

Storm Water Pollution Prevention Plan

For projects within the City of Odessa

Prepared by: _____

Title: _____

Name of Project: _____

TPDES Authorization Number: (if applicable) _____

Legal Description of Project: (if applicable) _____

Address of Project: (if applicable – general location) _____

Coordinates of Project: Latitude: _____ Longitude: _____

Method for determining latitude/longitude: _____

Soil Properties: _____

Total Projected Area of Disturbance: _____

Projected Start Date: _____ Actual Start Date: _____

Projected Completion Date: _____ Actual Completion Date: _____

	<u>Name of Owner:</u>	<u>Name of Primary Operator:</u>
Title:	_____	_____
Name:	_____	_____
Company:	_____	_____
Address 1:	_____	_____
Address 2:	_____	_____
Office #:	_____	_____
Fax #:	_____	_____
E-mail:	_____	_____

*The Owner can give the Primary Operator responsibility to the General Contractor or a third party if they choose which will place the owner as the Secondary Operator giving full authority for any installation and implementation of BMP's to the Primary Operator, including the ability to choose which BMP's to use. This does not take any liability away from the owner.

**Sections from this template taken from EPA and TCEQ sample SWPPP's and forms.
For additional help: <http://www.tceq.texas.gov/assistance/water/sw-construction.html>

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 Project/Site Information

This project is not located in Indian country.

This project is not considered a federal facility.

The operator(s) of this project has control of the following boundaries of this project: _____

Construction Operator's Cooperative Agreement:

This cooperative agreement describes storm water responsibilities for all construction operators and subcontractors working on this project. The operator(s) and subcontractors agree to abide by the following conditions throughout the duration of the construction project, effective the date of signature.

This project is subject to TCEQ's TPDES General Permit for Storm Water Discharges from Construction Activities (Construction General Permit or CGP). The goal of this permit is to prevent the discharge of pollutants associated with construction activity from entering the storm drainage system, ditches, alleys, gutters, playa lakes, dried up basins, surface waters or the Monahans Draw.

The Primary Operator's Responsibilities

- Maintain the SWPPP documentation and will conduct and document self-inspections required under Part III. Section F.7 of the CGP.
- Provide copies of inspection reports to the City of Odessa's Storm Water Department, or any other government or state agency when asked within a reasonable amount of time and not over 24 hours.
- Maintaining the cleanliness of the streets bordering the project site and storm drain inlet protection Best Management Practices (BMPs), when applicable, throughout the construction project. The Operator will conduct regular cleaning of the bordering streets at a frequency that will minimize off-site impacts and prior to forecasted rain events. The operator will also inspect and replace storm drain inlet protection BMPs as necessary.
- Hold meetings to address CGP compliance issues when necessary.
- Maintain erosion and sedimentation control BMPs in all areas of the site under its day-to-day control.
- Provide adequate designated concrete washout area or other washout area to all subcontractors throughout the construction project when needed and will be responsible for proper disposal of the (concrete, mortar, stucco, grout, paint, etc.) waste collected there.
- Shall file a Notice of Intent (NOI) with TCEQ to be authorized to discharge Stormwater under the requirements of the Construction General Permit before beginning construction at the project, and permit coverage will be maintained throughout the duration of construction activities. If an NOI is not required a Small Construction Site Notice will be filed with the City of Odessa.
- Shall not file a Notice of Termination (NOT) until all disturbed areas of the site under its day-to-day control have been effectively stabilized with temporary or permanent erosion controls. If an NOI is not required a Small Construction Site Notice will be filed with the City of Odessa.
- If final stabilization or landscaping will not be installed by the operator, temporary stabilization measures must be used as well as writing a letter to the new owner stating the requirement and importance of having final stabilization.

Address2: Phone #:	any waste in a proper manner as accepted by local, state and government regulations.
Contact: Company: Address1: Address2: Phone #:	Concrete finishing companies are responsible for touching up poured concrete. Required to store materials away from precipitation and dispose of any waste in an approved manner as accepted by local, state and government regulations.
Contact: Company: Address1: Address2: Phone #:	Truck hauling company in charge of delivering product to the site. Required to cover their haul in an approved manner as accepted by local, state and government regulations. Responsible for any incidents which occur off site.
Contact: Company: Address1: Address2: Phone #:	Framing crew company in charge of erecting the structure. Required to dispose of all construction debris and waste in the proper location as provided by the operator.
Contact: Company: Address1: Address2: Phone #:	Plumbing company in charge of providing all the plumbing for the construction site. Required to keep all dug up dirt and debris within the boundaries of the construction site.
Contact: Company: Address1: Address2: Phone #:	Electrical company in charge of providing all electrical work for the construction site. Required to dispose of all waste and debris in a proper manner.

1.3 Nature and Sequence of Construction Activity

Describe the general scope of the work for the project, major phases of construction, etc.:

What is the function of the construction activity?

