

Form 6.7

SWPPP Template Form

To help you develop the narrative section of your construction site SWPPP, the U.S Environmental Protection Agency (EPA) has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You should use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA's website at <http://water.epa.gov/polwaste/npdes/stormwater/Stormwater-Pollution-Prevention-Plans-for-Construction-Activities.cfm>.

The template covers the SWPPP elements that most state construction general permits require, however, **you are strongly encouraged to customize this template. There are two major reasons to customize this template:**

To reflect the terms and conditions of your construction general permit; and

To reflect the conditions at your site

Some states might have their own SWPPP template. If so, use the state-suggested format. In such cases, this document and its template might provide useful background information.

Using the SWPPP Template

Each section of this template includes "instructions" and space for project information. You should read the instructions for each section before you complete that section. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit **and** meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

Note: The City of Oklahoma City requires that all projects over one acre follow the EPA template when designing a SWPPP.