

Section 1: Contact Information/Responsible Parties

- Contact information (name, role, address, phone, fax, email) for:
 - Construction site Operator
 - Subcontractor(s)
 - Company SWPPP is prepared for
 - Company SWPPP is prepared by
 - Emergency 24-hour contact
 - Owner's Development Stormwater Team
- Date of:
 - SWPPP preparation
 - Estimated project start
 - Estimated project completion

Section 2: Site Evaluation, Assessment and Planning

- Project/site information, including address, subdivision, latitude/longitude
- Indicate if site is located in Indian Country lands or has religious/cultural significance to an Indian tribe, including tribe name
- Is project in response to a public emergency, such as a natural disaster, and if so, provide substantiating information and description of construction
- Does project discharge stormwater into an MS4?
- List of receiving waters that receive stormwater directly from site or the MS4
- List of Impaired waters/TMDL, including pollutants, if TMDL has been completed, title of TMDL, pollutants for which there is a TMDL, method for determining if site discharges to an impaired water
- List of Tiered waters and which tier
- Description of project, including total size (in acres), area of construction, and area of phases
- Construction support activities such as batch plants, staging yards, material storage, etc. and contact information for responsible parties
- Description of each phase of project, including approximate start and end dates, identifying areas for stormwater control, list of stormwater control measures, and estimated date of removing stormwater controls
- Types of allowable non-stormwater discharges present at site – also indicate on site map – refer to Chapter 23 of the City of Cape Girardeau's ordinance for allowable non-stormwater discharges
- Site maps: undeveloped site, developed site, site phases,

Section 3: Documentation of Compliance with other Federal Requirements

- Determine if endangered species or their habitat are at the site, and provide source of information. Eligibility criteria:
 - A. No federally listed threatened/endangered species or habitats at site. Provide source of threatened/endangered species info: USFWS or NMFS, public species list or other source.
 - B. Discharges and discharge-related activities were addressed in another Operator's certification of eligibility, that still has NPDES permit coverage. Agree to abide by effluent limitations/conditions in other Operator's certification. Provide tracking number from other Operator's NOI.
 - C. Federally listed threatened/endangered species are likely to occur at site but site activities and discharge are not likely to adversely affect species or habitat. Provide list of species in action area and distance between site and critical habitats. Include site map with NOI.

- D. Coordination w/ service indicates discharges and activities are not likely to adversely affect species or critical habitat. Include correspondence with Service in SWPPP and NOI.
- E. Consultation completed between Federal Agency and US Fish & Wildlife Service and/or National Marine Fisheries Services. Addressed effects of discharges and activities on species and critical habitat. Results conclude that site activities and discharges not likely to jeopardize existing species or critical habitat OR written concurrence from Services that discharges and activities are not likely to jeopardize species or habitat. Include correspondence in SWPPP and NOI.
- F. Construction activities authorized through permit under Section 10 of ESA, addressing effects of discharges and activities on species and habitat. Include correspondence in SWPPP and NOI.
- Determine if project is a historic property? If so, identify stormwater controls, determine if stormwater controls will impact historic property and provide documentation
- What type of stormwater controls will be installed:
 - Dike
 - Berm
 - Catch Basin
 - Pond
 - Stormwater Conveyance Channel
 - Culvert
 - Other
- Will subsurface earth disturbing stormwater controls effect historic properties?
- Include correspondence with THPO, SHPO or tribal representatives
- Safe Drinking Water Act Underground Injection Control – are any of the following installed:
 - Infiltration trenches
 - Pre-cast/pre-built subsurface detention vaults/chambers/etc to capture/infiltrate stormwater flow
 - Drywell/seepage pit/improved sinkholes

Section 4: Erosion/Sediment Controls

- Are any surface waters w/in 50'-0" of construction disturbances?
 - Provide/maintain 50'-0" natural buffer
 - 50'-0" Natural buffer + erosion/sediment controls
 - Infeasible to provide natural buffer + erosion/sediment control that reduce sediment load equivalent to 50'-0" natural buffer.
 - Buffer exceptions:
 - No discharge of stormwater to the surface water
 - No natural buffer exists
 - Linear project where compliance alternatives are infeasible
 - Small residential lot construction
 - Buffer disturbances authorized under CWA Section 404 Permit
 - Buffer disturbances occur (pier, boat ramp, trail)
- Identify the following controls, including description, specs, instructions for installation and maintenance, approximate installation date:
 - Perimeter Controls
 - Sediment track out controls
 - Stockpiled Sediment/Soil Controls
 - Dust Minimization Controls
 - Steep Slope Controls
 - Topsoil Controls
 - Soil Compaction Controls
 - Storm Drain Inlet Controls

- Stormwater Conveyance Channel Controls
- Sediment Basin Controls
- Chemical Treatment Controls
- Dewatering Practices
- Other Stormwater Controls
- Site Stabilization Controls: Vegetative/Nonvegetative/Temporary/Permanent

Section 5: Pollution Prevention Standards

- Identify Potential Sources of Pollution at site including pollutant-generating activity, identify pollutants that could be discharged in stormwater, location on site of pollutant
- Identify spill prevention/response procedures
- Identify Pollution Prevention Practices for:
 - Fueling/vehicle maintenance
 - Equipment/vehicle washing
 - Storage/handling/disposal of construction products/materials/wastes
 - Pesticides/herbicides/insecticides/fertilizers/landscape materials
 - Diesel Fuel/Oil/Hydraulic Fluids/Other petroleum products and chemicals
 - Hazardous/toxic wastes
 - Construction and domestic waste
 - Sanitary waste
 - Washing of applicators/containers for paint/concrete/other materials
 - Fertilizers
 - Other Pollution Prevention practices

Section 6: Inspection and Corrective Action

- Inspection Personnel and Procedures:
 - List of inspection personnel
 - Inspection schedule/frequency
 - Rain gauge location
 - Reduction in inspection frequency due to stabilization, drought or freeze
 - Inspection report form template
- Corrective action
 - List of personnel responsible for corrective action
 - Corrective action form template
- Delegation of authority
 - Designate authorized representative, including company name, position, address, phone number, fax and email

Section 7: Training

- List of names of personnel completing ESC training and date training completed

Section 8: Certification and Notification

- Certification indicating the SWPPP was prepared by qualified personnel, and the completeness and accuracy of the information, including printed name, title, signature and date

SWPPP Attachments

- Site Maps, including location map, phase maps, existing and proposed contours, and indicating areas of disturbance, controls, temporary structural and stabilization practices, material/waste/equipment storage areas, locations of surface waters and discharge points, final and permanent stabilization measures
- Missouri DNR Land Disturbance Permit
- NOI

- Inspection Form – include date, name/qualification of inspector, weather information, location of sediment/pollution discharge, BMPs requiring maintenance, BMPs that have failed, BMPs that are needed, corrective actions, updates to SWPPP, signed/certified
- Corrective Action Form
- SWPPP Amendment Log – include description of amendment, date of amendment, and name/title of who prepared amendment
- Subcontractor Certifications/Agreements – subcontractor’s agreement to comply with SWPPP
- Grading and Stabilization Activities Log – include date grading initiated and ended, description of grading, description and location of stabilization measures, date of stabilization measures
- Training Log – instructor’s name/title, course location/date, training topic, attendee roster
- Delegation of Authority
- Endangered Species documentation
- Historic Preservation Documentation