- Residential
 Commercial
 Industrial
 Road Construction
 Linear Utility

Begin Date:	Post Construction BMP <ul style="list-style-type: none"> • If final stabilization is not being provided by the operator, a letter must be given to the new owner stating the importance and requirement for final stabilization. Temporary measures must be in place. • Provide non-erosive permeable landscaping. • Provide rough non-permeable non-erosive landscaping.
End Date:	

1.4 Soils, Slopes, Vegetation and Current Drainage Patterns

Soil type(s): _____

Slopes (describe current slopes and note any changes due to grading or fill activities):

Vegetation:

1.5 Construction Site Estimates

Total project area: _____
 Construction site area to be disturbed: _____
 Percentage impervious area before construction: _____
 Runoff coefficient before construction: _____
 Percent impervious area after construction: _____
 Runoff coefficient after construction: _____

1.6 Receiving Water

Description of receiving waters:

Ultimately the receiving body of waters: Water Segment 1412 – towards Big Springs, Colorado River/E.V. Spence Reservoir and Water Segment 1425 – towards Forsan, Fisher Lake

Description of storm sewer systems:

Description of impaired waters or waters subject to TMDLs:

The City of Odessa has conducted a review of all water segment numbers in the vicinity and found none. All impaired water bodies can be found in TCEQs [webpage http://www.tceq.texas.gov/waterquality/assessment/305_303.html](http://www.tceq.texas.gov/waterquality/assessment/305_303.html).

1.7 Site Features and Sensitive Areas to be Protected (Include any endangered species and historic information if any.)

Description of unique features that are to be preserved:

1.8 Potential Source of Pollution

Potential sources of sediment to storm water runoff:

- Clearing and grubbing operations
- Grading and site excavation operations
- Utility work and installation
- Vehicle tracking
- Topsoil stripping and stockpiling
- Landscape operations

Potential pollutants and sources, other than sediment, to storm water runoff:

- Combined Staging Area – small fueling activities, minor equipment maintenance, sanitary facilities, and hazardous waste storage.
- Materials Storage Area – sand, aggregates for concrete, cement patch, tools for concrete finishing, wood form for concrete framework, trash, mortar, stucco, paints, thinners, glues.
- Construction Activity – paving, curb/gutter installation, base grade fill, concrete pouring and touch up, cutting of electrical, plumbing and structural materials, drywalls, brick and tile work.
- Concrete Washout Area or washout of any hazardous products.
- Portable toilets – organic waste and cleaning chemicals.

For all potential construction site pollutants, see Table 2.
(Add any not previously mentioned or listed below.)

1.9 Applicable Federal, Tribal, State or Local Programs

The City of Odessa requires the submittal of a Storm Water Pollution Prevention Plan for review and approval on all projects that in itself or by definition is part of a common plan of development over 1 acre. In this section include a description of submittal and approval dates along with any required revisions.

The SWPPP was submitted to the City of Odessa on _____.
MS4 Operator:

City of Odessa
411 W. 8th St.
Odessa, TX 79760

Approval to commence construction given by Storm Water Department on _____.

Upon a city official inspection it was found: _____

SECTION 2: EROSION AND SEDIMENTATION CONTROL BMPs

(All BMP's shall be reviewed to determine if it is right for your project. Must have at least one BMP measure in each subsection or state N/A with the reasoning why a BMP is not required. Also, you may list another individual who is knowledgeable over the SWPPP and CGP, to be responsible for BMP's.)

2.1 Minimize Disturbed Area and Protect Natural Features and Soil

Existing Vegetation

BMP Description: Vegetation along the perimeter of the site will be left untouched to help reduce the amount of sediment loss.

Installation Schedule:	From the beginning of construction till installation of sod.
Maintenance and Inspection:	Off-site locations will be inspected to determine if more BMP's are needed. Inspection will be performed during regular inspections or after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Topsoil

BMP Description: Topsoil will be removed and placed at a location on site away from any outfalls or major flow paths. Soil around the stockpile will be roughened to increase the amount of water that can be soaked into the soil and slow down any sediment that would erode off the stockpile during storm events. A silt fence or wattle will be placed around the downslope or entire section of the stockpile to help allow sediments to settle out.

Installation Schedule:	Shortly after installation of BMP's, topsoil will be placed in a pile on the lot away from the curb and gutter. A barrier will be placed around the stockpile to prevent from eroding away.
Maintenance and Inspection:	Area around stockpiles will be inspected during regularly scheduled inspections to determine if excessive soil is eroding. The area will also be inspected after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.2 Phase Construction Activity

BMP Description: The site will be constructed in phases to help reduce the amount of soil being disturbed at any one time. If it is determined that the entire site must be developed at once to quickly finish the project, the area will be studied to adequately install proper BMP's. Diversion swales and velocity dissipation measures will also be developed to handle the increase in velocity from runoff.

Installation Schedule:	This BMP measure will be developed prior to any land disturbance and continue throughout the life of the project.
Maintenance and Inspection:	No maintenance requirements for this BMP. Off-site locations will be inspected during regularly scheduled inspections and after/during storm events to determine if more BMP's are required.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

See Appendix K – Studied area calculations and selected BMP's.

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.3 Control Storm Water Flowing Onto and Through The Project

Earth Dike

BMP Description: An earthen dike will be constructed to divert run-off which might enter the lot from upstream and divert it away from disturbed areas. Some earthen dikes will also be developed and used to divert runoff from disturbed areas to swales or channels which may collect sediment and slowly allow sediment to settle by placing velocity dissipation devices along the length and at the outfall.

