



**ONLY FOR USE OF LESS THAN ONE (1) ACRE OF DISTURBED AREA**

**City of Oklahoma City  
Storm Water Quality  
STORM WATER POLLUTION PREVENTION PLAN**



**Section 1: SITE EVALUATION, ASSESSMENT AND PLANNING**

**1.1 Project/Site information:**

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

Site Location/Address: \_\_\_\_\_

Is this project located on Indian Land?  Yes  No

Is this project considered a federal facility?  Yes  No

**1.2 Contact Information/Responsible Parties:**

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/ Fax number:(Phone) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address: \_\_\_\_\_

24-Hour Emergency Contact Name: \_\_\_\_\_

24-Hour Emergency Contact Number: \_\_\_\_\_

**1.3 Nature and Sequence of Construction Activity**

Function of Construction Activity:

Residential  Commercial  Linear  Demolition  Road Construction

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Construction Sequencing/Timing of all Major Events: (Phasing of the project, grading, installation of erosion controls, best management practices and stabilization activities)

The order of activities will be as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**1.4 Construction Site Estimates:**

Total Project Area: \_\_\_\_\_ Construction Site Area to be disturbed: \_\_\_\_\_

**1.5 Receiving Waters**

Deer Creek       Deep Fork Creek       North Canadian River       Canadian River

Is 404 permit required?     Yes       No

**1.6 Potential Sources of Pollution**

Potential sources of sediment to storm water and potential pollutants and sources, other than sediment to storm water runoff: (check boxes)

- Clearing and grubbing operations     Vehicle tracking     Topsoil stripping and stockpiling
- Landscaping operations     Fueling activities     Minor equipment maintenance     Cleaning solvents
- Concrete Washout Area     Pesticide/Fertilizer     Plaster     Asphalt     Concrete     Paints
- Glue, adhesives     Curing compounds     Wood preservatives     Hydraulic oil/fluids     Gasoline
- Diesel fuel     Kerosene     Antifreeze/Coolant     Sanitary toilets     Others \_\_\_\_\_

**1.7 Site Maps**

Site maps will be modified if control measures outlined within do not meet the goals of the plan, or if directed by the State or City officials. The site plans must be modified as phases of the project are completed.

**Section 2: EROSION AND SEDIMENT CONTROL BMPS**

**2.1 Establish Perimeter Controls, Sediment Barriers, and Erosion Controls**

The following Best Management Practices (BMPs) will be implemented as sediment and erosion controls (check boxes)

- Vegetative Swale     Hydro mulching     Dust Control     Geotextile Erosion Control Blanket
- Storm Drain Inlets     Silt Fence     Fiber rolls     Sediment Trap     Sediment Basin
- Stabilized Construction Entrance/Exit     Street Sweeping     Sod     Seeding
- Other BMPs \_\_\_\_\_

**2.2 Establish Stabilized Construction Exit**

The temporary stabilized exit(s) will be installed before construction begins on the site. The Oklahoma City Standard for installation of temporary construction exits will be followed: **20' X 50', with filter fabric underneath, 2"-3" course aggregate, minimum 6" in depth.**

**2.3 Installation Schedule**

- Erosion and sediment control BMPs will be installed before grading activities begin.
- Portions of the site where construction activities will temporarily cease for more than 14 days will be stabilized with mulch or geotextile erosion control blankets.
- Storm drain inlets will be protected from sediment.
- Street sweeping will occur weekly or as needed.
- Dust control will be implemented as needed once site grading has been initiated and during windy conditions.

**2.4 Maintenance and Inspection**

- Each BMP will be inspected weekly and immediately after storm events for erosion and structural failures and accumulation of debris and sediment.
- Silt fences will be inspected weekly and immediately after storm events to ensure it is intact and that there are no gaps where the fence meets the ground or tears along the length of the fence and repaired or replaced immediately. Accumulated sediment will be removed from the fence base if it reaches one-third the height of the silt fence. The anticipated life span of the silt fence is 6 months and will likely need to be replaced after this period.

- The exit(s) will be inspected weekly and after storm events or heavy use and shall be maintained in a condition that will prevent tracking of sediment onto public rights-of-way.

**2.5 Responsible Staff**

A designated person or specifically described position will be a duly authorized representative for the purpose of overseeing compliance with environmental requirements of this Storm Water Pollution Prevention Plan at the construction site. The designee is authorized to sign any reports and other documents required by this plan.

