



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
 Division of Infrastructure
 Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SUBJECT: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

SCOP..... : 06 -007G

CATEGORY.. : CONSTRUCTION
Subcategory : NYSDEC PERMIT

Keywords : SWPPP, EROSION/SEDIMENT
 & POLLUTION CONTROL

Supersedes..... : N/A
 Supplements..... : N/A
 Sheet..... : 1 of 1

APPROVED:

ORIGINAL SIGNED BY

Assistant Commissioner - J. Evans Doleyes, P.E.

Issue Date..... : October 17, 2006

All contracts subject to the Storm Water Pollution Prevention Plan (SWPPP) requirements are determined before bid, and the applicable specifications are included with the contract documents. In general, all construction personnel must be aware that erosion and sediment control, as well as control of pollutants, generated during construction activities that disturb an area of one acre or more, must be adequately addressed by the Contractor and monitored by the Resident Engineer. The Contractor is required to develop and implement a SWPPP that will minimize the pollutants entering the storm water systems, in compliance with the New York State Pollutant Discharge Elimination System (SPDES), General Permit for Storm Water Runoff from Construction Activity, GP-02-01, issued pursuant to Article 17, Title 7, 8 and Article 70 of the Environmental Conservation Law.

Within thirty-(30) days after the contract is awarded, the Contractor is required to retain the services of an Independent Licensed/Certified Professional (**LCP**) with practical experience in the principles and practices of erosion and sediment control and stormwater management, to prepare and certify a site specific Storm Water Pollution Prevention Plan (SWPPP), along with all necessary shop drawings. The LCP as defined in the contract specification section 9.30, must verify that the SWPPP has been developed in a manner that will assure compliance with water quality standards and with the substantive intent of the GP-02-01.

The Contractor shall submit the certified SWPPP and the Notice of Intent (NOI) to the NYCDDC Infrastructure Program Administration-Technical Support for review and comment. The Contractor, through his LCP shall make all necessary revisions and re-submittals the SWPPP and NOI for acceptance and signature.

The Contractor shall retain a copy of the signed NOI, SWPPP and the permit posted at the construction site in a prominent place for public viewing from the date of initiation of construction to the date of final stabilization.

Once the Permit is received by the Agency, a representative from the NYCDDC Program Administration-Technical Support , will contact the Resident Engineer (RE), the Contractor and the LCP to schedule the initial site inspection of in-place erosion and sediment control measures. Work shall not begin until the initial Inspection has been conducted by the LCP. The LCP shall certify that the appropriate Erosion and Sediment control measures specified in the SWPPP have been adequately implemented at the site.

Following the commencement of construction, the LCP shall conduct site inspections at least once a week and within twenty-four-24 hours of each rainfall event of 0.5-inch or greater. All inspection reports shall be certified by the LCP and kept at the construction site in a logbook.

At Substantial Completion and prior to filing the Notice of Termination (NOT), the LCP shall contact the RE and request a final inspection, with the NYCDDC Program Administration Technical Support staff, of the project site. The LCP shall certify that the site has undergone final stabilization and that all temporary erosion control and sediment control measures have been removed at the construction site. Subsequently, the LCP shall provide a complete NOT to the Program Administration-Technical Support Unit.

The Resident Engineer must discuss and collect the updated SWPPP and applicable amendments at all preconstruction and critical phase meetings and ensure that the requirements are adequately implemented. The Resident Engineer (RE) must maintain as part of the field records, copies of NOI, the accepted SWPPP, the NYSDEC permit, weekly and unusual flooding events, and monthly reports produced by the Contractor's LCP. Such documents are to be made available to the permitting authority (NYSDEC) upon request.

Note that although there maybe no reporting or permit requirement on other DDC projects, however efforts should be made to minimize pollutants from entering the storm water drainage system on all DDC projects.

The RE must be familiar with the attached NYSDEC's Inspection Checklist which includes the items of interest during a site inspection.

Attachment: NYCDEC's Construction Stormwater Inspection Report (DDC99-1-330A & DDC99-1-330B)



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



Construction Stormwater Inspection Report (for SPDES General Permit GP-02-01)

Project Name and Location:	Date:	Page 1 of _____
	Permit # (if any): NYR	
Municipality: _____ County: _____	Entry Time:(ex. 1:10 am)	Exit Time:
On-site Representative(s): Phone Number:	Weather Conditions:	
Name and Address of SPDES Permittee/Title/Phone/Fax Numbers: Contacted Yes No		

INSPECTION CHECKLIST

SPDES Authority

Yes No N/A

- Is a copy of the NOI posted at the construction site for public viewing?
- Is an up-to-date copy of the signed SWPPP retained at the construction site?
- Is a copy of the SPDES General Permit retained at the construction site?

Citation

- GP-02-01: I.D.5.
GP-02-01: III.B.1. & IV.C.
6 NYCRR 750-2.1(a)

SWPPP Content

Yes No N/A

- Does the SWPPP describe and identify the erosion & sediment control measures to be employed?
- Does the SWPPP provide a maintenance schedule for the erosion & sediment control measures?
- Does the SWPPP describe and identify the post-construction SW control measures to be employed?
- Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?
- Does the SWPPP include all the necessary contractor certification statements?
- Is the SWPPP signed/certified by the permittee?

Citation

- GP-02-01: III.D.2.a.(7) & (8)
GP-02-01: III.D.2.a.(12)
GP-02-01: III.D.2.b.(2) & (3)
GP-02-01: III.E.1.
GP-02-01: III.E.2.
GP-02-01: V.H.2.

Recordkeeping

Yes No N/A

- Are inspections being performed as required by the permit (every 7 days and after 1/2" rain event)?
- Are the site inspections being performed by a qualified professional?
- Are all required reports signed/certified by the permittee?
- Does the SWPPP include copies of the monthly/quarterly written summaries of compliance status?

Citation

- GP-02-01: III.D.3.b.
GP-02-01: III.D.3.a.
GP-02-01: V.H.2.
GP-02-01: IV.D.

Visual Observations

Yes No N/A

- All erosion and sediment control measures have been installed/constructed?
- All erosion and sediment control measures are being maintained properly?
- Are there currently more than 5 acres of disturbed soil at the site without prior approval?
- Have stabilization measures been initiated in inactive areas?
- Are permanent stormwater control measures being implemented?
- Was there a discharge into the receiving water on the day of inspection?
- Is there evidence of turbidity, sedimentation, or oil in the receiving waters? (If yes, complete Page 2)

Citation

- GP-02-01: III.A.2.
GP-02-01: V.L.
GP-02-01: III.D.2.a.(4)
GP-02-01: III.D.4.
GP-02-01: III.A.2.
ECL 17-0501,
6 NYCRR 703.2

Overall Inspection Rating:	Satisfactory	Marginal	Unsatisfactory
Name/Agency of Lead Inspector:	Signature of Lead Inspector:		
Names/Agencies of Other Inspectors:			

Water Quality Observations

Describe the discharge(s) [source(s), impact on receiving water(s), etc.]

Describe the quality of the receiving water(s) both upstream and downstream of the discharge

Describe any other water quality standards or permit violations

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Additional Comments: