

**Disclaimer and General Instructions:** This template is provided for informational purposes to assist designers and contractors, of State of Hawai'i Department of Transportation, Harbors Construction Projects and Tenant Improvement Projects, in preparing a Site-Specific Best Management Practices (BMP) Plan for projects that do not require a National Pollutant Discharge Elimination System (NPDES) permit. In compliance with Clean Water Act and Hawaii Administrative Rules 11-54 & 11-55, Harbors requires all projects to implement BMP measures and practices for pollution prevention and environmental protection. This template should be modified (as necessary) to reflect appropriate site-specific BMPs and used in conjunction with the Specifications on Temporary Water Pollution, Dust, and Erosion Control.

Users of this template should use their best professional judgment and sound engineering principles and seek advice from qualified professionals to determine the applicability of the information and assume all liability directly or indirectly arising from the use of this template.

## SITE-SPECIFIC BEST MANAGEMENT PRACTICE PLAN

Job No. and Job Title:

---

General Contractor Information:

---

---

---

### CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision to comply with the Specifications on Temporary Water Pollution, Dust, and Erosion Control for the subject project. Application of Best Management Practices shall comply with applicable federal, state, and county regulations."

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

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

## Section 1

**Scope of Work:** Provide brief description of work.

## Section 2

**Construction Schedule:** See attached as Appendix A.

## Section 3

**Site Map:** Include on site map Project Limits, Slope and Flow Arrows, Stockpiles, Contaminated Soil, State Waters, Construction Entrance, Staging Area, Drain Inlets, Potential Pollutants, BMPs, Chemicals, Spill Kit, if applicable. See attached Site Map in attached as Appendix B.

## Section 4

**Identify Potential Pollutants:** List potential pollutants and their sources and other factors that may cause water pollution, dust and erosion (e.g. hazardous material; concrete; paint; litter; maintenance; washing; construction debris; etc.)

	<b>Potential Pollutant</b>	<b>Source</b>
<i>Ex.</i>	<i>Diesel/gasoline</i>	<i>Fueling operations</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

See additional potential pollutants and source in attached as Attachment \_\_\_\_\_

## Section 5

**5.1 Materials:** List all material to be used during construction.

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |

**5.2 Equipment:** List all heavy equipment to be used during construction. Vehicles and equipment shall be well maintained and free from any type of fluid leaks.

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |

See additional materials and heavy equipment in attached as Attachment \_\_\_\_\_

## Section 6

**Storm Water Team:** List name(s) of specific individual(s) responsible for water pollution, dust and erosion controls on the project site.

<i><b>Position</b></i>	<i><b>Name</b></i>	<i><b>Responsibilities</b></i>	<i><b>Contact Information</b></i>

## Section 7

**Best Management Practice (BMP):** Describe the methods and devices used to eliminate certain pollutants (e.g., wash water, fuels, solvents, detergents, toxic or hazard substances) from discharging into state waters and drainage systems and provide details of BMP to be installed or utilized. If not applicable indicate with N/A.

#	Pollutant(s)	Yes	N/A	BMP (method and device)
1	Drain Inlet(s)			
2	Vehicle and Equipment Washing			
3	Dust: Fugitive dust from demolition, debris, grinding, sweeping, brooming operations or combination thereof.			
4	Vehicle and Equipment Fueling: Fueling operations will be monitored to prevent spills, leaks and overflows. Fueling shall not be conducted within fifty (50) feet from the edge or pier or any storm drain(s). A spill pan will be used to catch spills/leaks. Spill kit will be readily available.			
5	Vehicle and Equipment Maintenance: If emergency repairs or maintenance of large equipment must be performed, spill pan and/or oil-absorbent material will be placed under the vehicle or equipment to catch any spills/leaks. Spill kit will be readily available.			

#	Pollutant(s)	Yes	N/A	BMP (method and device)
6	<p>Waste Management:</p> <p>All construction debris will be collected and placed in dumpster and covered daily. Dumpsters should be leak proof and covered when not in use to prevent the accumulation of rainwater. Dumpsters and concrete bins will be properly removed and disposed of as necessary.</p>			
7	<p>Materials:</p> <p>Stored materials will be inspected daily. Materials will be used in strict accordance with the manufacturer's instructions. The contents of any damaged or rusted containers will be transferred into suitable container or into secondary containment. Regulated hazardous materials will be brought to the site as needed.</p>			
8	<p>Painting:</p> <p>Keep all liquids, paint products and wastes away from the street, gutter and storm drains. Liquid residues from paints, thinners, solvents and cleaning fluids are hazardous wastes and must be disposed of properly. Dry sweep chips and dusts from paints. Washout container for paint brushes and rollers shall be properly stored and removed from site at completion of project.</p>			
9	<p>Portable Toilets:</p> <p>Portable restroom facilities will be at least fifty (50) feet away from the storm drain system and/or receiving waters (if all possible). Portable restroom facilities shall be properly anchored and maintained as necessary.</p>			

#	Pollutant(s)	Yes	N/A	BMP (method and device)
10	Hazardous Materials: All flammable and reactive liquids will be kept in a sealed and clearly labeled original or compatible containers and stored under cover and within secondary containment and at least fifty (50) feet away from the edge of property and the nearest storm drain systems and/or receiving waters, if possible.			
11	Concrete: Concrete/pump trucks will be washed out in an approved work/storage area to assure that materials are not tracked offsite. Washout water shall not be allowed to discharge (directly or indirectly) into the storm drain system or receiving waters. Washout area shall be located at least fifty (50) feet away from the storm drain system and/or receiving waters. Contractor to provide adequate holding capacity with a minimum freeboard of 4 inches and will be cleaned upon reaching 75% capacity.			
12	Concrete and Asphalt Pavement Cutting Slurry: Slurry should not be allowed to enter storm drain(s) or State waters. Residue should not be allowed to flow across pavement and should not be left on the surface of the pavement.			
13	Hazardous Waste: All hazardous waste will be properly characterized and properly disposed of at a certified facility.			
14	Litter Management: Keep good housekeeping condition throughout the construction phase and refer to Section 10 for more information.			