Installation Schedule:	If used to divert run-off from offsite around disturbed areas, this BMP will be installed before any construction activities takes place. If used to divert sediment filled runoff to areas that will allow the runoff to settle out by having velocity dissipation devices along the length of a swale or channel, it will be installed before major grading activities.
Maintenance and Inspection:	The outfall and any sediment traps or velocity dissipation devices will be inspected to determine how much sediment has settled. Also must inspect the outfall to determine if any sediment has left the site. Inspected during regular inspections and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Vegetated Swale

BMP Description: Vegetated swales are used to reduce the velocity of the run-off and allow for more sediment to settle than what would occur with a dirt channel, before reaching the outfall. This could be used to divert off-site water away from disturbed areas or used to channel run-off from disturbed areas into a location where velocity dissipation devices and sediment traps are located.

Installation Schedule:	If used to divert run-off from offsite around disturbed areas, this BMP will be installed before any land disturbance takes place. If used to divert sediment filled runoff to areas that will allow the runoff to settle out by having velocity dissipation devices along the length of the dike, it will be installed before major grading activities.
Maintenance and Inspection:	The outfall and any sediment traps or velocity dissipation devices will be inspected to determine how much sediment has settled. Also must inspect the outfall to determine if any sediment has left the site. Inspected during regular inspections and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.4 Stabilize Soils

Temporary Stabilization

BMP Description: Temporary stabilization will be used for areas that will be inactive for more than 14 days including stockpiles. Seeding of native grasses is recommended but other methods such as covering stockpiles with plastic may also be used.

Installation Schedule:	This BMP measure will be applied when it is known that an area will be inactive for more than 14 days or an area has been inactive for 14 days.
Maintenance and Inspection:	Temporarily stabilized areas will be inspected during regular inspections or after/during storm events to determine if sediments are leaving the site at an excessive rate.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Mulching

BMP Description: Mulching will be applied onto the first few feet bordering the property to nearby property and the MS4. Mulching will be in the form of wood chips or straw and will be either partially submerged into the soil (crimped) and below the curb level, kept in place with fabric (plastic or cloth) or kept in place with a tackifier.

Installation Schedule:	Mulch will be placed after major grading activities have stopped along the perimeter of the site.
Maintenance and Inspection:	The perimeter of the site will be inspected for both sediment and mulch leaving the site. Areas will be inspected during regular inspections and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Permanent Stabilization

BMP Description:

- The site will have turf installed on all areas that are not paved or concreted. The area will be watered and fertilized until an adequate root system has been established.
- The site will have decorative rock installed on all areas that are not paved or concreted.
- The site will have wood mulch and water wise plants on all areas that are not paved or concreted.
- All areas will be paved or concreted with rough texture to slow down the velocity of the water as much as possible.
- Other (explain):

Installation Schedule:	Installation of this BMP will be before closing out the project. Some of the concrete work and paving will be installed before the completion of this project and some of the paving and concrete work during the construction of the structure.
Maintenance and Inspection:	Maintenance of this BMP will be prior to releasing the NOT or Small Construction Site Notice. Any dirt or debris (mulch, asphalt, concrete, etc.) left anywhere on-site or off-site and not for its intended purpose will be picked up and disposed of properly.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Dust Control

BMP Description: Water will be applied during windy conditions and/or when it is evident onsite to apply water to control dust being blow off-site.

Installation Schedule:	During periods of strong wind weather when it is known to have a risk of high wind gusts or when it is evident that dirt is being blown off-site.
Maintenance and Inspection:	Perimeter of site will be inspected during regular inspections for evidence of wind erosion in the street and gutter near the property. Visual inspection should be performed daily for excessive dust being blow off-site.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.5 Protect Slopes

Geotextile Erosion Control Blanket

BMP Description: Erosion control blankets will be installed along the walls of any steep slope to prevent soil from eroding away. It is recommended that a natural blanket be used rather than a plastic geotextile when possible.

Installation Schedule:	Installation of an erosion control blanket will be after slopes have been developed or existing slopes striped of natural vegetation.
Maintenance and Inspection:	Slopes will be inspected during regular inspections and after/during storm events for excessive erosion. If ruts and rills are evident in the slopes, the slopes will need to be re-packed and stabilized to prevent unstable conditions.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.6 Protect Storm Drain Inlets

Storm Drain Inlet Protection

BMP Description:

- Storm inlets will have a straw wattle surrounding the entire inlet with enough space to allow water to flow over and into the inlet.
- Storm inlet will be covered with a mesh (steel or plastic) and rock on top of the mesh.
- Sand bags will be placed around the inlet with enough room to have water flow over. A spillway should be constructed to control the flow into the inlet.

Installation Schedule:	Inlets will be covered prior to any land disturbing activities.
Maintenance and Inspection:	Inlets will be inspected during regular inspections and after/during storm events for evidence of improper functioning BMPs. Excessive amounts of soil, damage to BMP or excessive amounts of sediment and debris in the inlet.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.7 Establish Perimeter Controls and Sediment Barriers

Silt Fence

BMP Description: A silt fence will be placed along the perimeter of the site to reduce the amount of sediment leaving the site. If it is determined that large amounts of water will reach a certain areas, the silt fence will be used in steps so as to not collect all the water at a central location.