**Section 3: GOOD HOUSEKEEPING BMPs**

**3.1 Establish Material Handling and Waste Management BMPs**

- Dumpsters will have a secure watertight lid, be placed away from stormwater conveyances and drains, and meet all federal, state, and municipal regulations. Only trash and construction debris from the site will be deposited in the dumpster. No construction materials will be buried on site.
- Hazardous waste materials will be stored in appropriate and clearly marked containers and segregated from other non-waste materials
- The portable toilets will be located away from concentrated flow paths and traffic flow and will have collection pans underneath as secondary containment.
- Wood pallets, cardboard boxes, and other recyclable construction scraps will be disposed of in a designated dumpster for recycling. The dumpster will have a secure watertight lid, be placed away from stormwater conveyances and drains and meet all local and state solid-waste management regulations.
- Paint Containers will be tightly sealed when not in use, and excess paint shall be disposed of according to Oklahoma requirements and manufacturer’s recommendations.
- Minimum amounts of fertilizer, as recommended by the manufacturer, will be used. Upon application the fertilizer will be worked into the soil to limit exposure to storm water. Contents of partially used bags will be transferred to a sealable plastic bin, and then stored in a covered area.

The following BMP measures will be used to handle trash disposal, sanitary waste, recycling, and proper material handling. (Check boxes)

- Trash Dumpsters     Hazardous Waste Containment     Portable Toilets     Recycling Bins/Dumpsters
- Other BMPs \_\_\_\_\_

**3.2 Designated Washout Areas**

- A designated temporary, above-grade concrete washout area will be constructed as detailed on the site map, with sufficient quantity and volume to contain all liquid and concrete waste generated by washout operations. The washout area will be lined with plastic sheeting at least 10 mils thick and free of any holes or tears. Signs will be posted marking the location of the washout area to ensure that concrete equipment operators use the proper facility. When the temporary washout area is no longer needed for the construction project, the hardened concrete and materials used to construct the area will be removed and disposed of and the area will be stabilized.

The types of washout discharges expected for this project site. (check boxes)

- Concrete     Paint     Stucco     Tire Wash     Other \_\_\_\_\_

**3.3 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices**

- Several types of vehicles and equipment will be used on-site throughout the project, including graders, scrapers, excavators, loaders, paving equipment, rollers, trucks and trailers, backhoes, and forklifts. All major equipment/vehicle fueling and maintenance will be performed off-site. When vehicle fueling must occur on-site, the fueling activity will occur in the staging area. Absorbent, spill-cleanup materials and spill kits will be available at the combined staging and materials storage area.
- Containers used for Petroleum storage shall be tightly sealed and clearly labeled. Onsite gas tanks will be protected with a lined dirt berm or other appropriate BMP measure completely surrounding the tank in case of a leak or spill.

The following types of BMPs will be implemented that will control pollutants to storm water from equipment/vehicle fueling and maintenance practices for the project. (Check boxes)

- Secondary containment     Drip Pans     Spill Kits     Other BMPs \_\_\_\_\_

### 3.4 Non-Storm Water Discharge Management

The following non-storm water discharge may be present during construction.

- Water used to wash vehicles where detergents are not used
- Water to control dust
- Potable water including uncontaminated water line flushing
- Routine external building wash down that does not use detergents
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred and where detergents are not used
- Uncontaminated air conditioning or compressor condensate
- Uncontaminated ground water or spring water
- Foundation or footing drains where flows are not contaminated with process materials such as solvents
- Uncontaminated excavation dewatering
- Landscape irrigation

### 3.5 Installation Schedule

- Trash dumpster will be installed once the materials storage area has been established.
- The portable toilets will be brought to the site once the staging area has been established.
- Designated recycling dumpsters will be installed once the combined staging area has been established.
- The washout area will be constructed before concrete pours occur at the site.
- BMPs implemented for equipment and vehicle maintenance and fueling activities will begin at the start of the project.

### 3.6 Maintenance and Inspection

- The dumpsters will be inspected weekly and immediately after storm events.
- The portable toilets will be inspected weekly for evidence of leaking holding tanks. Toilets with leaking holding tanks will be removed from the site and replaced with new portable toilets.
- The recycling dumpster will be inspected weekly and immediately after storm events.
- The washout areas will be inspected daily to ensure that all concrete washing is being discharged into the washout area, no leaks or tears are present, and to identify when concrete wastes need to be removed. The washout areas will be cleaned out once the area is filled to 75 percent of the holding capacity. Once the area's holding capacity has been reached, the concrete wastes will be allowed to harden; the concrete will be broken up and removed. The plastic sheeting will be replaced if tears occur during removal of concrete wastes from the washout area.
- The equipment/vehicle storage area and fuel tanks will be inspected weekly and after storm events. Vehicles and equipment will be inspected on each day of use. Leaks will be repaired immediately, or the problem vehicle(s) or equipment will be removed from the project site.

