



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue
Seattle, WA 98101

Construction SWPPP Checklist

This optional form is intended to assist the applicant in the preparation of the Storm Water Pollution Prevention Plan (SWPPP). Your SWPPP does not have to follow the format of this checklist. The purpose of this checklist is to help you ensure that your SWPPP contains all required components.

The "Permit Citation" column indicates where the particular requirement can be found in the EPA Construction General Permit (CGP). Use the "Location" column to note where the requirement can be found in your SWPPP. Use the "check" column to indicate the SWPPP adequately addresses the corresponding requirements.

Although this checklist is intended to reflect EPA's requirements for an acceptable SWPPP, all responsibility for a complete SWPPP remains with the permittee. The use of this checklist does not guarantee compliance with the General Permit for Storm Water Discharges from Construction Activities. Additionally, using the checklist to generate a SWPPP is not a substitute for knowledge of the permit requirements. The checklist serves as a guidance document only.

A full description of the required contents of the SWPPP, as well as additional permit requirements, may be found in the EPA Construction General Permit issued on July 1, 2003. This permit is available on-line at www.epa.gov/npdes/stormwater/cgp or by calling EPA Region 10 at (800) 424-4372.

Note: Sometimes a single section of your SWPPP may address more than one permit requirement. In this event, you may reference the applicable section within your SWPPP instead of repeating the same language in several locations. If your SWPPP does reference other sections, when completing this checklist you may want to provide more than one SWPPP location reference in the last column of the checklist. (For example: Inspections procedures are in Section E.2. of your SWPPP which also references Section B.1. In the "Location" column write: Sections E.2. (p. 15) and B.1. (p. 10).)

Notice: The statements in this document are intended solely as guidance to aid regulated entities in complying with the Clean Water Act's storm water requirements. The guidance is not a substitute for reading the Clean Water Act and its implementing regulations and understanding all its requirements as they apply to your facility. This guidance does not constitute rulemaking by the EPA and may not be relied on to create a substantive or procedural right or benefit enforceable, at law or in equity, by any person. EPA may decide to update this guide without public notice to reflect changes in EPA's approach to implementing the Clean Water Act. This document reflects information in the latest EPA NPDES General Permit for Storm Water Discharges from Large and Small Construction Activities.

Storm Water Pollution Prevention Plan Elements

Permit Citation	Description	✓	Location in SWPPP & Notes
Part 3.1	Identify all potential sources of pollution that might affect the quality of storm water discharges from the site.		
Parts 3.2 and 3.3.A	Identify all operators at the site, and the areas over which each operator has control.		
Project & Activity Description			
Part 3.3.B	Describe the nature/function of the construction project.		
	Describe the intended sequence of major construction activities.		
	Indicate the total site area (in acres) that is expected to be disturbed (including off-site borrow & fill areas).		
	Include a general location map identifying site location and any waters of the U.S. within one mile of the site.		
3.3.D	Indicate the location of any storm water discharges associated with industrial activity other than at the site (e.g., dedicated asphalt or concrete plants).		
Site Map			
Part 3.3.C	Include a legible site map, complete to scale, of the entire site. Indicate the following items on that map:		
	Direction of storm water flow/drainage patterns, and approximate slopes after major grading activities;		
	Areas to be disturbed and areas that will not be disturbed;		
	Locations of off-site material, waste, borrow or equipment storage areas used solely for the project;		
	Locations of major structural and non-structural erosion and sedimentation controls;		
	Name and location of all waters of the U.S., including wetlands;		
	Locations where storm water discharges to a surface water or to a municipal storm sewer system; and		
	Areas where final stabilization has occurred and no further construction will be done.		

Permit Citation	Description	✓	Location in SWPPP & Notes
Controls to Reduce Pollutants			
Part 3.4.A	For each major activity identified in the project description, describe all control measures, the timing during the construction when measures will be installed, and the operator responsible for accomplishing the installation.		
Part 3.4.B	Describe all interim and permanent stabilization practices, including installation schedule. Preserve vegetation where possible, and avoid the use of impervious surfaces.		
Part 3.4.C	Maintain a record of the dates when major grading activity occurs, when construction activity has been temporarily or permanently ceased on a portion of the site, and when stabilization measures are initiated.		
Part 3.4.D	Describe any structural practices used to divert flows from exposed soils, retain/detain flows, or otherwise limit runoff/pollutants from exposed areas.		
Part 3.4.E	Describe any post-construction storm water management controls to be installed at the site, and identify any applicable federal/state/local/tribal requirements for design or installation.		
Part 3.4.F	Describe all measures/waste disposal practices to prevent discharge of solid material, including building materials, to waters of the U.S.		
Part 3.4.G	Describe measures to minimize off-site tracking of sediments to paved surfaces and the generation of dust.		
Part 3.4.H	Describe any waste or construction materials to be stored onsite, and list all measures to limit exposure, including storage, spill prevention and response practices.		
Part 3.4.I	Describe controls to minimize pollutants from sources other than construction (e.g. dedicated asphalt or concrete plants).		
Non-Storm Water Discharge Management			
Parts 3.5 and 1.3.B	Identify & list pollution prevention measures for any allowable non-storm water discharges.		