Installation Schedule:	Silt fence will be installed prior to any land disturbance. A preliminary study of current and proposed elevations will determine how to place the silt fence.
Maintenance and Inspection:	Silt fence will be inspected during regular inspections and after/during storm events. If it is determined that excessive amounts of soil are leaving the site more BMP measures are required. Excessive buildup of sediment along the silt fence will need to be dug out to pre-storm conditions.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Fiber Rolls

BMP Description:

- Straw wattles will be placed along the perimeter of the project site to create a small ponding effect and allow some water to flow through and over while filtering most of the sediment and trash.
- Natural organic fiber rolls will be placed along the perimeter of the project site to create a small ponding effect and allow some water to flow through and over while filtering most of the sediment and trash.
- Geotextile fiber rolls will be placed along the perimeter of the project site to create a small ponding effect and allow water to flow over while allowing some sediment and trash to collect and settle.

Installation Schedule:	Fiber rolls will be installed prior to any land disturbance. A preliminary study of current and proposed elevations will determine how to place the fiber rolls
Maintenance and Inspection:	Fiber rolls will be inspected during regular inspections and after/during storm events. If it is determined that excessive amounts of soil are leaving the site, more BMP measures are required. Excessive buildup of sediment along the fiber rolls will need to be dug out to pre-storm conditions.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.8 Retain Sediment On-Site

Sediment Basin

BMP Description: Sediment basins will be installed within drainage channels to allow for water to slow down and pond, while allowing sediment to slowly settle to the bottom. It is recommended that enough storage is provided to accommodate a 2-year 24-hour storm event. Due to shallow slopes smaller sedimentation basins will be developed when one is not feasible.

Installation Schedule:	A sedimentation basin will be installed prior to any major grading activities.
Maintenance and Inspection:	Sedimentation basins will be inspected during regular inspections and after/during storm events. If it is determined that silt and dirt has reduced storage capacity in the basin it will need to be dug out to pre-storm conditions.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.9 Establish Stabilized Construction Exits

Stabilized Construction Exits Before Roads are Paved

BMP Description: A stabilized construction exit will be installed with 4"-8" rip-rap spanning at least 20 feet wide and 50 feet long. Individuals who drive on site will be instructed to use the stabilized construction exit when leaving to minimize the amount of tracking.

Installation Schedule:	The stabilized construction exit will be installed prior to any work activities onsite. It is recommended that a sign be posted for the construction entrance and exit if not both being used for exiting and entering.
Maintenance and Inspection:	Since this is the first location visited before leaving and sometimes entering the site, it will be inspected daily and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Stabilized Exits For Individual Lots

BMP Description: A stabilized exit for individual lots will be installed with 2"-4" rip-rap spanning approximately 9 feet wide by 20 feet in length. Individuals who drive on site will be instructed to use the stabilized construction exit when leaving to minimize the amount of tracking.

Installation Schedule:	The stabilized construction exit will be installed prior to any work activities onsite. It is recommended that a sign be posted for the construction entrance and exit if not both being used for exiting and entering.
Maintenance and Inspection:	Since this is the first location visited before leaving and sometimes entering the site, it will be inspected daily and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

2.10 Additional BMPs

Street Sweeping

BMP Description: Street sweeping will be performed on a regular basis to keep sediment tracked and dust blown into the street back onto the site. If it is determined that the frequency of which street sweeping is occurring is not adequate enough to keep sediment from leaving the site, additional sweeping and possible other BMP measures will be considered.

Installation Schedule:	This BMP measure will be implemented after major grading activities have started. Street sweeping will occur weekly then after. If the sweeping frequency is not working properly, then more visits and/or other BMP measures will be considered.
Maintenance and Inspection:	This BMP measure will be looked at weekly unless there is a need for more sweeping.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Cooperative Agreement And Operator Communication

BMP Description: If it is difficult to get multiple contractors in a single area to adhere to the requirements of the Storm Water Construction General Permit. It may be necessary to have a Cooperative Agreement developed and signed by the operators working on site.

Installation Schedule:	This BMP measure can be implemented at any time during the span of the project.
Maintenance and Inspection:	If during regular inspections or after/during storm events it is determined that BMP's are not working properly, cooperative agreements should be considered to insure responsibility for storm water issues are directed to the proper individuals.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

SECTION 3: GOOD HOUSEKEEPING BMPs

3.1 Material Handling And Waste Management

Waste Materials

BMP Description: A roll-off dumpster will be located on site at all times during the construction phase so as to keep any trash and waste from being blown off-site or collected in ditches, silt fences, etc. Dumpster will be inspected daily to determine if they need to be emptied. Non-hazardous construction waste may be collected in a pile to discard at a later date if unable to empty dumpsters.

Installation Schedule:	Dumpsters will be located onsite throughout the duration of the project.
Maintenance and Inspection:	Dumpsters will be inspected daily to determine if they need to be emptied or if waste has collected around the dumpsters.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Hazardous Waste

BMP Description: Hazardous waste will be stored inside storage containers. If hazardous materials are being used and it is not possible to store in a container, it will be covered with plastic and kept off of bare soil. When cleaning tools used to apply hazardous materials it shall be done in an area onsite that is protected with an impermeable layer to prevent from seeping into the ground.