### 3.7 Responsible Staff

Hazardous waste materials will be stored in appropriate and clearly marked containers and segregated from other non-waste materials. Additionally, all hazardous waste materials will be disposed of in accordance with federal, state, and municipal regulations. Hazardous waste materials will not be disposed of into the on-site dumpsters.

## Section 4: POST-CONSTRUCTION BMPs

4.1 The following post construction stormwater management measures will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed.

- Biofilters
- Detention/retention devices
- Earth dikes, drainage swells, and lined ditches
- Infiltration basins
- Rain gardens
- Porous pavement
- Other proprietary permanent structural BMPs
- Outlet protection/velocity dissipation devices
- Slope protection
- Vegetated strips and /or swales

## Section 5: INSPECTIONS

### 5.1 Inspections

Inspection of the site will be performed once every 7 days and within 24 hours of the end of a storm event of one-half inch or greater. The inspections will verify that all BMPs are implemented, maintained, and effectively minimizing erosion and preventing storm water contamination from construction materials. The permittee shall maintain records of such inspections and repairs for a period of at least 3 years after the permit is terminated.

## 5.2 Delegation of Authority

I, \_\_\_\_\_ (owners name), hereby designate the person or specifically described position below to be duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Construction General Permit at the \_\_\_\_\_ construction site. The designee is authorized to sign any reports, storm water pollution prevention plans and all other documents required by the permit.

\_\_\_\_\_ (Name of person or position)

\_\_\_\_\_ (Company)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City, State, Zip)

\_\_\_\_\_ (Phone)

## 5.3 Corrective Action Log

This log will describe repairs, replacements and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above.

## Section 6: RECORDKEEPING AND TRAINING

### 6.1 Recordkeeping

The following is a list of records that will be kept and made available for inspectors to review at the project site. The SWPPP, erosion control site plan, maps, dates of grading, construction activity and stabilization, a signed NOI form, date(s) when major grading activities occur, date(s) when construction activities temporarily or permanently cease on a portion of the site and date(s) when an area is either temporarily or permanently stabilized. Records will be maintained for a period of at least three (3) years after the permit is terminated.

### 6.2 Log Changes to the SWPPP

Log any additional new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures and updates on the SWPPP and the erosion control site maps

### 6.3 Training

All training conducted for staff and subcontractors with specific storm water responsibilities (e.g., installing, inspecting and maintaining BMPs, include date of training, names of attendees, subjects covered and length of training) will documented in a training log.

## Section 7: FINAL STABILIZATION

**7.1** When major construction activities are complete on part of the site and final stabilization efforts for that portion of the site have been documented, many permits will allow the applicant to discontinue inspection activities on the area. The permittee can amend or add to this section as areas of the project are finally stabilized. The permittee will update the site plan to indicate areas that have achieved final stabilization.

**7.2** A Notice of Termination (NOT) will be filed when the site has been fully stabilized (e.g., a uniform perennial vegetative cover with a density of at least 70% of the native background cover has been established for all unpaved area) and all storm water discharges from construction activity are eliminated, or the operator is no longer the operator of the site as long as the new operator has filed the Notice of Intent (NOI).

**Section 8: CERTIFICATION AND NOTIFICATION**

**8.1 Certification of Compliance**

All provisions of the Storm Water Pollution Prevention Plan, and State and City requirements will be complied with throughout the duration of this construction project. **The SWP3 may be modified if control measures outlined within do not meet the goals of the plan, or if directed by State or City officials, to remain in compliance with regulations.**

**8.2 Contractors Certification**

Contractors, subcontractors, builders, regular suppliers, or any person involved with the construction activities are required to be familiar with and adhere to the Notice of Intent (NOI), the Storm Water Pollution Prevention Plan (SWP3), and Best Management Practices (BMPs). Contractor Certifications allow the Permittee(s) to specify the BMPs each party will be responsible to implement and/or maintain on the project (including replacement or repair of controls affected by their activities). Signing the Contractor Certification will include the party(ies) as being responsible for the portion(s) of this SWP3 that pertain to their activities on the site, thereby extending the responsibility of compliance to include all parties involved in the construction project. Contractor Certifications should be signed prior to the start of any work covered in this plan. Although Contractor Certifications are recommended, they are not required.

**8.3 Accessibility of Documents**

Copies of the Storm Water Pollution Prevention Plan, the Notice of Intent, Operator’s weekly inspection reports, and an erosion controls site plan will be onsite and available to City officials upon request.

**8.4 Pollution Prevention Plan Certification**

*“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 this 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 of knowing violations.”*

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_