.2 (which is as soon as practicable, but no later than 14 calendar days after the initiation of soil stabilization measures).* |

Check the one applicable to the project:

[ ]  This project has the potential to discharge to Choose an item. which is **NOT** listed as impaired water according to Clean Water Action Section 303(d). Therefore, the project is not subject to the stabilization deadlines specified in HAR Chapter 11-55 Appendix C, Section 5.2.1.3.2.

[ ]  This project has the potential to discharge to Choose an item. which is listed as impaired water according to Clean Water Action Section 303(d). Therefore, the project is subject to the stabilization deadlines specified in HAR Chapter 11-55 Appendix C, Section 5.2.1.3.2.

A list of temporary soil stabilization BMP to be implemented for this project is summarized in table below. [Check all that are to be implemented on-site and provide a description of the installation and maintenance. If this section is not applicable to the project, please state so.]

| Stabilization BMP | Description of Installation and Maintenance |
| --- | --- |
| [ ]  Drainage Swales & Ditches |  |
| [ ]  Earth Dikes |  |
| [ ]  Geotextiles, Plastic Covers |  |
| [ ]  Erosion Control Blankets & Mats |  |
| [ ]  Hydraulic Mulch |  |
| [ ]  Hydroseeding |  |
| [ ]  Outlet Protection |  |
| [ ]  Preservation of Existing Vegetation |  |
| [ ]  Slope Drains |  |
| [ ]  Soil Binders |  |
| [ ]  Straw Mulch |  |
| [ ]  Velocity Dissipation Devices |  |
| [ ]  Wood Mulching |  |
| [ ]  Others |  |

* 1. Post-Construction Measures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.10.3: Descriptions of measures that will minimize the discharge of pollutants via storm water discharges after construction operations have been finished. All projects require post construction BMPs to minimize the discharge of pollutants via storm water discharges after construction operations have been finished. Examples include: open, vegetated swales and natural depressions; structures for storm water retention, detention, or recycle; velocity dissipation devices to be placed at the outfalls of detention structures or along with the length of outfall channels; and other appropriate measures.* |

This project will follow *City and County of Honolulu (CCH) Storm Water BMP Guide*, dated July 2012, to design and implement proper post-construction BMP, so as to minimize the discharge of pollutants via storm water discharges. The *CCH Storm Water BMP Guide* is developed by CCH Department of Planning and Permitting and adopted by HDOT Harbors Division (Harbors) to meet water quality criteria. It is categorized into three sections, including 1) Site Design Strategies 2) Source Control BMP 3) Treatment Control BMP, and provides general guidelines to support their implementation.

A list of post-construction BMPs to be implemented for this project is checked and summarized in the table below. [Check any to be implemented on-site and provide a description of the installation and maintenance. Additionally, a Permanent Post-Construction BMP Plan Checklist and a Post-Construction Stormwater Mitigation Plan need to be provided to Harbors for review and comment. If this section is not applicable to the project, please provide any justification.]

|  | Post-Construction BMP | Description of Installation and Maintenance |
| --- | --- | --- |
| Site Design Strategies | [ ]  Conserve Natural Areas, Soils, and Vegetation |  |
| [ ]  Direct Runoff to Landscaped Areas |  |
| [ ]  Minimize Disturbances to Natural Drainages |  |
| [ ]  Minimize Impervious Surfaces |  |
| [ ]  Minimize Soil Compaction |  |
| Source Control BMP | [ ]  Automatic Irrigation Systems |  |
| [ ]  Landscaped Areas |  |
| [ ]  Loading Docks |  |
| [ ]  Outdoor Material Storage |  |
| [ ]  Outdoor Process Equipment Operations |  |
| [ ]  Outdoor Trash Storage |  |
| [ ]  Parking Areas |  |
| [ ]  Storm Drain Inlets |  |
| [ ]  Vehicle/Equipment Fueling |  |
| [ ]  Vehicle/Equipment Repair |  |
| [ ]  Vehicle/Equipment Washing & Cleaning |  |
| [ ]  Other |  |
| Treatment Control BMP | [ ]  Bioretention Basin |  |
| [ ]  Bioretention Filter |  |
| [ ]  Detention Basin |  |
| [ ]  Downspout Dispersion |  |
| [ ]  Dry Swale |  |
| [ ]  Dry Well |  |
| [ ]  Green Roof |  |
| [ ]  Infiltration Basin |  |
| [ ]  Infiltration Trench |  |
| [ ]  Manufactured Treatment Device |  |
| [ ]  Permeable Pavement |  |
| [ ]  Rain Barrel |  |
| [ ]  Sand Filter |  |
| [ ]  Subsurface Infiltration |  |
| [ ]  Tree Box Filter |  |
| [ ]  Vegetated Buffer Strip |  |
| [ ]  Vegetated Swale |  |
| [ ]  Other |  |

