STANDARD OPERATION PROCEDURE

Subject: Storm Water Pollution Prevention Plan (SWPPP) Development and Monitoring

Number: SOP 800-1  Page: 1 of 2  Effective Date: 10/01/2016

PURPOSE:
To provide Pima County staff the process for development and monitoring of the contractor’s SWPPP.

PLAN COMPONENTS:

1. RESPONSIBILITY:
   - PCDOT Field Engineering
   - Design Engineering

2. PROCESS:
   - SWPPP Development
     - A SWPPP will be developed by the design consultant in accordance with AZPDES 2013 Construction General Permit guidelines unless a project has an individual permit.
     - SWPPP formats will conform to the PCDOT template. Project Managers should ensure consultant is utilizing the most up to date version, which is available from PDEQ Regulatory Unit.
     - Both FE and DE will assign staff to review and comment on the SWPPP during its design.
   - Inspection
     - SWPPP Inspector will conduct a site inspection at the beginning of the project and at intervals designated in the SWPPP using the current PCDOT "2013 Construction General Permit Inspection & Correction Action Report Form".
     - Record details of corrective actions due to the inspection in the inspection report (CGP Part 5.3). Document details of corrective actions discovered at other times in the Corrective Action Log (PCDOT SWPPP 5.3, Appendix F)
     - Record details of SWPPP amendments due to an inspection in the inspection report (CGP Part 6.5.2). Record details of SWPPP amendments needed at other time in the SWPPP Amendment Log (PCDOT SWPPP Part 6.2, Appendix G)
   - Deficiency Correction
<table>
<thead>
<tr>
<th>Subject:</th>
<th>Storm Water Pollution Prevention Plan (SWPPP) Development and Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>SOP 800-1</td>
</tr>
<tr>
<td>Page:</td>
<td>2 of 2</td>
</tr>
</tbody>
</table>

- Corrective actions must be completed within 7 calendar days from discovery (CGP Part 5.2); maintenance actions by the close of the next work day (CGP Part 3.1); and SWPPP amendments within 7 calendar days from discovery. (CGP Part 6.5.2)
- A follow-up inspection will be conducted to verify any deficiencies have been corrected within seven days of deficiency being identified.

- If Corrective Actions or Amendments exceed 7 calendar days, a justification shall be entered into the inspection report in the appropriate sections. The identified activity may need to be transferred to the Corrective Actions or Amendments logs in the SWPPP for ongoing tracking. Once complete, the information is entered back into inspection log report so all entries match.
  - Inspection forms and all other associated SWPPP information shall be maintained in the SWPPP and Department files for three years after PCDOT's NOT is filed.

- In the case of continued non-compliance by the project construction contractor for the same issues PCDOT will issue the ten-day notification and contract with a separate contractor to correct the deficiencies.
  - Any additional costs and/or fines will be charged back to the original contractor.

3. ATTACHMENTS:
- "Corrective Action Log Form, Appendix F"
- Amendment Log Form, Appendix G

APPROVED BY:

Priscilla Cornelio, Director

Ana Olivares, Deputy Director

Rick Ellis, Deputy Director
## 2013 Construction General Permit
### Inspection & Corrective Action Report Form

### Section 1. General Information

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>AZCON- PC #</th>
<th>Inspection Date:<strong>/</strong>/__</th>
</tr>
</thead>
</table>

#### Construction Phase
- **Construction Status:**
  - □ Inactive/unstaffed
  - □ Active
  - □ Stabilization
  - □ Complete
  - If active, present phase of construction:

#### Inspection Schedule
- **Routine:**
  - □ Every 7 days
  - □ Every 14 days & after ½" storm event
  - □ Once per month & after ½" storm event
  - **Reduced Schedule:** (once/month & before rain & after ½" storm event):
    - □ Stabilized area
    - □ Dry season
    - □ Winter
  - **Discharge points within ¼ mile of an impaired or Outstanding Arizona Water:**
    - □ Every 7 days & after ½" rain