Installation Schedule:	Storage containers will be placed onsite prior to any delivery of hazardous materials. If hazardous materials are delivered prior to the storage containers, the hazardous material will be placed off the ground and covered with plastic to keep out of the weather.
Maintenance and Inspection:	Hazardous materials will be checked during regular inspections to determine if any has been discharged onto the ground. If it is determined that hazardous material has been discharged onto the ground it will be picked up immediately.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Sanitary Waste

BMP Description: Portable toilets will be placed on site before any major grading activities take place. They will be located away from low spots and away from concentrated flows. If it is determined that a discharge from one of the portable toilets has taken place, the portable toilet will be inspected to determine if it needs to be cleaned out or taken off-site because of a leak.

Installation Schedule:	Portable toilets will be placed onsite as needed.
Maintenance and Inspection:	Portable toilets will be inspected during regular inspections. If it is determined that a discharge had occurred from one of the toilets, it will need to be cleaned up immediately. If it is determined that a toilet is leaking, it will be removed from site.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Recycling

BMP Description: Recycling is a great way to reuse or reduce waste. When possible excavated rock and caliche will be reused at different locations on site or sold to companies that can use the material. Recycled material will be placed on site in a central location away from low spots and diverted water flows.

Installation Schedule:	After major grading has occurred, product which can be recycled will be placed in a pile onsite away from any low spots and any channels. Either a silt fence or a fiber log will be placed around the entire stockpile or the lowest half section around the stockpile.
Maintenance and Inspection:	If it is determined that sediment is leaving the stockpiles during regular inspections, other BMP measures may be required or the installation of the current BMP may be wrong and need reinstallation.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.2 Establish Proper Building Material Staging Areas

Combined Staging Area

BMP Description: A fenced in area will be established to store both material and equipment. If a fenced area is not installed, all material will be placed onsite in a central location.

Installation Schedule:	If it is determined to have need to store a lot of materials on site a fence will be placed around this area, otherwise equipment and materials will be located in a designated area.
Maintenance and Inspection:	The staging area will be inspected during regular inspections to determine if any BMP measures are required to prevent pollution and waste from leaving the staging area. Crew members will be instructed to look for leaks and spills from equipment and storage areas. If a spill is detected then cleanup must be performed immediately.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.3 Designated Washout Areas

Concrete Washout

BMP Description: A concrete washout pit will be placed on site as shown on the detailed site map. The lining of the pit will be at least a 4 mil. plastic. A sign will be posted near the washout and the concrete delivery company will be informed of the washout location.

Installation Schedule:	The concrete washout will be installed before any concrete poured.
Maintenance and Inspection:	The concrete washout will be inspected on the days when concrete is being poured onsite to determine if a larger pit is required and that the drivers are using the washout. The concrete washout will also be inspected after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.4 Establish Proper Equipment/Vehicle Fueling And Maintenance Practices

BMP Description: Equipment fueling and maintenance practices will take place offsite when possible. If it is not possible to accomplish this offsite then cleanup actions will take place immediately after a spill occurs. Fueling and maintenance practices which must occur onsite will always occur on vegetation or dirt so that any spills can be easily removed for cleanup.

Installation Schedule:	When possible all fueling and maintenance will occur offsite. If this is not possible maintenance and fueling will occur on vegetation or soil as soon as a leak is noticed.
Maintenance and Inspection:	Crew members will be informed to look for leaks before operating equipment. If fueling is required it will be done over vegetation or soil. Inspections of staging areas will occur during regular inspections.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.5 Control Equipment/Vehicle Washing

BMP Description: To the extent possible it will not be acceptable to wash vehicles onsite. If a vehicle needs to be washed, it will occur in an area that is vegetated or over dirt and not allowed to leave the perimeter of the property. A berm will be constructed to prevent any wash off from leaving the perimeter of the site.

Installation Schedule:	A berm will be constructed prior to any washing of vehicles.
Maintenance and Inspection:	Inspection of wash off will occur during washing operations.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.6 Spill Prevention and Control

BMP Description: Crew members will be informed of spill prevention and control measures. If a hazardous waste is spilled onto the ground, cleanup must occur immediately. If a spill occurs on an impermeable surface, a berm should be placed around the spill to prevent from spreading further. If the amount of spill is over 25 gallons, the fire department, TCEQ, and the City of Odessa Storm Water Department should be informed as soon as possible.

Installation Schedule:	All crew members onsite should be informed of the location of the MSDS folder. A list of appropriate response numbers should be on site in an area where all works have access.
Maintenance and Inspection:	Spill prevention posters, important phone numbers, and MSDS folders will be inspected during regular inspection periods. A list will be kept of all spills that have occurred onsite.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.7 Any Additional BMPs

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

3.8 Allowable Non-Storm Water Discharge Management

Water Used To Control Dust

BMP Description: Water used to control dust will be applied at a rate that will not cause water to leave the site. If water is being applied at a rate that causes flow to leave the site, a visual inspection will be performed to determine if BMP measures are needed to control the release of sediment with the runoff. If sediment is being carried offsite with the water, straw wattles will be placed at outfall locations.