1. Pollution Prevention Procedures
	1. Spill Prevention and Response Procedures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.11.1: The SWPPP must describe that the permittee will follow to prevent and respond to spills and leaks consistent with Section 5.3., including:* |

[Note: The permittee may also reference the existence of Spill Prevention, Control, and Countermeasure (SPCC) plans developed for the construction activity under Part 311 of the CWA, or spill control programs otherwise required by an NPDES permit for the construction activity, provided that the permittee keeps a copy of that other plan onsite.

Even if the permittee already has an SPCC or other spill prevention plan in existence, the plans will only be considered adequate if they meet all of the requirements of this section, either as part of the existing plan or supplemented as part of the SWPPP.]

* + 1. Spill Prevention and Response Procedure(s)

|  |
| --- |
| 1. *Procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases. Identify the name or position of the employee(s) responsible for detection and response of spills or leaks; and*
 |

Designated Spill Detection and Response Officer are listed in the table below.

| Name | Position |
| --- | --- |
|  |  |

In the case of a spill at the construction site, prompt spill response will be conducted to limit potential pollutants from migrating off-site so as to minimize environment damage and public health and safety concerns. A spill kit will be kept on-site at all times and stored at an accessible location, preferably under cover (if possible) as shown on [insert Figure/Map Number here]. Spill response materials will be checked and replenished as necessary.

**Response to a Minor Spill**

A “Minor Spill” is defined as an event that can be handled safely without the assistance of emergency response personnel (e.g., fire fighters). It usually poses no significant harm or threat to the environment or public health and safety. Minor Spills are generally those where:

* The quantity of product spilled is small (e.g., less than 10 gallons of gasoline);
* The spill is localized near the source;
* The spill is not likely to reach any nearby storm drain system or surface water;
* The spill can be easily stopped and controlled at the time of discharge;
* There is little risk of fire or explosion; and
* There is little risk to public health and safety.

Anyone discovering a Minor Spill must follow the steps described below in response.

* Alert others in the immediate area and contact [the designated person] at [insert phone number(s)]
* Leave the immediate area without contaminating other individuals and the environment.
* If clothing is contaminated, remove, fold contamination inward, and treat as waste.
* Refer to Safety Data Sheets (SDS) and appropriate cleanup guides for chemical spills.
* Wear Personal Protection Equipment (PPE) appropriate for the material spilled (e.g., safety goggles, gloves).
* Confine the spill to a limited area using proper absorbent materials. Barricade and isolate the area to prevent spread of contamination.
* If involving broken glass, pick them up with tongs, forceps, or dustpans. Place in a puncture-resistant container.
* Be aware of inhalation hazards. Use appropriate neutralizer, disinfectant, and absorbents to mitigate the spill.
* Place spill cleanup materials in a container. Call the designated spill detection and response person for disposal.
* Wash arms, hands, and face with soap and water.

In addition, the designated spill detection and response personnel identified in the beginning of this Section will contact appropriate regulatory authorities and response organization (see Section 11.1.2), and prepare appropriate spill response recordkeeping and reporting documents.

**Response to a Major Spill**

A “Major Spill” is defined as an event that cannot be handled safely without the assistance of the emergency response personnel, including all events where a person is injured or contaminated. It usually poses significant harm or threat to the environment or public health and safety. Major Spills are generally those such as:

* The quantity of product spilled is large enough to spread beyond the immediate area;
* The spilled material enters navigable water or storm drainage system;
* The spill requires special equipment or training to clean up;
* There is a danger of fire or explosion.