#### Inspector 1
- **Name:**
- **Title:**
- **Phone:**
- **E-mail:**

#### Inspector 2
- **Name:**
- **Title:**
- **Phone:**
- **E-mail:**

#### Rainfall
- **Inspection triggered by ¼" or ½" rain?**
  - □ Yes
  - □ No
  - **Date of last rain event:**
- **If yes, rainfall event duration:**
  - □ less than 1 hr
  - □ 1-6 hrs
  - □ greater than 6 hrs
  - **Rainfall (inches):**
- **Method of measuring rainfall triggering inspection:**
  - □ rain gauge on site
  - □ Weather station (source ________)

#### Safety Conditions
- **Was any portion of the site unsafe for inspection (CGP Part 4.2(6))?**
  - □ Yes
  - □ No
- **If yes, conditions (high winds, electrical storm, flooding, other):**
- **Locations:**

### II. Discharges and Condition of Discharge Locations

<table>
<thead>
<tr>
<th>Discharge #, location (Station #)</th>
<th>Type of Discharge</th>
<th>Erosion present?</th>
<th>Sediment present?</th>
<th>Other pollutants present?</th>
<th>Description of source &amp; action(s) needed</th>
<th>Type of action</th>
<th>Date (M/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater (SW)</td>
<td>Allowable non-SW</td>
<td>None</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td>Allowable non-SW</td>
<td>Prohibited non-SW</td>
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<td></td>
<td></td>
<td></td>
<td>Corrective</td>
<td></td>
</tr>
</tbody>
</table>

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Page 1 of 6

PDEQ – July 2016
### III. EROSION AND SEDIMENT CONTROL MEASURES

<table>
<thead>
<tr>
<th>Control measure location (Station #)</th>
<th>Description of control measure</th>
<th>Type</th>
<th>Control is effective</th>
<th>Action needed?</th>
<th>Description of action(s) needed</th>
<th>Date (M/DD) (initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Erosion &amp; Sediment Stabilization</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Maintenance</td>
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<tr>
<td>Disturbed area is limited to grading limits</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Corrective</td>
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<tr>
<td>Preservation fence is in place to protect natural resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SWPPP Amendment</td>
</tr>
<tr>
<td>Sediment is retained on-site</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Scheduled Completion</td>
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<tr>
<td>Discharge points are free of erosion and sediment accumulation</td>
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<td></td>
<td>Actual Completion</td>
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<tr>
<td>No sediment runoff from offsite</td>
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<tr>
<td>Vehicle/equipment track out pad is functioning as required</td>
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<tr>
<td>No on-site erosion</td>
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<tr>
<td>Inactive slopes &amp; disturbed areas are stabilized</td>
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<tr>
<td>Storm drain inlets, curb gutters &amp; washes are protected from sediment</td>
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<tr>
<td>Sediment is removed from roadway, culvert &amp; curb gutters</td>
<td></td>
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<tr>
<td>Stockpiles are protected from run-on</td>
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<tr>
<td>Describe other:</td>
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</tbody>
</table>

Are corrective actions and amendments completed after the 7-day requirement? Briefly describe why they weren't completed.

1.
2.
3.
4.
### IV. POLLUTION PREVENTION CONTROL MEASURES

<table>
<thead>
<tr>
<th>Control measure location (Station #)</th>
<th>Description of control measure</th>
<th>Control is effective</th>
<th>Action needed?</th>
<th>Description of action(s) needed</th>
<th>Control is effective</th>
<th>Action needed?</th>
<th>Description of action(s) needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All containers are labeled</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Site is free of spills or stains on the ground</td>
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<td></td>
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<tr>
<td>Containers are kept closed or stored under cover</td>
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<td>Secondary containment is used for fuels, solvents, oils</td>
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<tr>
<td>There are no leaking vehicles or equipment</td>
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<tr>
<td>Concrete washout areas are managed correctly</td>
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<tr>
<td>Trash/litter is managed correctly</td>
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<tr>
<td>On-site material staging areas are managed correctly</td>
<td></td>
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<tr>
<td>On-site material staging is documented in the SWPPP</td>
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<tr>
<td>Sanitary facilities are staked &amp; located away from surface flows</td>
<td></td>
<td></td>
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<tr>
<td>Describe other:</td>
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<td></td>
</tr>
</tbody>
</table>

Are corrective actions and amendments completed after the 7-day requirement? Briefly describe why they weren't completed.

