

PREPARING AN EFFECTIVE SWPPP

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SWPPP Objectives

- Comply with the stormwater permit
- To create a document that is useful to those with compliance responsibilities



Keep it Simple

- Avoid integrating the SWPPP into other plans
- Do integrate existing company processes
 - Training
 - Filing and recordkeeping
 - Calendaring systems



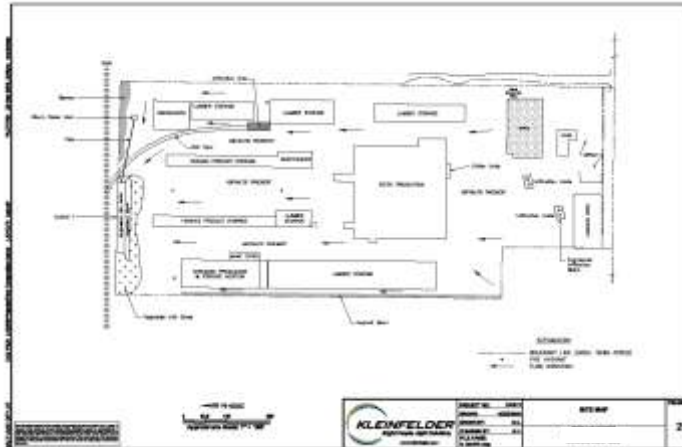
Make it easy to audit compliance

- Cross reference permit conditions
- Organize SWPPP according to the permit

Permit Condition	SWPPP Requirement	SWPPP Reference
3.1	SWPPP must be prepared within 15 days before	
3.1.A	All permit conditions must be identified and the areas of the site they have control over identified	
3.1.B	A portion of the permit identified in the SWPPP	
3.1.C	Location and type of soil disturbing activities	
3.1.D	Location, type, area, and duration associated with the project	
3.1.E	Location and amount of water of the site	
3.2	Site map must show:	
3.2.1	Location of structures for other zoning activities	
3.2.2	Areas for soil erosion control	
3.2.3	Location of structures and construction safety	
3.2.4	Location of other materials, equipment, waste or storage	
3.2.5	Location of areas of the site, or surface	
3.2.6	Location of other structures, discharge to surface water	
3.2.7	Areas where fuel storage has been implemented and no further construction other permit apply	
3.2.8	SWPPP must describe construction and earth material exposures based on the	
3.2.9	Location of other vehicles, construction equipment, fuel at the construction site	
3.2.A	SWPPP must include a description of control measures that will be implemented to best attainments	



Keep figures simple



Keeping your plan current

- Use job titles not names
- Only include relevant site information
- Use document file formats that you can update

Tracking compliance obligations

- Inspections
- Sampling
- Training
- Reporting
- Calendaring system



Filing and recordkeeping

- Keep all SWPPP files together.
- Pay attention to the records retention requirements



Using appendices

- Include items that may require updating more frequently
- May want to include other items required to be maintained with the SWPPP.
 - Copy of the permit
 - Permit coverage letter