In the event of a Major Spill, the following guidelines should be followed:

* Attend to injured or contaminated persons.
* Alert personnel in the area of the spill to evacuate the immediate area.
* Call 9-1-1 and designated spill detection and response officer.
* Have a person knowledgeable of the incident and the substance spilled available to assist emergency response personnel.
* Refer to SDS and appropriate cleanup guides for chemical spills.
* If spilled substance is flammable, turn off heat and ignition sources when it is safe to do so.
* If spilled into the environment, confine the release to prevent the spread of contamination only when it is safe to do so.

In addition, the designated spill detection and response officer identified in the beginning of this Section will contact appropriate regulatory authorities and response organization (see Section 11.1.2), and prepare appropriate spill response recordkeeping and reporting documents.

* + 1. Spill Notification Procedure

|  |
| --- |
| 1. *Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with Section 5.3.4 and established under either 40 CFR Parts 110, 117, or 302, occurs during a 24-hour period. Contact information must be in locations that are readily accessible and available.*
 |

The designated spill detection and response officer identified in Section 11.1.1 shall be responsible for notifying regulatory agencies of releases and response actions. The agencies that must be contacted depend on the nature and extent of the release, as described below.

| Government Agency | Notification Requirements | When and Phone Number |
| --- | --- | --- |
| National Response CenterU.S. Coast Guard | **Any quantity of oil** **discharged to navigable waters or adjoining shorelines** that:* Violate applicable water quality standards;
* Cause a film or “sheen” upon, or discoloration of the surface of the water or adjoining shorelines; or
* Cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

**A spill or lease of Superfund hazardous substances** in an amount exceeds the reportable quantities (RQ) codified in 40 CFR Part 302 Table 302.4 and Part 355 Appendix A. | \*Immediately:1(800) 424-8802 |
| The Hawaii State Emergency Response Commission (HSERC/HEER) and Local Emergency Planning Committee (LEPC) | The release of:* A list hazardous substance designated under HAR 11-451-5(b), in quantities equal to or exceeding the RQ in HAR 11-451-6(b) in any 24-hour period; or
* An unlisted hazardous substance designated under HAR 11-451-5(c), in quantities equal to or exceeding the RQ in HAR 11-451-6(c) in any 24-hour period. Detailed spill notification guideline is included in Appendix C.
 | \*Immediately: HDOH HEER Office(808) 586-4249OrAfter Hours (808) 247-2191, heer@doh.hawaii.gov;Written follow-up due ASAP within 30 days |
| The Hawaii State Department of Transportation, Harbors Division | Any size of spill or release of regulated hazardous substance by USEPA or HDOH. | \*Immediately:Oahu: (808) 587- 2076Environmental Hotline: (808) 587-1962 |

\*Immediately: It is expected that notification occur within 20 minutes of discovery of the release

* 1. Waste Management Procedures

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.11.2: The SWPPP must describe procedures for how the permittee will handle and dispose of all wastes generated at the site, including, but not limited to, clearing and demolition debris, sediment removed from the site, construction and domestic waste, hazardous or toxic waste, and sanitary waste.* |

[Please describe here the procedures for handling and disposal of all wastes generated at the site.]

1. Procedures for Inspection, Maintenance, and Corrective Action

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.12: The SWPPP must describe the procedures the permittee will follow for maintaining the storm water control measures, conducting site inspections, and, where necessary, taking corrective actions, in accordance with HAR 11-55 Section 5.1.1.4., Section 5.3.2., Section 9, and Section 10 of the permit. The following information must also be included in the SWPPP:* |

* 1. Inspection Procedures

|  |
| --- |
| 1. *Personnel responsible for conducting inspections;*
 |

Qualified staff will be appointed to conduct the inspections. The designated inspector is a person knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, who possesses the skills to assess conditions at the construction site that could impact storm water quality, and the skills to assess the effectiveness of any storm water controls selected and installed to meet the requirements of this permit. The qualified staff responsible for conducting inspections is summarized in the table below.

| Name | Position | Contact Information |
| --- | --- | --- |
|  | Inspector |  |

The inspector will at a minimum inspect the following areas of the site:

* All areas that have been cleared, graded, or excavated and that have not yet completed stabilization;
* All storm water controls (including pollution prevention measures) installed at the site;
* Materials, waste, borrow, or equipment storage and maintenance areas;
* All areas where storm water typically flows within the site, including drainage ways designed to divert, convey, and/or treat storm water;
* All points of discharge from the site; and
* All locations where stabilization measures have been implemented.

