



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
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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

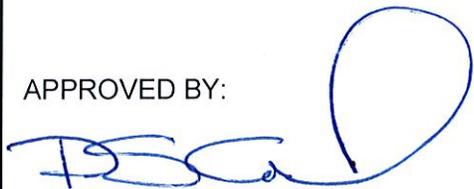
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- Corrective actions must be completed within 7 calendar days from discovery (*CGP Part 5.2*); maintenance actions by the close of the next work day (*CGP Part 3.1*); and SWPPP amendments within 7 calendar days from discovery. (*CGP Part 6.5.2*)
- 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:

- "2013 Construction General Permit Inspection & Correction Action Report Form", July 2016 version.
- "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			
Name of Project:	AZCON- PC #	Inspection Date: ___ / ___ / ___	
CONSTRUCTION PHASE	Construction Status: <input type="checkbox"/> Inactive/unstaffed <input type="checkbox"/> Active <input type="checkbox"/> Stabilization <input type="checkbox"/> Complete If active, present phase of construction:		
INSPECTION SCHEDULE	<i>Routine:</i> <input type="checkbox"/> Every 7 days <input type="checkbox"/> Every 14 days & after ½" storm event <input type="checkbox"/> Once per month & after ¼" storm event <i>Reduced Schedule (once/ month & before rain & after ½" storm event):</i> <input type="checkbox"/> Stabilized area <input type="checkbox"/> Dry season <input type="checkbox"/> Winter <i>Discharge points within ¼ mile of an impaired or Outstanding Arizona Water:</i> <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of last rain event: _____
	If yes, rainfall event duration: <input type="checkbox"/> less than 1hr <input type="checkbox"/> 1-6 hrs <input type="checkbox"/> greater than 6 hrs		Rainfall (inches): _____
	Method of measuring rainfall triggering inspection: <input type="checkbox"/> rain gauge on site <input type="checkbox"/> Weather station (source _____)		
SAFETY CONDITIONS	Was any portion of the site unsafe for inspection (CGP Part 4.2(6))? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, conditions (high winds, electrical storm, flooding, other): _____ Locations: _____		

II. DISCHARGES AND CONDITION OF DISCHARGE LOCATIONS

Observation of discharge & condition of discharge location					If erosion, sedimentation or pollutants are observed in discharge from site, action(s) needed:											
Discharge #, location (Station #)	Type of discharge				Erosion present?		Sediment present?		Other pollutants present?		Description of source & action(s) needed	Type of action			Date (M/DD)	
	Stormwater (SW)	Allowable non-SW	Prohibited non-SW	None	Yes	No	Yes	No	Yes	No		Maintenance	Corrective	SWPPP Amendment	Scheduled Completion	Actual Completion

III. EROSION AND SEDIMENT CONTROL MEASURES

Erosion & sediment control measure condition and effectiveness							If erosion or sedimentation is occurring, action needed:							
Control measure location (Station #)	Description of control measure	Type		Control is effective			Action needed?		Description of action(s) needed	Type			Date (M/DD) (initials)	
		Erosion & Sediment Stabilization		Yes	No	NA	Yes	No		Maintenance	Corrective	SWPPP Amendment	Scheduled Completion	Actual Completion
	Disturbed area is limited to grading limits													
	Preservation fence is in place to protect natural resources													
	Sediment is retained on-site													
	Discharge points are free of erosion and sediment accumulation													
	No sediment runoff from offsite													
	Vehicle/equipment track out pad is functioning as required													
	No on-site erosion													
	Inactive slopes & disturbed areas are stabilized													
	Storm drain inlets, curb gutters & washes are protected from sediment													
	Sediment is removed from roadway, culvert & curb gutters													
	Stockpiles are protected from run-on													
	Describe other: _____ _____ _____													
		Are corrective actions and amendments completed after the 7-day requirement? Briefly describe why they weren't completed. <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 												

IV. POLLUTION PREVENTION CONTROL MEASURES

Pollution prevention control measure condition and effectiveness			If pollution prevention measure is ineffective, action needed:									
Control measure location (Station #)	Description of control measure	Control is effective			Action needed?		Type of action			Date (M/DD) (initials)		
		Yes	No	NA	Yes	No	Maintenance	Corrective	SWPPP Amendment	Scheduled Completion	Actual Completion	
	All containers are labeled											
	Site is free of spills or stains on the ground											
	Containers are kept closed or stored under cover											
	Secondary containment is used for fuels, solvents, oils											
	There are no leaking vehicles or equipment											
	Concrete washout areas are managed correctly											
	Trash/litter is managed correctly											
	On-site material staging areas are managed correctly											
	On-site material staging is documented in the SWPPP											
	Sanitary facilities are staked & located away from surface flows											
	Describe other: _____ _____ _____											

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

1. _____
2. _____
3. _____
4. _____

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 exceedences; 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 G –SWPPP Amendment Log

Project Name:
SWPPP Contact:

Amendment No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]