Installation Schedule:	Water will be applied to bare soil during periods of high winds or when a visual inspection has determined that dust is leaving the site at an excessive rate.
Maintenance and Inspection:	During periods when water trucks are being used the perimeter of the site shall be inspected to determine if any water is flowing offsite.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Uncontaminated Excavation Dewatering

BMP Description: After rain events it may be necessary to pump water from the site. If the water is uncontaminated with hazardous material it may be pumped offsite so long as it is filtered to remove sediment. A straw wattle will be used to aid in the removal of sediment from water which has ponded onsite. When possible water will be pumped from the top.

Installation Schedule:	After rainfall events a pump will be placed so as to take water first from the top of ponded areas and sent through an area that is protected downstream by a straw wattle.
Maintenance and Inspection:	During periods of dewatering activities an inspection shall be performed during and after operations of dewatering has occurred.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Landscape Irrigation

BMP Description: After placing sod, it is important to get the roots to grow and spread before using any fertilizers. Fertilizers should not be used until two to three weeks after placing the sod in place. Watering regularly is important to get good growth in newly planted sod. After three weeks fertilizer can be used to aid in plant growth. When watering after fertilizer has been placed on the sod it is important to apply approximately 1/2 inch of water. Water should not runoff the site.

Installation Schedule:	While installing sod it is important to remember to remove any excess dirt from the street, sidewalk, or parking lot. While watering, try to water at a rate of 1/2 inch and do not allow the water to leave the site.
Maintenance and Inspection:	Inspect the site after watering activities to determine if water is leaving the site. After placing landscape on the site check to see if any dirt, mulch or other material is not left in the street, sidewalk or parking lot.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Uncontaminated Water Line Flushing

BMP Description: Before flushing water lines, the area downstream should be swept to remove trash, sediment, and other debris from the gutter. Water line flushing should always be discharged into the gutter. If the line is super chlorinated, accommodations should be made with the City of Odessa as to where to discharge.

Installation Schedule:	Before flushing water lines the street should be swept removing trash, sediment, and other debris from the gutter.
Maintenance and Inspection:	Inspection of the street should be performed prior to flushing the water line. During flushing operations another inspection should be performed to determine if any issues have occurred.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

SECTION 4: SELECTING POST-CONSTRUCTION BMPs

Detention Basin

BMP Description: A detention basin has been designed to at least meet preconstruction peak runoff conditions. Reducing preconstruction peak runoff conditions will be acceptable in some instances. The goal of a detention basin onsite is to keep peak runoff conditions after construction either the same as before construction or reduce the time and flow rate.

Installation Schedule:	The detention basin can be designed during major grading operation to divert runoff away from the MS4. Perimeter controls must be in place to reduce the amount of sediment from leaving the site. A rip-rap spillway will be installed as shown on the detailed site map. The spillway will flow down an earthen channel that has rip-rock check dams. The outfall will be constructed of both a rip-rap check dam and a straw wattle. Final construction of the detention basin will have a rip-rap spillway into the basin from a concrete flume extending from the parking lot. Overflow of the completed detention basin will be to a 5 foot concrete channel with an invert for low flow conditions.
Maintenance and Inspection:	Inspections will occur during regular inspections and after/during storm events. If excessive sediment enters the basin, the basin will be excavated to achieve proper storage. The perimeter of the basin shall be inspected to determine if more than one overflow has developed after storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Vegetated Swale

BMP Description: A vegetated swale will be constructed as shown on the detailed site map to help slow down the peak runoff, collect some trash and chemicals collected in the parking lots by allowing water to infiltrate into the soil.

Installation Schedule:	The natural swale may be developed during major grading operations and contain rip-rap check dams along the length of the channel and an added straw wattle after the last rip-rap check dam (spillway).
Maintenance and Inspection:	The swale or spillway will be inspected during regular inspections and after/during storm events. If it is determined that sediment has built up around the check dams enough to prevent them to work properly, the rip-rap will be dug out and placed back. The sediment will be removed from the channel. The outfall will also be inspected.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Earth Dike

BMP Description: An earthen dike will be constructed to divert run-off which might enter the lot from upstream and divert it away from the lot to a drainage channel as shown on the detailed site map.

Installation Schedule:	If used to divert run-off from offsite around disturbed areas, this BMP will be installed before any land disturbance takes place. If used to divert sediment filled runoff to areas that will allow the runoff to settle out by having velocity dissipation devices along the length of a swale or channel, it will be installed before major grading activities.
Maintenance and Inspection:	The outfall and any sediment traps or velocity dissipation devices will be inspected to determine how much sediment has settled. Also must inspect the outfall to determine if any sediment has left the site. Inspected during regular inspections and after/during storm events.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Storm Drain Inlet Markers

BMP Description: The City of Odessa has a storm water inlet marking program and will continue the marking of all new inlets as well as inlets that have had the markers either removed or simply fallen off. The storm water marker will have the markings “*No Dumping* Only Rain In The Drain”.

