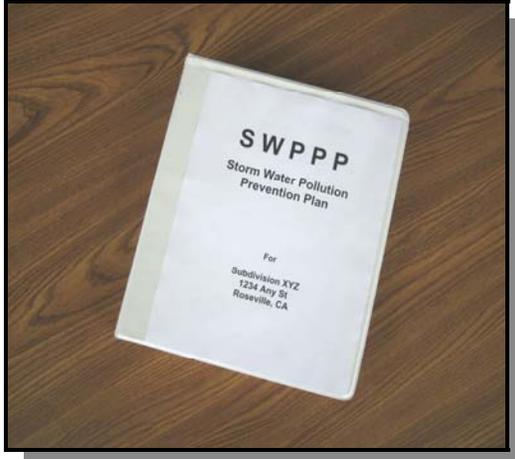


SECTION 3.0

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)



California's NPDES General Permit for Discharges Associated with Construction Activities requires that Owners/Developers of construction sites, where one or more acres of soil will be disturbed, must develop and implement a Stormwater Pollution Prevention Plan (SWPPP). This section will provide an overview of the requirements for the preparation of this document and the procedures for adhering to a Pollution Prevention Plan.

OVERVIEW

Prior to March 2003, only stormwater discharges from construction sites disturbing five acres or more were regulated under state and federal laws. Amendments to the federal law in 1999 reduced this construction site size exemption. Now, every construction site that disturbs **one acre or more**, or is less than one acre, but part of a larger common plan that would disturb one acre or more, must comply with the State of California's General Permit for Stormwater Discharges Associated with Construction Activities (Order No 2009-0009-DWQ).

Stormwater discharges from activities such as clearing, grading, stock piling or excavation work are regulated under the State General Permit and the City of Roseville Stormwater Quality Management Discharge Control Ordinance. Non-stormwater discharges from construction sites are also monitored as they can also transport pollutants to local waterways. Construction wastes, such as the following, must be managed properly during construction to prevent runoff pollution:

- Discarded building materials
- Concrete truck washout
- Mortar waste
- Stucco waste
- Paints
- Chemicals
- Litter & Debris
- Sanitary waste

STATE CONSTRUCTION PERMIT COVERAGE

It is the responsibility of the landowner to obtain State Construction General Permit coverage for planned construction activities **prior** to the commencement of work. To apply for coverage, the landowner, or his or her Legal Responsible Person (LRP), must electronically submit through the State's Storm Water Multiple Application and Report Tracking System (SMARTS) a Notice of Intent (NOI), a site specific SWPPP as well as other State required Permit Registration Documents (PRD's), and submit it along with the appropriate fee to the State Water Resources Control Board. This request to the State will provide, if approved, coverage under the State's General NPDES permit for construction activities. Coverage under the permit is not complete until a SWPPP and PRD's are electronically submitted, the appropriate fee is paid, and a Waste Discharge Identification Number (WDID) is assigned by the Regional Water Quality Control Board (RWQCB)

The General Permit for Construction Activity requires the SWPPP address water pollution control during construction. The SWPPP must outline the Best Management Practices (BMPs) planned for use on the site to prevent pollutants from leaving the project site. The BMPs should include, but are not limited to:

- Erosion controls
- Wind erosion controls
- Sediment controls
- Non-stormwater runoff controls
- Tracking controls
- Waste management controls
- Materials pollution controls
- Advanced treatment methods

For detailed BMP information including a SWPPP template, see the California Stormwater Quality Association (CASQA) web site at: www.cabmphandbooks.com. For online training courses based on the CASQA handbooks, go to the California State University web site at: www.owp.csus.edu/research/bmpcourses.

PROJECTS ONE ACRE AND LARGER

The City's existing Grading Ordinance requires the submission of a grading plan prior to breaking ground at a construction site. Along with this requirement, the City's Public Works Department requires the submission of a Storm Water Pollution Prevention Plan (SWPPP) prior to the issuance of an Improvement Plan, Grading Permit or Encroachment Permit. The following procedures apply to construction sites that disturb one acre or more of land or are part of a larger project that disturbs one acre or more.