1. 
2. 
3. 
4. 

Date (M/DD) (initials)
V. ADMINISTRATIVE CONTROL MEASURES

<table>
<thead>
<tr>
<th>Control measure condition and effectiveness</th>
<th>Date (M/DD) (initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Description of action(s) needed</td>
<td>Scheduled Completion</td>
</tr>
<tr>
<td></td>
<td>Actual Completion</td>
</tr>
</tbody>
</table>

Is the AZPDES authorization number posted?

Is the SWPPP available on site?

Are sub-contractor certifications kept up to date?

Are all SWPPP logs and tables current: □ Yes □ No

If SWPPP is not on site: Location Contact name: Contact phone:

VI. ADDITIONAL COMMENTS (Attach additional sheet if needed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

VII. CERTIFICATION AND SIGNATURE

Check one of the following:

□ No instances of non-compliance were discovered during this inspection & the project was in full compliance with the SWPPP & permit.

□ Inspection follow-up is required, in accordance with Parts 4.5(1) and 4.5(2) of the permit.

"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 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."

Signature of Contractor: Title: Printed name: Date: Phone number:  
Business/Agency: __________________________

Signature of Permittee: Title: Printed name: Date: Phone number:  
Business/Agency: Pima County Department of Transportation
Instructions for Completing the Inspection & Corrective Action Report Form

Overview of inspection requirements
- Add install/ removal dates for all control measures to Erosion Control Plans
- Complete the inspection report within 7 days of completing an inspection (CGP Part 4.4)
- Include the completed inspection report with the SWPPP (CGP Part 4.4)
- Corrective actions are triggered when 1) a necessary stormwater control was never installed, was installed incorrectly, or not in compliance with the CGP Part 2 and/or CGP Part 3; 2) one of the prohibited discharges described in CGP Part 1.4 is occurring or has occurred; and/or 3) a local, state or federal agency determines that modifications to control measures are needed to meet requirements of the CGP Part 3.
- Record details of corrective actions due to the inspection in the inspection report (CGP Part 5.3). Document details of corrective actions discovered at other times in the Corrective Action Log (PCDOT SWPPP 5.3, Appendix F)
- SWPPP amendments are needed when there is are: 1) changes in the project design, construction, operation or maintenance which has a significant effect on the potential for the discharge of pollutants and which has not been addressed in the SWPPP; 2) water quality exceedances; 3) changes in the stormwater pollution prevention team; or 4) a local, state or federal agency determines that modification are needed. Amendments include actions taken. (CGP Part 6.5, PCDOT SWPPP Part 6.2)
- Record details of SWPPP amendments due to an inspection in the inspection report (CGP Part 6.5.2). Record details of SWPPP amendments needed at other time in the SWPPP Amendment Log (PCDOT SWPPP Part 6.2, Appendix G)
- If Corrective Actions or Amendments exceed 7 calendar days, a justification shall be entered into the inspection report in the appropriate sections. The identified activity may need to be transferred to the Corrective Actions or Amendments logs in the SWPPP for ongoing tracking. Once complete, the information is entered back into inspection log report so all entries match.
- Corrective actions must be completed within 7 calendar days from discovery (CGP Part 5.2); maintenance actions by the close of the next work day (CGP Part 3.1); and SWPPP amendments within 7 calendar days from discovery. (CGP Part 6.5.2)

Section I - General Information
- AZCON No(s.) – Enter the ADEQ tracking numbers assigned to Contractor's and Pima County's NOI applications
- Construction Phase – For active projects, briefly describe which activities are being conducted. Activities may include clearing/grubbing, grading, site preparation (excavating, cutting and filling), underground utility installation, infrastructure installation (sidewalk, roadway, culverts), final grading, landscaping.
- Inspection Schedule – PCDOT projects must conduct routine inspections every 14 days & after ½" storm events, or a reduced inspection schedule of once a month & before rain & after ½" storm event for sites in the stabilization phase.
- Safety Conditions – Unsafe conditions are those that make the site (or a portion of it) inaccessible or would make it unsafe for the inspection (CGP Part 4.2.6)