During the site inspection, the inspector will at a minimum:

* Check whether all erosion and sediment controls and pollution prevention controls are installed as specified in the SWPPP.
* Check whether these controls are operational and working as intended to minimize pollutant discharges.
* Determine if any controls need to be replaced, repaired, or maintained;
* Check for the presence of conditions that could lead to spills, leaks, or other accumulations of pollutants on site;
* Identify any locations where new or modified storm water controls are necessary to meet the requirements;
* At points of discharge and if applicable, the banks of any state waters flowing within the project boundaries or immediately adjacent to the site, check for signs of visible erosion and sedimentation (i.e., sediment deposits) that have occurred and are attributable to the discharge;
* Identify any and all incidents of noncompliance observed;
* Prepare and complete inspection report/checklist (included in Appendix Choose an item..)

If a discharge is occurring during the inspection, the inspector needs to:

* Identify all points of the property from which there is a discharge;
* Observe and document the visual quality of the discharge, and take note of the characteristics of the storm water discharge, including color, odor, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of storm water pollutants; and
* Document whether the storm water controls are operating effectively, and describe any such controls that are clearly not operating as intended or are in need of maintenance/repair.

The inspector is not required to inspect areas that, at the time of the inspection, are deemed unsafe. Inspections will occur during the project’s normal working hours.

* 1. Maintenance Procedures

The inspector shall ensure that all storm water controls (including erosion and sediment controls and pollution prevention controls) installed in accordance with this SWPPP, remain in effective operating condition and are protected from activities that would reduce their effectiveness. The inspector shall inspect all pollutant-generating activities, and relevant controls in accordance with the inspection frequency requirements of Section 9.1.2. to minimize situations that may result in leaks, spills, and other releases of pollutants in storm water discharges to receiving waters. If the inspector finds that controls need to be replaced, repaired, or maintained, this person shall make the necessary repairs or modifications in accordance with the following requirements:

* If the problem does not require significant repair or replacement, or if the problem can be corrected through routine maintenance, initiate work to fix the problem immediately after discovering the problem, and complete such work by the close of the next work day.
* When installation of a new control or a significant repair is needed, the Contractor shall install the new or modified control and make it operational, or complete the repair, no later than seven (7) calendar days from the time of discovery.
* If it is infeasible to complete the installation or repair within seven (7) calendar days, the inspector shall document in the records why it is infeasible to complete the task and document the schedule for installing the storm water control(s) and making it operational as soon as practicable after the seven (7) calendar day timeframe. Where these actions result in changes to any of the controls or procedures documented in this SWPPP, the plan shall be modified accordingly within seven (7) calendar days of completing this work.
	1. Procedure for Corrective Actions

Corrective actions are taken in compliance with the permit requirements to:

* Repair, modify, or replace any storm water control used at the site;
* Clean up and properly dispose of spills, releases, or other deposits; or
* Remedy a permit violation.

Based on the results of the inspection, corrective action may be initiated. The Contractor shall immediately stop, reduce, or modify construction, or implement new or revised BMP as needed to stop or prevent a violation of the basic water quality criteria as specified HAR 11-54-4.

* + 1. Requirements for Taking Corrective Actions

The Contractor shall complete the following corrective actions in accordance with the deadlines specified in this Section. In all circumstances, the Contractor shall immediately take all reasonable steps to minimize or prevent the discharge of pollutants until a permanent solution is installed and made operational, including cleaning up any contaminated surfaces so that the material will not discharge during subsequent storm events.

For any of the following conditions on the site, the Contractor shall install a new or modified control and make it operational, or complete the repair, by no later than seven (7) calendar days from the time of the discovery. If it is infeasible to complete the installation or repair within seven (7) calendar days, the Inspector shall document in the records why it is infeasible to complete the installation or repair within the seven (7) calendar day timeframe and document a schedule for installing the storm water control(s) and making it operational as soon as practicable after the 7-day timeframe.

* A required storm water control was never installed, was installed incorrectly, or not in accordance with the requirements in HAR 11-55, Appendix C, Section 5 and/or 6; or
* The Contractor becomes aware that the storm water controls installed and being maintained are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in HAR 11-55, Appendix C, Section 6.1. In this case, the Contractor shall notify HDOH by the end of the next work day; or
* One of the prohibited discharges listed below is occurring or has occurred.
	+ Wastewater from washout of concrete;
	+ Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
	+ Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
	+ Soaps, solvents, or detergents used in vehicle and equipment washing; and
	+ Toxic or hazardous substances from a spill or other release.

Where corrective actions result in changes to any of the storm water controls or procedures documented in this SWPPP, the Contractor shall modify the plan accordingly within seven (7) calendar days of completing corrective action work. If any permit violation is found during an inspection carried out by USEPA/HDOH/HDOT, the Contractor shall comply with all corrective actions required by these government agencies.

For each corrective action, the Inspector shall complete a corrective action report upon discovering the occurrence of one of the triggering conditions listed in Section 12.3.1. Detailed discussion is documented in Section 12.5.2 of this plan.

* 1. Inspection Frequency

|  |
| --- |
| 1. *The inspection schedule the permittee will be following, which is based on whether the site is subject to HAR 11-55 Section 9.1.2. or Section 9.1.3., and whether the site qualifies for any of the allowances for reduced inspection frequencies in 9.1.4. If the permittee will be conducting inspections in accordance with the inspection schedule in Section 9.1.2.a. or Section 9.1.2.b., the location of the rain gauge on the site or the address of the weather station the permittee will be using to obtain the rainfall data; and*
 |

This project has a potential to discharge to Choose an item. which Choose an item. listed as an impaired waterbody. Therefore, an inspection frequency checked below, will be implemented for this project.

[ ]  At least once every 7 calendar days (HAR 11-55 Section 9.1.2.a.).

[ ]  Once every 14 calendar days **AND** within 24 hours of the occurrence of a storm event of 0.25 inches or greater and within 24 hours after the end of the storm (HAR 11-55 Section 9.1.2.b.).

[ ]  Once every 7 calendar days; **AND** within 24 hours of the occurrence of a storm event of 0.25 inches or greater and within 24 hours after the end of the storm (HAR 11-55 Section 9.1.3.).

The following method will be utilized to obtain the storm event information.

[ ]  A rain gauge is kept on site and properly maintained.

[ ]  A nearby weather station at

In addition, this project is subject to **HDOT Harbors Division Construction Site Runoff Control Program**. The Contractor must notify Harbors when the site is ready for initial/final site BMP inspection. Regular inspections (bimonthly between April and September and biweekly otherwise) also need to be scheduled.

* 1. Inspection Forms and Recordkeeping

|  |
| --- |
| 1. *Any inspection or maintenance checklists or other forms that will be used.*
 |

* + 1. Inspection Report/Checklist

A copy of the inspection report/checklist is included in Appendix Choose an item.. The inspector must complete an inspection report/checklist within 48 hours of completing any site inspection. Each inspection report/checklist must include the following:

* The inspection date;
* Names and titles of personnel conducting the inspection;
* A summary of the inspection findings, including the list of construction operations and storm water controls implemented on-site and their status/condition;
* Rain gauge or weather station readings that triggered the inspection, if applicable;
* If it is determined that it is unsafe to inspect a portion of the site, the inspector shall describe the reason to be unsafe and specify the locations that this condition applied to.
* A summary of corrective actives conducted.

Inspection report/checklist must be certified and signed by the inspector or a duly authorized representative. A current copy of all inspection records shall be kept on-site or at an easily accessible location, so that they can be made available at the time of the inspection or upon request by USEPA, HDOH, HDOT, or an authorized representative of these government agencies. All inspection records completed for this project must be retained for at least three years from the date that the permit coverage expires or is terminated.

* + 1. Corrective Action Report/Form

Based on the results of the inspection, corrective actions may be initiated, as discussed in Section 12.3 of this plan. For each corrective action, the Inspector will complete a corrective action report (Appendix Choose an item.) upon discovering the occurrence of one of the triggering conditions listed in Section 12.3.1., including the applicable information listed below.