See additional BMPs (as applicable to this project) in attached as Attachment \_\_\_\_\_

## Section 8

**Spill Kits:** Spill kits will be available and ready to contain and clean up any spills. Spill kits shall be located within 50 feet of the hazardous material storage area and fueling, if applicable. Spill kit location is shown on attached site plan.

## Section 9

### **Maintenance of BMPs:**

- The BMP Plan will be revised as necessary to incorporate any changes
- Contractor to conduct visual inspection of BMPs daily
- All minor repairs of BMPs will be completed within 24 hours of detection
- All major repairs will be completed as practical no later than 7 days after detection
- Contractor shall address any BMP concerns brought up by the Harbors within 24 hours of notification, including weekends and holidays
- Contractor shall conduct BMP inspections weekly
- A record of the weekly inspections will be prepared utilizing the BMP Inspection and Maintenance Report Form attached as Appendix C

## Section 10

**Stockpiles:** Description of method(s) of managing material stockpiles to minimize erosion and dust.

- Stockpiles shall be located a minimum of 50 feet away from the storm drain system and/or receiving waters, if all possible.
- All stockpiles should be protected with a temporary linear sediment barrier prior to the onset of precipitation. Stockpiles of “cold mix” should be placed on and covered with plastic or comparable material prior to the onset of precipitation.
- Stockpile location is shown on attached site plan.

## Section 11

### **Good housekeeping practices:**

#### Sediment Tracking

- Minimize tracking of sediment offsite from project entrances and exits
- Provide a stabilized construction ingress/egress, if applicable
- Contractor shall inspect adjacent paved areas for tracked sediment and clean dirt, mud or other materials tracked onto existing pavement immediately

#### Covered Waste Receptacle

- All construction debris will be placed in dumpster and covered daily. Dumpsters shall be leak proof and covered to prevent the accumulation of rainwater. No construction debris or other refuse that is generated as a result of project activities is to be disposed in Harbors owned waste receptacles.

### Litter Management

- Contractor shall have a comprehensive housekeeping policy and shall actively enforce housekeeping requirements. Housekeeping items include but are not limited to cups, cans, bottles and other forms of light weight litter, unattended containers of hazardous materials, concrete debris (i.e. dust, chips, and other sweeping), and discarded articles of disposable Personal Protective Equipment (i.e. earplugs, dust masks, and gloves). Employees who are specifically tasked with housekeeping duties shall be identified by name in Section 5.
- See Housekeeping Policy in attached as Appendix D

## Section 12

### **Leak, Spill or Release Notification**

The appropriate agencies will be promptly notified in the event of a spill, leak or other type of release that contains hazardous substance or oil in an amount to or in excess of a reportable quantity established under 40 CFR Parts 110, 117 or 302 that occur within a 24-hour period. Contractor shall notify the HDOT Harbors District Manager, designated Project Engineer, and Engineering Branch Environmental Hotline (808-587-1962) of any illicit discharge and/or spill/release that occurs onsite.

#### Release/Spill Notification Contacts:

- National Response Center (1-800-424-8802)
- State of Hawaii Department of Health(HDOH), Office of Hazard Evaluation and Emergency Response (808-586-4249 working hours and 808-247-2191 after hours). For more information, please visit website at <https://health.hawaii.gov/heer/reporting/how-to-report-a-release-spill/>
- City and County Fire Department (911)
- Local Emergency Planning Committee
  - \* For City and County of Honolulu: 808-723-8960 (non-emergency release/spill) or report online (after-hours) at <https://veoci.com/v/p/form/gvgs6ne3kmeq>
  - \* For County of Hawaii: 808-936-8181 (email: [gkosaki@hawaii.rr.com](mailto:gkosaki@hawaii.rr.com)), 808-935-0031 (Civil Defense)
  - \* For County of Kauai: 808-241-1800
  - \* For County of Maui: 808-870-7404 (email: [lepcmauicounty@yahoo.com](mailto:lepcmauicounty@yahoo.com))
- **If the release/spill enters into state water (e.g., harbor), please also notify HDOH Clean Water Branch (808-586-4309 during business hours; and the Hawaii State Hospital Operator at 808-247-2191 or email to [CleanWaterBranch@doh.hawaii.gov](mailto:CleanWaterBranch@doh.hawaii.gov) during non-business hours).**

See Contractor Spill Response Plan in attached as Appendix E.

## Section 13

<b>Appendix</b>	<b>Title</b>
A	Section 2 – Construction Schedule
B	Section 3 – Site Map
C	Section 9 – BMP Inspection and Maintenance Report Form
D	Section 11 – Housekeeping Policy
E	Section 12 – Spill Response Plan
<b>Attachment</b>	<b>Title</b>
	Section 4 – Additional Potential Pollutants and Source
	Section 5 – Additional Materials and Heavy Equipment
	Section 7 – Additional BMPs