Installation Schedule:	Storm drain inlet markers will be placed after installation of the inlet and all construction activities have been completed.
Maintenance and Inspection:	Sediment, trash and other debris will be removed from the area around the inlets being marked prior to installation. Once installed the area will be cleaned again to remove any added debris. City officials will inspect the markers after construction is completed.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

SECTION 5: INSPECTIONS

5.1 Inspections

1. Inspection Personnel: Identify the person(s) who will be responsible for conducting inspections and describe their qualifications:

- Inspector(s): _____

- Qualifications: _____

2. Inspection Schedule and Procedures

Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after events, spot inspections):

The CGP requires inspections (1) at least once every 7 days, (2) at least once every 14 days and within 24 hours after the end of a storm event of one-half inch or greater or (3) between November 15 – April 30 once a month and 24 hours after a storm event of one-half inch or greater.

Inspection Frequency: _____

Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections.

- If corrective actions are identified by the inspector during the inspection for areas under day-to-day control by the operator, inspector will notify and submit a copy of the inspection report to the Project Manager. The project manager will be responsible for initiating the corrective action within 24 hours of the report and completing maintenance as soon as possible or before the next storm event. No corrective actions shall take more than 7 days to complete. If it is determined that the inspection frequency is too long to determine the effectiveness of BMP's then a shorter frequency shall be chosen and listed in the inspection frequency portion.

Attach a copy of the inspection report you will use for your site if not the one included in this template: For a copy of a sample inspection report, see Appendix E.

5.2 Delegation Of Authority

Authorized Representative(s) Or Position(s):

Company Name: _____
Authorized Individual: _____
Title: _____
Address1: _____
Address2: _____
Phone #: _____
E-mail: _____

See Appendix J – Delegation of Authority

5.3 Corrective Action Log

Corrective Action Log: See Appendix F

SECTION 6: RECORDKEEPING AND TRAINING

6.1 Recordkeeping

Records will be retained for a minimum period of at least 3 years after the NOI is terminated and sent to MS4 operator or Small Construction Site Notice sent to the MS4 operator. (All construction activities have been completed)

All date(s) added to the sections in the appendixes must be kept as well as any documentation from inspections from the MS4 operator, TCEQ or EPA.

See Appendix I – Grading and Stabilization Activities Log

6.2 Log of Changes to the SWPPP

Log of changes and updates to the SWPPP: See Appendix G

SECTION 7: FINAL STABILIZATION

Permanent Seeding

BMP Description:

- The site will have turf installed on all areas that are not paved or concreted. The area will be watered and fertilized until an adequate root system has been established.
- The site will have decorative rock installed on all areas that are not paved or concreted.
- The site will have wood mulch and water wise plants on all areas that are not paved or concreted.
- All areas will be paved or concreted with rough texture to slow down the velocity of the water as much as possible.
- Other (explain):

Installation Schedule:	Installation of this BMP will be before closing out the project. Some of the concrete work and paving will be installed before the completion of this project and some of the paving and concrete work during the construction of the structure.
Maintenance and Inspection:	Maintenance of this BMP will be prior to releasing the NOT or Small Construction Site Notice. Any dirt or debris (mulch, asphalt, concrete, etc.) left anywhere on-site or off-site and not for its intended purpose will be picked up and disposed of properly.
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

Other BMP

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	The operator is the responsible staff for this BMP. <input type="checkbox"/> Other:

SECTION 8: CERTIFICATION AND NOTIFICATION

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.