* Within 24 hours, the Inspector shall complete a report of the following:
	+ Which condition was identified at the site;
	+ The nature of the condition identified; and
	+ The date and time of the condition identified and how it was identified.
* Within 7 calendar days, the Inspector shall complete a report of the following:
	+ Any follow-up actions taken to review the design, installation, and maintenance of storm water controls, including the dates such actions occurred;
	+ A summary of storm water control modifications taken or to be taken, including a schedule of activities necessary to implement changes, and the date the modifications are completed or expected to be completed; and
	+ Notice of whether SWPPP modifications are required as a result of the condition identified or corrective action.

Each corrective action report must be certified and signed by the Inspector or the duly authorized representative for this project. Current copies of all corrective action reports shall be kept at the site or at an easily accessible location, so that it can be made available at the time of an on-site inspection or upon request by the USEPA/HDOH/HDOT. All corrective action reports completed for this project must be retained for at least five (5) years from the date that the permit coverage expires or is terminated.

* + 1. Monthly Compliance Report

The Inspector will prepare a monthly compliance report (Appendix Choose an item.), which shall include, but is not limited to, information as required by the permit, any incident of non-compliance, and subsequent corrective actions. If the activity is in compliance and none of the information on file with USEPA/HDOH/HDOT requires updating, or there were no incidences of non-compliance, preparation of the monthly compliance report is still required which states that there were “no changes, updates, or any incidences of non-compliance to report.”

The monthly compliance report will be kept on-site and available for review by the end of the next business day when requested by the USEPA/HDOH/HDOT.

1. Staff Training

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.13: The SWPPP must include documentation that the required personnel were trained in accordance with the following:**HAR Chapter 11-55 Appendix C Section 7.2.13.1: Prior to the commencement of earth-disturbing activities or pollutant-generating activities, whichever occurs first, the permittee shall ensure that the following personnel understand the requirements of this permit and their specific responsibilities with respect to those requirements:*1. *Personnel who are responsible for the design, installation, maintenance, and/or repair of storm water controls (including pollution prevention measures);*
2. *Personnel responsible for the application and storage of chemicals (if applicable);*
3. *Personnel who are responsible for conducting inspections; and*
4. *Personnel who are responsible for taking corrective actions.*

*Notes: (1) If the person requiring training is a new employee, who starts after the permittee commences earth-disturbing or pollutant-generating activities, the permittee shall ensure that this person has the proper understanding as required above prior to assuming particular responsibilities related to compliance with this permit. (2) For emergency-related construction activities, the requirement to train personnel prior to commencement of earth-disturbing activities does not apply, however, such personnel must have the required training prior to NOI submission.**HAR Chapter 11-55 Appendix C Section 7.2.13.2: The permittee is responsible for ensuring that all activities on the site comply with the requirements of this permit. The permittee is not required to provide or document formal training for subcontractors or other outside service providers, but must ensure that such personnel understand any requirements of the permit that may be affected by the work they are subcontracted to perform.**At a minimum, personnel must be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):*1. *The location of all storm water controls on the site required by this permit, and how they are to be maintained;*
2. *The proper procedures to follow with respect to the permit’s pollution prevention requirements; and*
3. *When and how to conduct inspections, record applicable findings, and take corrective actions.*
 |

The Contractor will comply with the training requirements described above. Training records will be included in Appendix Choose an item..

Note: **Harbors Construction and Post-Construction Training Video** and post-training survey (as shown in screenshot below) are online at <http://hidot.hawaii.gov/harbors/malamaikeawakai/>. All on-site team members need to watch this video and complete the survey.



1. Documentation of Compliance with Safe Drinking Water Act Underground Injection Control (UIC) Requirements for Certain Subsurface Storm Water Controls

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.14: If using any of the following storm water controls at the site, as they are described below, the permittee must document any contact with the department’s Safe Drinking Water Branch for implementing the requirements for underground injection wells in the Safety Drinking Water Act and USEPA’s implementing regulations at 40 CFR Parts 144-147. Such controls would generally be considered Class V UIC wells:*1. *Infiltration trenches (if storm water is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system);*
2. *Commercially manufactured precast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate storm water flow; and*
3. *Drywells, seepage pits, or improved sinkholes (if storm water is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system).*
 |

Check the one applicable to the project:

[ ]  **NONE** of the storm water controls described above. will be implemented in this project.