1. The Landowner, LRP, or his or her Approved Signatory (Applicant) shall submit a Notice of Intent (NOI) to the State Water Resources Control Board (SWRCB) in compliance with the NPDES General Stormwater Construction Permit before construction commences. The following steps are provided as guidance for obtaining State permit coverage:

- Access the SWRCB Storm Water Multiple Application and Report

Further details can be obtained from the Central Valley Regional Water Quality Control Board (RWQCB) or the State Water Resources Control Board.

Tracking System (SMARTS)

<https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>

- Complete the risk assessment and submit the site specific SWPPP along with the required PRD's.
 - Mail the fee (based on site size), to the Control Board via certified mail
 - Obtain a Waste Discharge Identification Number (WDID) from the State Board
 - Complete a hard copy of the site specific Stormwater Pollution Prevention Plan (SWPPP) identical to that uploaded to the SMARTS, and submit it to the City of Roseville at the same time Improvement Plans are submitted
2. The SWPPP, as described in the California Stormwater Quality Association's Handbook for Construction requires the use of stormwater Best Management Practices (BMP's) tailored to the circumstances of a particular site or project. The SWPPP has two main objectives: 1) identify pollutant sources, and 2) describe practices to reduce sediment transport of pollutants in stormwater discharges. Specific requirements can be obtained from the RWQCB, and at the following website: <http://www.cabmphandbooks.com>.
3. The Applicant shall submit a complete SWPPP to the City's Public Works Department, Engineering Division, and Development Section concurrent with the Improvement Plan review and approval process. Submittal of the SWPPP shall be a condition of the Improvement Plan, Grading Permit and Encroachment Permit issuance. The SWPPP shall be submitted to the City in a three ring binder. Only one set is required.
4. The City's Development Section Staff will then perform a cursory review for completeness and general conformance so that the SWPPP addresses the following objectives.
- All pollutants and their sources, including sources of sediment associated with construction, construction site erosion and all other activities associated with construction activity are controlled;
 - Where not otherwise required to be under a Regional Water Board permit, all non-storm water discharges are identified and either eliminated, controlled, or treated;
 - Site BMP's are effective and result in the reduction and elimination of pollutants in storm water discharges and authorized non-storm water discharges from construction activity to the BAT/BCT standard;
 - Calculations and design details as well as BMP controls for site run-on are complete and correct, and

- Stabilization BMP's installed to reduce or eliminate pollutants after construction are completed.
5. In addition, the SWPPP shall also contain:
- A site map showing the construction project in detail, including the existing and planned paved areas and buildings; general topography before, during and after construction; drainage patterns across the project area; and anticipated stormwater discharge locations (i.e. the receiving water, a conduit to receiving water, and/or drain inlets).
 - The name and telephone number of the Qualified SWPPP Practitioner (QSP) responsible for implementing the SWPPP.
6. Once the Development Section records the SWPPP and determines completeness, an acknowledgment sheet is inserted into the SWPPP, as well as a tabbed divider, at the rear of the binder for on-site City staff and contractor reference. This document will then be forwarded to the assigned Stormwater Inspector (SWI) along with the approved improvement plans. A pre-construction meeting date may be scheduled by the Applicant following approval of the SWPPP, Improvement Plans, Grading and Encroachment Permit. A pre-construction meeting agenda may be forwarded to the Applicant upon request.
7. Both the Stormwater and Construction Inspectors' may be present at the pre-construction meeting to discuss contractor expectations for SWPPP compliance. City staff will return the SWPPP to the Applicant during the meeting. The SWPPP must be kept on-site for the duration of the construction phase of the project. The inspectors will explain the City's construction stormwater runoff inspection and enforcement procedures during this meeting. Project compliance procedures required of the Contractor and/or the Applicant will include, but are not limited to:
- A) Keeping the project Stormwater Pollution Prevention Plan (SWPPP) up to date and at the job site.
 - B) Inspect all Best Management Practices (BMPs) before, during and after rain events. Keep written comments on failures and corrections.
 - C) SWPPP site plan shall be kept current showing changes and updates.
 - D) Properly install and maintain BMP's.
 - E) Practice good housekeeping.
 - F) Eliminate, or minimize tracking from construction entrances and exits by utilizing an all- weather rock entrance (see Detail BMP – 9).
 - G) Contain and/or treat wash water from concrete, paint, or power washing operations and dispose of it appropriately.