Primary Operator

Name: _____ Title: _____

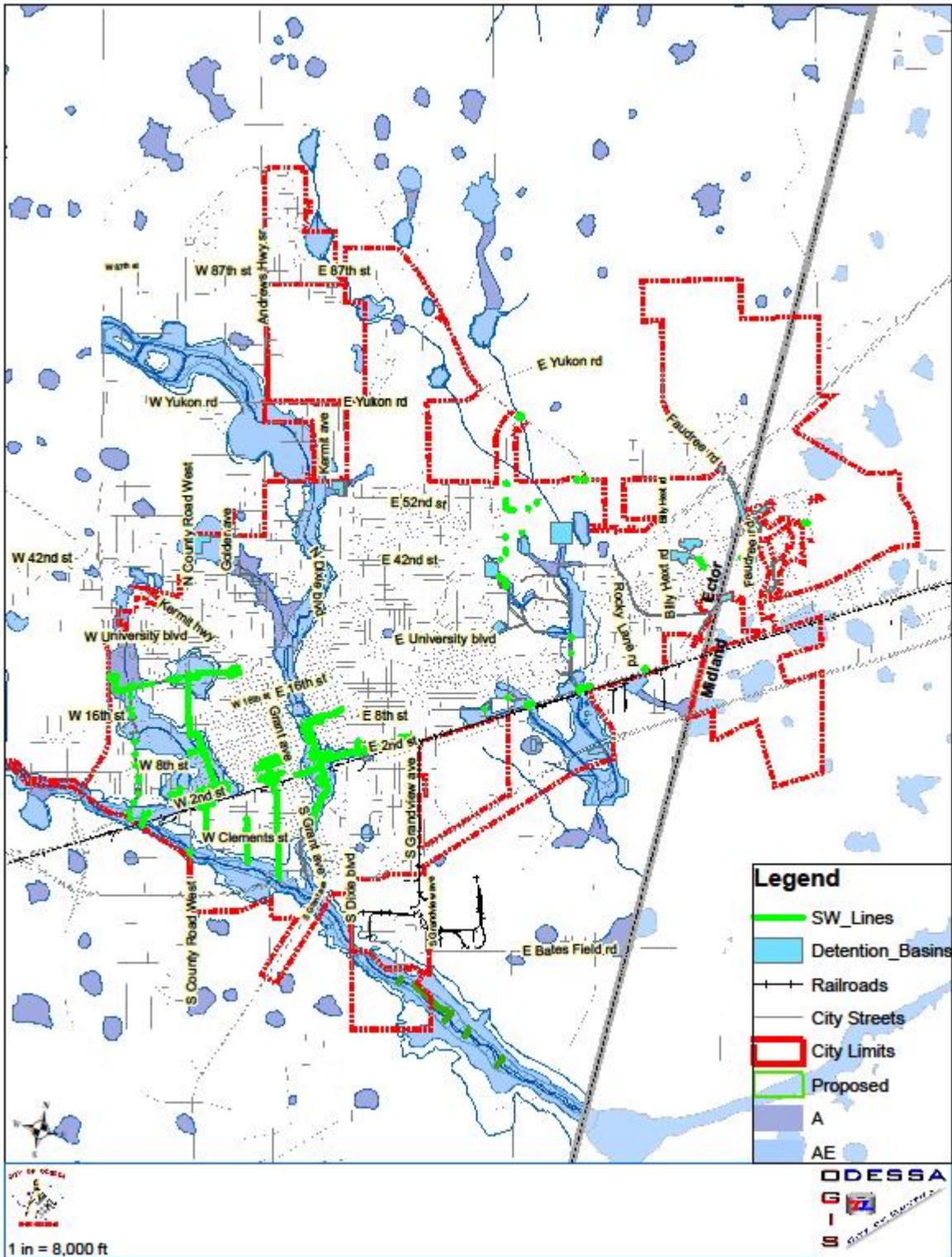
Signature: _____ Date: _____

Secondary Operator

Name: _____ Title: _____

Signature: _____ Date: _____

Appendix A: General Location Map



Appendix B: Detailed Site Map(s)

Appendix C: TPDES Construction General Permit

**Appendix D: NOI and Permit Authorization Letter
or Small Construction Site Notice**

Appendix E: Inspection Reports

Job/Site Name:				
Site Location:			Inspected By:	
Weather Conditions:	Rain in prior 24 hrs >0.5 inches:		Rain in prior 14 days:	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Time of Inspection:	Rain total (inches):		Rain total (inches):	
Type of Project:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Utility	<input type="checkbox"/> Roadway/Street
Storm Water Pollution Prevention Plan (SWPPP) Up-To-Date?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
BMP/Activity	Implemented?		Maintenance Required?	
1	Is the construction exit preventing sediment from being tracked into the street?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
2	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
3	Are storm drain inlets properly protected?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
4	Is trash/litter from work areas collected and placed in containers?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
5	Are washout facilities (e.g., paint, stucco, concrete, waste water) available, clearly marked and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
6	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks or any other deleterious material?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
7	Are materials that are potential storm water contaminants stored inside or under cover?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
8	Are discharge points and receiving waters free of any sediment deposits?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				
9	Are all slopes and disturbed areas not actively being worked properly stabilized?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes/Corrective Action, if require				

Appendix F: Corrective Action Log

Appendix G: SWPPP Amendment Log

Appendix H: Subcontractor Certification/Agreement

Subcontractor Certification

Project Number: _____

Project Title: _____

Operator(s): _____

As a subcontractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWPPP) for any work that you perform on-site. Any person or group who violates any condition of the SWPPP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP. A copy of the SWPPP is available for your review upon request.

Each subcontractor engaged in activities at the construction site that could impact stormwater must be identified and sign the following certification statement:

I certify under penalty of law that I have read or have been informed of the terms and conditions of the SWPPP for the above designated project and agree to follow the practices described in the SWPPP.

This certification is hereby signed in reference to the above named project:

Company: _____

Address: _____

Telephone Number: _____

Type of construction service to be provided: _____

Signature: _____

Title: _____

Date: _____

Appendix I: Grading and Stabilization Activity Log

Grading and Stabilization Activity Log

Project Name: _____

Date Started	Description of Grading Activity and Location – Followed by Stabilization Measure and Date Implemented

Appendix J: Delegation of Authority

Delegation of Signatories to Reports

Facility/Company/Site Name: _____
TPDES Authorization Number: (If applicable) _____

This letter serves to designate the following people or positions as authorized personnel for signing reports, storm water pollution prevention plans, certifications or other information requested by the City of Odessa, TCEQ or EPA and as required by the TPDES construction general permit, as set forth by 30 TAC §305.128

Name or Position _____

Name or Position _____

Name or Position _____

I understand that this authorization does not extend to the signing of a Notice of Intent for obtaining coverage under a storm water general permit.

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in 30 TAC §305.44.

Name

Title

Date

Appendix K: Studied Area Calculations and Selected BMP's

Appendix L: End of Day Cleanup