[ ]  At least one of the storm water controls described above. will be implemented in this project. HDOH Safe Drinking Water Branch has been contacted for implementing the requirements for UIC in the Safe Drinking Water Act and USEPA’s implementing regulations at 40 CFR Parts 144-147. Correspondences are included in Appendix Choose an item..

1. Information to be Included in the SWPPP prior to the Start of Construction Activities

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.15.1: Contractor information.**The following contractor (general and subcontractors) information shall be included in the SWPPP: legal name, street address, contact person’s name and position title, telephone number, and email address.* |

The list of contractor and subcontractor(s) for this project is summarized in Section 4.0.

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.15.2: Other state, federal, or county permits**The following are required to be included in the SWPPP prior to the start of construction activities, if applicable:*1. *Copy of the drainage system owner’s approval allowing the discharge to enter their drainage system;*
2. *Copy of the county-approved grading permit;*
3. *Copy of the department of the army permit and section 401 water quality certification; and*
4. *A list of other permits.*
 |

Check options applicable to the project:

[ ]  This project has a potential to discharge into a drainage system owned by **HDOT Highways Division**. A copy of owner’s approval is included in Appendix Choose an item..

[ ]  This project has a potential to discharge into a drainage system owned by **City and County of Honolulu**. A copy of owner’s approval is included in Appendix Choose an item..

[ ]  This is a **Harbors Capital Improvement** or **Maintenance** Project and therefore is exempt from a county-approved grading permit.

[ ]  This project has a potential to discharge into the navigable waters. Copies of Department of the Army Permit (issued by U.S. Army Corps of Engineers) and Section 401 Water Quality Certification (issued by HDOH) are included in Appendix Choose an item..

[ ]  Other permit(s):

Copies of these permit(s) are included in Appendix Choose an item..

1. Any Other Information as Requested by the Director

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.16: Any other information as requested by the director.* |

[Please list other information requested by the HDOH Director. If not applicable, please state so.]

1. SWPPP Certification

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.17: The certifying person or duly authorized representative must certify, sign, and date the SWPPP in accordance with section 15 of appendix A, chapter 11-55.* |

The certification page is placed prior to the Table of Content. Any required modifications made to this SWPPP must be certified, signed, and dated by the Certifying Person or the duly authorized representative for this project.

1. Post-Authorization Additions to the SWPPP

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.2.18: After the issuance of the NGPC the permittee shall include the following documents as part of the SWPPP:*1. *A copy of the NOI submitted to the department along with any correspondence exchanged between the permittee and the department related to coverage under this permit;*
 |

The NOI and related correspondence with the HDOH are provided in Appendix Choose an item..

|  |
| --- |
| 1. A copy of the NGPC and all attachments included with the NGPC (an electronic copy easily available to the storm water team is also acceptable).
 |

The NGPC and all attachments included with the NGPC are provided in Appendix Choose an item..

1. On-site Availability of the SWPPP

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.3: The permittee is required to keep a current hard or electronic copy of the SWPPP at the site or at an easily accessible location so that it can be made available at the time of an on-site inspection or upon request by the department; USEPA; or local agency approving storm water management plans; the operator of a storm water drainage system receiving discharges from the site; or representatives of the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS).**The department may provide access to portions of the SWPPP to a member of the public upon request. Confidential Business Information (CBI) will be withheld from the public, but may not be withheld from USEPA, USFWS, or NMFS.**Note: Information covered by a claim of confidentiality will be disclosed by the department only to the extent of, and by means of, the procedures set forth in 40 CFR Part 2, Subpart B. In general, submitted information protected by a business confidentiality claim may be disclosed to other employees, officers, or authorized representatives of the United States concerned with implementing the CWA. The authorized representatives, including employees of other executive branch agencies, may review CBI during the course of reviewing draft regulations.**If an onsite location is unavailable to keep the SWPPP when no personnel are present, notice of the plan’s location must be posted near the main entrance of the construction site.* |

Please check the one applicable to this project.

[ ]  A current copy of the SWPPP is kept on-site.

[ ]  A current copy of the SWPPP is kept at an easily accessible location, which is posted near the main entrance of the construction site.