- H) Maintain drain inlet protection liners and bags, and ensure that the area around storm drains is kept clean.
 - I) Implement effective erosion and sediment control measures before any measurable rain event, at any time of the year.
8. City staff will conduct stormwater inspections once a week during the construction process. Site visits will consist of completing the standard City Stormwater Inspection Form, (available on the City's web page). An electronic copy of the Stormwater Inspection Form will be emailed to the project site's QSP. The QSP can print a copy of the inspection report to be inserted in the tabbed section of the SWPPP binder, or the report can be filed electronically. Which ever method is used is acceptable as long as they can be produced any time during normal working hours at the request of either any Roseville, or RWQCB inspection staff. It shall be the QSP's responsibility to confirm the copy of the Inspection Report is reviewed and filed appropriately, and to correct reported non-compliance issues weekly or as directed. If reports are missing, the site maybe issued a non-compliance inspection report.

If violations are found by the inspector, the site QSP will be notified of the violation. The City of Roseville will provide at the pre-construction meeting the City's enforcement procedures for stormwater quality violations. Also, the Regional Water Quality Control Board staff may also intermittently inspect sites for stormwater runoff compliance. The QSP is encouraged to participate in the site inspections with the Stormwater or Construction Inspector. It is essential to address the control of all potentially polluted runoff from the site together, as a team, the City Inspector and the QSP.

9. City Inspectors may conduct construction site inspections prior to anticipated storms, after storm events, and every 24 hours during extended storms, as well as other times, to find areas contributing to stormwater discharge and to determine if the requirements of the site SWPPP are adequate and properly implemented. The QSP is required, under the state permit, to do pre and post storm inspections, as well as weekly inspection throughout the entire year. The contractor must immediately make corrections if it is found after a storm that BMPs are damaged or inadequate for protection of water quality. The City's Floodplain Management Section provides e-mail weather reports and anticipated storm information at least one day prior to storm events to the City Inspection staff. This data is used to aid each Inspector in the inspection and enforcement of City's stormwater quality requirements for construction activities.
10. City Inspectors will also review SWPPP binders for completeness, BMP adequacy, as well as weekly and pre and post inspections documented by the contractor. On-site SWPPP binders need to be kept current with site conditions, and shall include full descriptions that explain any changes made to the original plan. The SWPPP is a dynamic document, which is likely to change throughout the construction process. City Inspectors will perform stormwater quality inspections once a week at a minimum.
11. The Applicant/Contractor is responsible for correcting BMP deficiencies immediately. When appropriate, a written or verbal notice of non-compliance will be given to the

Contractor via either the City's Inspection Report or the City Inspector. Continued non-compliance at a site will provide justification for the City to issue a Roseville Notice of Violation which could result in suspending inspections and/or issuing a Stop Work Notice, including recommendation to the RWQCB to inspect the site for violations.

12. Upon completion of the construction phase, the Applicant shall cancel the specific coverage under the general permit by submitting via the SMARTS a Notice of Termination to the RWQCB that certifies that:

- Construction activity is completed.
- All parts of the SWPPP have been completed.
- Construction and equipment maintenance waste have been disposed of properly.
- The site complies with all local stormwater management requirements.
- All disturbed areas of the construction site are stabilized per the General Permit.

Along with submitting to the State a Notice of Termination (NOT), the owner must remove all construction BMPs: drop inlet filter bags, fiber rolls (wattles), and gravel bags. Additional required clean-up includes the removal of any sediment that has collected in the storm drain system or around any of the storm drain inlets.

13. The discharger may reduce or increase the total acreage covered under the State General Permit when a portion of the site is complete and/or conditions for termination of coverage have been met; when ownership of a portion of the site is sold to a different entity; or when new acreage, subject to this General Permit, is added to the site. Within 30 days of a reduction or increase in total disturbed acreage, the discharger shall electronically file revisions to the PRDs that include a revised NOI indicating the new project size; a revised site map showing the acreage of the site completed, acreage currently under construction, acreage sold/transferred or added, and acreage currently stabilized in accordance with the conditions for termination of coverage. When an LRP owns property with active General Permit coverage, and the LRP sells the property, or a parcel thereof, to another person, that person shall become an LRP with respect to whatever parcel was sold. The existing LRP shall inform the new LRP of the General Permit's requirements. In order for the new LRP to continue the construction activity on its parcel of property, the new LRP, or the new LRP's approved signatory, must submit PRDs in accordance with the State's General Permit requirements.

