

2008 Construction General Permit SWPPP Guidance Checklist



This optional checklist is provided to assist owners and operators in preparing their AZPDES Stormwater Pollution Prevention Plan (SWPPP) to meet the requirements of Arizona’s 2008 Construction General Permit (AZG2008-001). The “Descriptions” provided below do not necessarily reflect the exact wording used in the permit; rather these are stated in simplified language to provide additional guidance. (Note if any inadvertent conflict exists between this document and the permit, the permit language prevails). The “Permit Citation” column shows you where each particular requirement is found in the 2008 CGP. Use the “Location” column to note the page where the requirement is addressed in your SWPPP. Please leave the “For ADEQ Use Only” column blank. Using this SWPPP checklist will help you ensure that all the permit requirements are addressed in your SWPPP and will also assist the Department in conducting a more efficient review of your SWPPP if it is required to be submitted.

Please note that your SWPPP does not have to follow the format of this checklist; the purpose of this checklist is only to ensure that your SWPPP contains all required components. While this checklist is intended for use in preparing your initial SWPPP, your SWPPP is a “living” document and it is important that it be updated to document changes in your project, best management practices (BMPs), Inspections, and other pertinent information.

Permit Citation	Description	Location in SWPPP & Notes	For ADEQ Use Only
OPERATOR RESPONSIBILITIES			
Part III.A.2.d	Identify who is responsible for on-site SWPPP implementation		
Part III.B.2.a.	Indicate or show the areas of the project where the operator has control over project specifications, including the ability to make changes in specifications		
Part III.B.2.a	Provide name(s) of the person(s) who have day-to-day control over construction plans and specifications		
Part III.B.2.b	Identify who is responsible for installing, implementing, and maintaining the BMPs in the plan		
Part III.B.2.b	Identify or show the areas of the project where each operator has control over day-to-day activities		
Part III.B.2.b	Provide name(s) of the person(s) having control over project specifications, including the ability to make changes in specifications		
Part III.C.1	Provide the name and contact information for all operators and indicate the areas of the project each operator controls		
PROJECT DESCRIPTION			
Part III.A.2.a	Identify all potential sources of pollutants/pollution from construction activities that could possibly contact stormwater		
Part III.C.2.	Describe the construction activity (what is being built, what is being disturbed, how long it is expected to take, etc.)		
Part III.C.2.a	Describe the project and what it will be used for when completed (after Notice of Termination (NOT) is filed)		

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Part III.C.2.b	Describe the planned phasing or sequencing of land disturbance activities. The amount of open/disturbed dirt left open at one time should be minimized where possible		
Part III.C.2.c	Indicate the total acres of the site and number of acres that will be disturbed (include off-site borrow and fill area, staging and equipment storage areas)		
Part III.C.2.d	Indicate the percentage of the site that is impervious (e.g., paved, roofed, etc.) before and after construction		
Part III C.2.e	Describe the soil (e.g., sand, clay, etc.) at the site and its potential for erosion (Suggestion: reference the Soil Survey covering the project site prepared by the U.S. Department of Agriculture, Natural Resource Conservation Service for soil information http://soils.usda.gov/survey/)		
Part III.C.2.f	Include a map showing the project location (e.g. U.S.G.S. quadrangle, portion of a city or county map). The map must also show any washes or other waterbodies within 1 mile of the site		
Part III.C.4	Identify the nearest receiving water(s). A receiving water is a natural watercourse into which stormwater would flow in a storm event and includes dry washes, streams, tributaries, and other waters of the U.S. (such as designated canals). Man-made structures such as retention basins, storm sewer systems, or city storm drains are not receiving waters.		
Part III.C.4	Identify the areal extent where soils may be disturbed and show any wetlands near the site that could receive dirt or run-off from the construction activity		
Part III.C.6	Describe any pollutant sources from areas other than dirt moving (e.g., dedicated concrete and asphalt plants, fueling operations, material or waste storage etc. that are associated with the construction project). Identify where these sources are or will occur on site		
SITE MAP (note multiple maps may be used) All the following are to be shown on the site map or maps			
Part III.C.3.	Include a site map completed to scale		
Part III.C.3.a.	Use arrows to show the direction(s) where stormwater will flow for all areas within the project limits (This is for the period during construction, not final contours. Flow direction may change as project grading progresses; when this occurs, maps are to be updated.)		
Part III.C.3.b.	Show areas of soil disturbance and areas that will not be disturbed		
Part III.C.3.c.	Show all structural BMPs identified in the SWPPP		
Part III.C.3.d.	Show locations where stabilization BMPs are expected to occur		
Part III.C.3.e.	Show locations of on-site material storage, waste storage or receptacles, borrow areas, equipment storage or other supporting activities		