1. SWPPP Modifications

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.4.1: The permittee shall modify the SWPPP, including the site map(s), in response to any of the following conditions:* |

* 1. Required SWPPP Modifications and Record

During the course of the construction phase, the following table shall be updated if any required SWPPP modifications are triggered.

|  | Conditions Warrant SWPPP Modification(s) | Summary of Corresponding Section(s) Modified |
| --- | --- | --- |
|[ ]  *11-55 Appendix C Section 7.4.1.1*: *Whenever new contractors become active in construction activities on the site, or changes are made to the construction plans, storm water control measures, pollution prevention measures, or other activities at the site that are no longer accurately reflected in the SWPPP. This includes changes made in response to corrective actions triggered under section 10.*  |  |
|[ ]  *HAR Chapter 11-55 Appendix C Section 7.4.1.2: To reflect areas on the site map where operational control has been transferred (and the date of transfer) since initiating permit coverage;* |  |
|[ ]  *HAR Chapter 11-55 Appendix C Section 7.4.1.3: If inspections or investigations by site staff, or by local, state, or federal officials determine that SWPPP modifications are necessary for compliance with this permit;* |  |
|[ ]  *HAR Chapter 11-55 Appendix C Section 7.4.1.4: Where the department determines it is necessary to impose additional requirements on the discharge, the following must be included in the SWPPP:*1. *A copy of any correspondence describing such requirements; and*
2. *A description of the storm water control measures that will be used to meet such requirements.*
 |  |
|[ ]  *HAR Chapter 11-55 Appendix C Section 7.4.1.5: To reflect any revisions to applicable federal, state, and local requirements that affect the storm water control measures implemented at the site.* |  |

* 1. Deadlines for SWPPP Modifications

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.4.2: The permittee shall complete required revisions to the SWPPP within 7 calendar days following the occurrence of any of the conditions listed in section 7.4.1.* |

* 1. SWPPP Modification Records

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.4.3: The permittee shall maintain records showing the dates of all SWPPP modifications. The records must include a signature of the person authorizing each change (see section 7.2.17. above), date, and a brief summary of all changes.* |

The SWPPP modification log is included in Appendix Choose an item.. A brief summary of all changes can be found in Section 20.1.

* 1. Certification Requirements

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.4.4: All modifications made to the SWPPP consistent with section 7.4. must be certified, signed, and dated by the Certifying Person that meets the requirements in section 15 of appendix A, chapter 11-55 or the duly authorized representative that meets the requirements of 11-55-07(b).* |

All modifications (made to this SWPPP) in response to the corrective actions listed in Section 12.3.1 will be certified, signed, and dated by the Certifying Person or the duly authorized representative for this project.

* 1. Required Notice to Other Contractors

|  |
| --- |
| *HAR Chapter 11-55 Appendix C Section 7.4.5: Upon determining that a modification to the SWPPP is required, if there are multiple contractors covered under this permit, the permittee shall immediately notify any contractors who may be impacted by the change to the SWPPP.* |

The Contractor will modify the SWPPP as required, and notify all contractors listed in Section 15.0 on a timely manner.

**APPENDIX A**

**SITE MAP AND FIGURES**

**APPENDIX B**

**BMP INSPECTION FORM/CHECKLIST**

**APPENDIX C**

**BMP CORRECTIVE ACTION REPORT/FORM**

**APPENDIX D**

**MONTHLY COMPLIANCE REPORT**

**APPENDIX E**

**SPILL/RELEASE REPORT GUIDELINES**

**APPENDIX F**

**SPILL INCIDENT REPORT FORM**

**APPENDIX G**

**PLAN REVIEW AND MODIFICATION LOG**

**Record of Revision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Revision Date** | **Description** | **Sections Affected** |
| 1.0 |  | Initial release |  |
| 2.0 |  |  |  |
| 3.0 |  |  |  |
| 4.0 |  |  |  |
| 5.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*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 gather and evaluate 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.*

Certifying Person’s Name:

Certifying Person’s Title:

Certifying Person’s Company:

Certifying Person’s Signature: Date:

**APPENDIX H**

**[NPDES PERMIT, NOI, RELEVANT CORRESPONDENCE, AND OTHER PERMITS]**