14. The Applicant is responsible for maintaining SWPPP records for three years. Quarterly and annual reports are also requirements of the Construction General Permit. More specific information on report requirements can be obtained from accessing section XVI, Annual Reporting Requirements (Order No 2009-0009-DWQ).

PROJECTS UNDER ONE ACRE

SWPPPs are not required for projects under one acre, unless they are part of a larger development encompassing over one acre, in which case, the procedures listed above are required. For projects less than one-acre, an erosion and sediment control plan shall be submitted with the improvement plans to the City for approval. This is generally part of the Grading Plan for the development. The Public Works Department, Development Section, will approve the erosion and sediment control plan upon review of the project. All erosion and sediment control devices shall be identified and implemented in the same fashion as projects with SWPPPs over one acre. Enforcement will be conducted similarly, with exception to SWPPP administrative requirements.

ENFORCEMENT PROCEDURES

The City of Roseville has enacted the Urban Stormwater Quality Management and Discharge Control Ordinance. This ordinance prohibits polluted stormwater discharges from entering the City's storm drainage system, watercourse, natural outlet or channel. The ordinance also provides the City with the authority to make inspections to enforce provisions of the ordinance, and to enforce the provisions through the issuance of citations. See Appendix C of this Manual for the City's enforcement procedures flowchart. Additional information pertaining to inspections is provided in items 7 through 10 above.

ABANDONED/INACTIVE CONSTRUCTION SITES

ONE ACRE AND LARGER – Should a new development project with a valid State Stormwater Permit and WDID number become abandoned or inactive during the course of construction and at the discretion of the City's Stormwater Inspector, the Stormwater inspection staff will initiate the following procedure.

1. Determine the stability of the construction site as it relates to storm water runoff and conformance with the approved SWPPP.
2. If the site is unstable and has the potential to adversely impact receiving water quality, the City will contact with the owner/developer by telephone, written letter, and/or electronic mail prior to the wet season. Inform the owner of the current status and encourage them to stabilize the site according to the project SWPPP by October 1st.
3. Conduct Stormwater site inspection after October 1 or as applicable to determine if adequate BMP's were installed to establish stability, and monitor through the wet season by communicating with the owner/developer representative via periodic Stormwater inspections.
4. Should the owner/developer be unresponsive, uncooperative, or fails to install adequate BMP's as defined above, a City citation and/or RNOV will be issued. If the site is not properly addressed, then the Stormwater project file will be forwarded to the California Regional Water Quality Control Board staff for further processing and handling.

LESS THAN ONE ACRE – Should a new development project with a current encroachment permit or subdivision agreement from the City become abandoned or

inactive at the discretion of the City's Stormwater Inspector, the City will initiate the following procedure.

1. Determine if the construction site is unstable and without proper stabilization and has a potential to impact water quality.
2. Attempt to make contact with the owner/developer by telephone, written letter, and/or electronic mail prior to the wet season, or as necessary.
3. Inform the owner/developer of the current status and encourage him/her to stabilize the site according to the approved plans and the City Standards by October 1st.
4. Conduct Stormwater site inspection to determine if adequate BMP's were installed to establish stability and monitor through the wet season by communicating with the owner/developer representative.
5. Should the owner/developer be unresponsive, uncooperative, or fails to install adequate BMP's as defined above, a City citation and/or RNOV will be issued. If the site is not properly addressed, then the Stormwater project file will be forwarded to the City Attorney's Office for further processing and handling including bond recovery proceedings.

CITY REPORTING

By September 15th of each year, the City is required to submit an annual report to the RWQCB describing the City's Stormwater management program's effectiveness in accordance with the State's General Permit for Small Municipal Separate Storm Sewer Systems (MS4). In part, the report encompasses goal expectations for the construction element of the permit. As such, the Public Works Department, Engineering Division, Construction Management Section, will maintain permanent records of all active SWPPP's including inspection reports.