Permit Citation	Description	✓	Location in SWPPP & Notes
Documentation Of Permit Eligibility Related to Endangered Species			
Parts 1.3.C.6, 3.7, and Appendix C	Document your project's eligibility for permit coverage with regard to endangered species. Applicants must follow the procedures in Appendix C to assess the potential effects of the project's storm water on endangered species and critical habitat.		
Documentation of Permit Eligibility Related to Total Maximum Daily Loads			
Parts 1.3.C.5, 3.14, 9.F	Document your project's eligibility for permit coverage with regard to discharging to water bodies with an approved TMDL. State TMDL information can be found through EPA's website, www.epa.gov/npdes/stormwater/cgp . Also check Part 9 of the permit for any applicable state/tribal requirements.		
Copy of Permit Requirements			
Part 3.8	Include a copy of the permit with the SWPPP.		
Applicable State, Tribal or Local Programs & Requirements			
Parts 3.9, 9, and 9.F	Describe your project's compliance with any applicable state, local or tribal requirements for soil and erosion control and storm water management.		
Inspections			
Part 3.10	Describe routine inspection schedules and procedures to ensure control measures are operating effectively.		
Part 3.10.A	Indicate if the inspection frequency is to be at least once every seven days, or at least once every 14 days and within 24 hours of the end of a storm event of 0.5 inches or greater.		
Part 3.10.D	Indicate who the qualified personnel will be to perform inspections and describe the person's qualifications.		
Part 3.10.E and G	Describe the format for the inspection reports documenting each inspection, including documentation of incidents of non-compliance or certifying full compliance, and indicating who will be authorized to sign the report.		

Permit Citation	Description	✓	Location in SWPPP & Notes
Signature, Plan Review, & Making Plans Available			
Part 3.12, B	Post a sign or other notice near the main entrance of the construction site. The sign must contain a copy of the NOI, name and phone number of contact person for scheduling SWPPP viewing time, and the location of the SWPPP.		
Appendix G, Section 11	The operator must sign and certify the SWPPP.		

Maintaining and Updating the Storm Water Pollution Prevention Plan

Permit Citation	Description	✓	Location in SWPPP & Notes
Maintenance of Controls			
Part 3.6.A	Describe all procedures and activities to be used to accomplish the following:		
	Maintain all identified controls in effective operating condition;		
	Maintain controls as soon as possible if site inspections identify controls are not working effectively;		
Part 3.6.B	If control measures need to be modified, modifications must occur before next storm event whenever practicable; and		
Part 3.6.C	Remove sediment from sediment traps or sedimentation ponds when design capacity has been reduced by 50%.		
Inspections			
Part 3.10.B and C	If the site is eligible for reduced inspection frequency, indicate why it is eligible and the dates of the waiver period.		
Part 3.10.G	Keep a section of the SWPPP dedicated to inspection reports.		
Part 3.10 at the end	Maintain inspection records for at least three years past the date permit coverage expires or is terminated.		
Maintain an Updated Plan			
3.11	Establish a protocol for modifying the SWPPP whenever there is a change in design, construction, operation, or maintenance at the site, or if during inspections or investigations it is determined that the SWPPP is ineffective in minimizing pollutants in the discharges from the site.		
Signature, Plan Review, & Making Plans Available			
Part 3.12 C	Retain the SWPPP on site and make it available to EPA, state, tribal or local agency officials approving sediment and erosion plans.		

Permit Citation	Description	✓	Location in SWPPP & Notes
Management Practices			
Part 3.13	Describe the protocol for ensuring that the following permit requirements will be met.		
Part 3.13.A	All controls must be properly selected, installed, and maintained in accordance with manufacturer specification and good engineering practices.		
Part 3.13.B	Off-site accumulations of sediment must be removed as necessary.		
Part 3.13.C	Litter, debris and chemicals must be prevented from being exposed to storm water.		
Part 3.13.D	Portions of the site must be stabilized within 14 days where construction activity is temporarily or permanently ceased.		
Part 3.13.E	A combination of sediment and erosion control measures must be used to achieve maximum pollutant removal. When considering use of sediment basins, document any factors considered when determining whether to use sediment basin(s) as a control measure.		
Part 3.13.F	Velocity dissipation devices must be used at discharge locations and along outfall channels to provide non-erosive flow.		