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Part III.C.3.f.	Identify any water bodies (including dry washes and wetlands) on the site. If there are no water bodies, indicate this on the map		
Part III.C.3.g.	Show locations where stormwater discharges to surface water (including wetlands, ephemeral waters and dry washes) and to municipal storm sewer systems (MS4s) (use an "X" to indicate discharge location(s)). Where surface waters and/or MS4s receiving stormwater do not fit on the map, use arrows to show the direction and indicate the approximate distance to the surface water and/or MS4		
Part III.C.3.h.	Show the location and registration number of all onsite dry-wells and dry-wells located on adjacent properties that could receive stormwater from the site (if none exist, indicate that)		
Part III.C.3.i.	Identify any areas of the site where final stabilization has been achieved		
Part III.C.3.j	Specify existing vegetated areas (trees, brush, etc.) and boundaries of environmentally sensitive areas and buffer zones that are to be preserved		
BMP (Best Management Practices) REQUIREMENTS			
Part III.A.2.b, III.C.5.a, and IV.A.1	Identify BMPs selected for the site and describe how each will reduce pollutants in stormwater		
Part III.C.5.b	Describe how BMPs will be added, modified, or replaced for each phase or sequence of construction activities. Also, identify which operator is responsible for the implementation of BMPs		
Part III.C.5.c	Provide drawings and/or specifications of structural BMPs that include design or installation details		
Part IV.B.1.a	Describe where natural/existing vegetation will be preserved. Locations of trees and boundaries of environmentally sensitive areas and buffer zones to be preserved are also to be on the SWPPP site map		
Part IV.B.1.b	If using seed to revegetate, provide the mixture and application specifications. (These may be obtained from product provider)		
Part IV.B.1.c	If culverts are present on-site, describe measures that will be used to minimize erosion at and around the culvert(s)		
Part IV.B.1.d	Describe how off site stormwater that may run onto the project site will be diverted or otherwise managed with on-site engineering controls, containment, or BMPs		
Part IV.B.3.a.	Identify how records of dates when major grading activities occur will be kept		
Part IV.B.3.b.	Identify how records of when construction activities temporarily or permanently cease on all portions of the site will be kept		
Part IV.B.3.c.	Identify how records of when stabilization measures are initiated and completed and reason(s) for delay will be kept		

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Part IV.C.3	Provide sizing criteria and show calculations for sediment basin(s) and indicate whether basin(s) will be temporary or permanent (i.e., post-construction)		
Part IV.C.3	Provide reason(s) or rationale why a sediment basin was determined to not be possible at the project site (If applicable)		
Part IV.D.3.	Describe the location(s) and how materials will be stored or staged both on-site and offsite; including overburden, soil stockpiles, and borrow areas		
Part IV.E.2.	Identify and provide the location(s) of all non-stormwater discharges allowed by this permit expected to be associated with the project and describe BMPs used to minimize discharge of pollutants		
Part VI.B.1	Describe measures for preventing and responding to spills, including spill notification requirements		
POST-CONSTRUCTION CONTROLS			
Part IV.F.1.	Identify post-construction stormwater BMPs (e.g., porous pavement, open space preservation, etc.) that will be installed as part of this project. Note: temporary BMPs (e.g., straw wattles, etc.) must be removed prior to submitting your Notice of Termination		
INSPECTIONS			
Part IV.H.1	Identify the minimum inspection frequency as well as goals for more frequent inspections		
Part IV.H.2.	Provide name, title, and qualifications of person(s) who will be conducting inspections		
Part IV.H.3.a	Describe how inspection of the following items will be conducted:		
	Good housekeeping BMPs (e.g., solid waste storage and pickup; chemical storage, use, and cleanup; fueling; etc.)		
	Erosion and sediment control BMPs		
	Construction site entrance and egress location(s) including looking for evidence of sediment, debris, and other pollutants tacked offsite onto paved surfaces (e.g., streets, sidewalks, parking lots, etc)		
	Municipal storm sewer systems, including streets, inlets, etc. which can be observed at ground level. Should focus on discharge (and potential for discharge) and accumulation of sediment, trash, and other pollutants		
	Observation and assessment of accessible discharge locations to determine if erosion control BMPs are adequate and effective in reducing discharge of sediments		
	For discharge points that are inaccessible, inspection of downstream locations should occur, where practicable		
Part IV.H.3.b	Describe how inspections will be documented (note: inspection reports must be added to the SWPPP in chronological order, Permit Part IV.H.4)		
Part IV.H.3.c	Describe procedures for repairing, replacing, and/or supplementing nonfunctional and underperforming BMPs (see Permit Part IV.I.2)		