Section II – Discharges and Condition of Discharge Locations
- Discharge Location - Add the Station # located on the Erosion Control Plan found in Appendix B of the SWPPP to the observed discharge (CGP Part 6.3.6 (j))
- Observation of Discharge – Conduct a visual evaluation of whether the discharge is allowable stormwater, allowable non-stormwater, prohibited non-stormwater and/or sediment (CGP Parts 1.3, 1.4, 4.3.11). Evaluate physical characteristics (color, odor, suspended solids, settled solids, foam, oil sheen) to determine whether the discharge is prohibited non-stormwater (CGP Part 4.3.11). Prohibited non-stormwater contains pollutants or is stormwater which contains pollutants. Allowable non-stormwater discharges are described in the PCDOT SWPPP (Part 1.16). If there's no discharge during the inspection, evaluate the discharge location and immediate wash area for erosion, sediment or evidence of past discharge of pollutants (stains, debris). Briefly describe the allowable non-stormwater and prohibited non-stormwater discharges. If more space is needed, attach a sheet with the same information.
- Description of Source and Action Needed – Briefly describe the source of the discharge and check whether the needed action(s) are corrective or maintenance, and whether a SWPPP amendment is needed.
- Dates – Add scheduled completion date and actual completion dates.

Section III - Erosion and Sediment Control Measures and Section IV – Pollution and Prevention Control Measures
- Control Measure Location - Add the closest Station # located on the Erosion Control Plan located in Appendix B of the SWPPP for all control measures where a corrective action or SWPPP amendment is needed. Note: All control measures and their installation and removal dates should be shown on the Erosion Control Plans.
• Evaluate site for listed erosion and sediment, and pollution prevention controls required for compliance with the permit (CGP Part 3.1). For erosion and sediment controls indicate whether control is for erosion and sediment or site stabilization for both erosion and sediment; and for pollution prevention controls, indicate whether the control is effective and whether an action is needed. “Yes” means the site is in compliance and no actions are needed; “No” means actions are needed; “NA” means the requirement does not apply to the site.

• Description of Needed Action - For each requirement when the site is not in compliance, briefly describe the action needed.

• Type of Action – Indicate whether the required action is corrective or maintenance, and whether a SWPPP Amendment is needed.

• Dates – Add scheduled completion and actual completion dates, and initials of person completing this part of the form.

• Cause for delay in completion of corrective action – Add brief description of reason the action was completed after 7 days of discovery.

Section V – Administrative Control Measures

• Evaluate site for listed control measure: authorization posting (CGP Part 6.7), SWPPP on site (CGP Part 6.7), certifications (CGP part 6.1.3). Indicate whether the control is in place.

• Description of Needed Action – briefly describe the action.

• Dates – Add scheduled completion and actual completion dates, and initials of person completing this part of the form.

• SWPPP logs and tables – Logs and tables are found in Section 1.11 (Table of Potential Pollutants), Appendix F (Corrective Action Log), Appendix G (SWPPP Amendment Log), Appendix I (Grading and Stabilization Log), Appendix K (Contractor & Pima County SWPPP Delegate tables), Appendix J (Training Log), Appendix O (Field Contacts and Subcontractor tables) and Appendix P (Stormwater Team tables).

• If the SWPPP is not at the site, add where it’s located, whom to call and the phone number.

Section VI – Additional Comments

• Add additional information not covered in other sections.

Section VII – Certification and Signature

• This section is completed by the inspector delegated by the contractor to conduct the SWPPP inspections and the inspector delegated by Pima County Department of Transportation.
Appendix F – Corrective Action Log

Project Name:
SWPPP Contact:

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Inspector Name(s)</th>
<th>Description of BMP Deficiency</th>
<th>Corrective Action Needed (including planned date/responsible person)</th>
<th>Date Action Taken/Responsible person</th>
</tr>
</thead>
<tbody>
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This log is in addition to the CAL on the Inspection Reports and can be used at the discretion of the Inspector/Delegate as a summary tool for the inspection reports.

PCDOT SWPPP Template – July 2015
Appendix G –SWPPP Amendment Log

Project Name:
SWPPP Contact:

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Description of the Amendment</th>
<th>Date of Amendment</th>
<th>Amendment Prepared by [Name(s) and Title]</th>
</tr>
</thead>
<tbody>
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