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INSPECTION REPORT			
Part IV.H.4	Provide a copy of the inspection report form to be used to document site inspections. At a minimum, the report form must include the following information (note, an example form is provided in the permit and may be used to satisfy this permit requirement):		
	Date of inspection		
	Name and title of person(s) conducting the inspection		
	Information about weather conditions since the last inspection, including: best estimate of the beginning and end of each rain event; time elapsed since last rain event; and approximate amount of rainfall for each event (in inches)		
	Locations where sediment and other pollutants are or were discharged from the site		
	For inspections conducted while stormwater can be observed discharging from the site, provide a description of the physical characteristics (e.g., presence of suspended sediment, turbid water, discoloration, oil sheen, etc.)		
	Location and identification of BMPs in that need to be maintained, failed to operate, or proved inadequate		
	Location(s) where additional BMPs are needed that did not exist at the time of inspection		
	Identification of all sources of non-stormwater and the associated pollution prevention control BMPs		
	Identification of material storage areas and evidence of or potential for pollutant discharge from such areas		
	Corrective actions required, including any changes to SWPPP necessary, and implementation dates (of corrective actions/maintenance, and SWPPP changes)		
	Identification of any non-compliance with the conditions of this permit, or where the inspector does not identify any incidents of non-compliance, the inspection report shall contain a certification that the construction project or site is being operated in compliance with the SWPPP and permit		
	Certification statement and signature for inspection report in agreement with Part VIII.J.		
MONITORING PLAN - (if applicable)			
Part III.C.6	If discharging to an impaired water, identify sources of pollutants of concern listed on the 303(d) list that may be potentially discharged through construction site activities and soil disturbances. If these exist, describe added or better BMPs to minimize discharges of these pollutants		
Part V.B.1	For projects located within ¼-mile of a unique or impaired water, your SWPPP must include a Monitoring Plan that (at a minimum) contains the following information		
	Specific location(s) at the site where visual and analytical monitoring activities will be conducted		

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	The name(s) and titles of the person(s) who will perform the monitoring		
	Map showing the segments or portions of the receiving water (stream, lake, etc.) that are most likely to be impacted by the discharge of pollutant(s)		
	Water quality parameters/pollutants to be sampled		
	The citation and description of the sampling protocols to be used (should include Standard Operation Procedure for sample collection, preservation, etc.)		
Part V.B.1, continued	Identify analytical methods and related method detection limits (if applicable) for each parameter to be monitored		
	Identify any special pollutants of concern based on the most recent 305(b)/303(d) listing or other information available		
	Describe the potential sources of this pollutant from the project, if any (including disturbances of soil containing this pollutant)		
Part V.D.3	If the unique or impaired water is a lake, your monitoring plan (including monitoring locations) must be submitted to and approved by the Department		
Part V.D.5	Chain-of-custody (COC) forms including: sampler's name, phone number, date and time of sample collection, sample identification, requested analysis, and project name or number		
ADMINISTRATIVE			
Part III.A.3 Part VIII.J.2	Ensure the SWPPP is signed by a person meeting the certification requirements of Permit Part VIII.J		
Part III.D.1	Include a copy of AZPDES permit (AZG2008-001) with the SWPPP		
Part III.D.2	Include a copy of the completed NOI form that was submitted to ADEQ		
Part III.D.3	Include a copy of the authorization certificate received from ADEQ		
Part III.D.4	Identify any city or county which received a copy of the authorization certificate		
Part III.D.5	Include copies of other agreements with any state, local or federal agencies that would affect the provisions or implementation of the SWPPP, if applicable (404 permits, local grading permits, etc.)		