

Appendix B

Forms

- Appendix B1 – Forms for Construction Activities
- Appendix B2 – Forms for Industrial Activities

Appendix B1

Forms for Construction Activities

- Notice of Intent (NOI) Form and Instructions
- EPA Permit Information Form
- SWPPP Certification Form, Checklist, Outline, and Template
- Alternate SWPPP Forms
- SWPPP Information Sheet
- EPA NPDES Construction Inspection Form
- NMDOT SWPPP Inspection and Maintenance Report
- Notice of Termination (NOT) Form and Instructions
- Transfer of Storm Water Management Authority Form
- NPDES New Mexico Qualification Form

Notice of Intent (NOI) Form and Instructions

NPDES
Form



United States Environmental Protection Agency
Washington, DC 20460

**Notice of Intent (NOI) for Storm Water Discharges Associated with
Construction Activity Under an NPDES General Permit**

Submission of this Notice of Intent (NOI) constitutes notice that the party identified in Section II of this form requests authorization to discharge pursuant to the NPDES Construction General Permit (CGP) permit number identified in Section I of this form. Submission of this NOI also constitutes notice that the party identified in Section II of this form meets the eligibility requirements of the CGP for the project identified in Section III of this form. Permit coverage is required prior to commencement of construction activity until you are eligible to terminate coverage as detailed in the CGP. To obtain authorization, you must submit a complete and accurate NOI form. Refer to the instructions at the end of this form.

I. Permit Number

II. Operator Information

Name: _____

IRS Employer Identification Number (EIN): _____ - _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone: _____ - _____ - _____ Fax (optional): _____ - _____ - _____

E-mail (optional): _____

III. Project/Site Information

Project/Site Name: _____

Project Street/Location: _____

City: _____ State: _____ Zip Code: _____ - _____

County or similar government subdivision: _____

Latitude/Longitude (Use one of three possible formats, and specify method)

- Latitude 1. ____° ____' ____" N (degrees, minutes, seconds) Longitude 1. ____° ____' ____" W (degrees, minutes, seconds)
2. ____° ____' ____" N (degrees, minutes, decimal) 2. ____° ____' ____" W (degrees, minutes, decimal)
3. ____° ____' ____" N (decimal) 3. ____° ____' ____" W (decimal)

Method: U.S.G.S. topographic map EPA web site GPS Other:
• If you used a U.S.G.S. topographic map, what was the scale: _____

Project Located in Indian country? Yes No
If so, name of Reservation or if not part of a Reservation, put "Not Applicable": _____

Estimated Project Start Date: _____ / _____ / _____ Estimated Project Completion Date: _____ / _____ / _____
Month Date Year Month Date Year

Estimated Area to be Disturbed (to the nearest quarter acre): _____ . _____

IV. SWPPP Information

Has the SWPPP been prepared in advance of filing this NOI? Yes No

Location of SWPPP for viewing: Address in Section II Address in Section III Other
If Other:

SWPPP Street: _____

City: _____

State: _____ Zip Code: _____ - _____

SWPPP Contact Information (if different than that in Section II):

Name: _____

Phone: _____ - _____ - _____ Fax (optional): _____ - _____ - _____

E-mail (optional): _____

V. Discharge Information

Identify the name(s) of waterbodies to which you discharge. _____

Is this discharge consistent with the assumptions and requirements of applicable EPA approved or established TMDL(s)?

Yes No

VI. Endangered Species Information

Under which criterion of the permit have you satisfied your ESA eligibility obligations?

A B C D E F

• If you select criterion F, provide permit tracking number of operator under which you are certifying eligibility:

VII. Certification Information

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

Instructions for Completing EPA Form 3510-9

**Notice of Intent (NOI) for Storm Water Discharges Associated with
Construction Activity Under an NPDES General Permit**

NPDES Form

This Form Replaces Form 3510-9 (8/98)

Form Approved OMB Nos. 2040-0188 and 2040-0211

Who Must File an NOI Form

Under the provisions of the Clean Water Act, as amended (33 U.S.C. 1251 et seq.; the Act), federal law prohibits storm water discharges from certain construction activities to waters of the U.S. unless that discharge is covered under a National Pollutant Discharge Elimination System (NPDES) Permit. Operator(s) of construction sites where one or more acres are disturbed, smaller sites that are part of a larger common plan of development or sale where there is a cumulative disturbance of at least one acre, or any other site specifically designated by the Director, must submit an NOI to obtain coverage under an NPDES general permit. Each person, firm, public organization, or any other entity that meets either of the following criteria must file this form: (1) they have operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or (2) they have day-to-day operational control of those activities at the project necessary to ensure compliance with SWPPP requirements or other permit conditions. If you have questions about whether you need an NPDES storm water permit, or if you need information to determine whether EPA or your state agency is the permitting authority, refer to www.epa.gov/npdes/stormwater/cgp or telephone the Storm Water Notice Processing Center at (866) 352-7755.

Where to File NOI Form

See the applicable CGP for information on where to send your completed NOI form.

Completing the Form

Obtain and read a copy of the appropriate EPA Storm Water Construction General Permit for your area. To complete this form, type or print, using uppercase letters, in the appropriate areas only. Please place each character between the marks (abbreviate if necessary to stay within the number of characters allowed for each item). Use one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions on this form, refer to www.epa.gov/npdes/stormwater/cgp or telephone the Storm Water Notice Processing Center at (866) 352-7755. Please submit original document with signature in ink - do not send a photocopied signature.

Section I. Permit Number

Provide the number of the permit under which you are applying for coverage (see Appendix B of the general permit for the list of eligible permit numbers).

Section II. Operator Information

Provide the legal name of the person, firm, public organization, or any other entity that operates the project described in this

application. An operator of a project is a legal entity that controls at least a portion of site operations and is not necessarily the site manager. Provide the employer identification number (EIN from the Internal Revenue Service; IRS), also commonly referred to as your taxpayer ID. If the applicant does not have an EIN enter "NA" in the space provided. Also provide the operator's mailing address, telephone number, fax number (optional) and e-mail address (if you would like to be notified via e-mail of NOI approval when available). Correspondence for the NOI will be sent to this address.

Section III. Project/Site Information

Enter the official or legal name and complete street address, including city, state, zip code, and county or similar government subdivision of the project or site. If the project or site lacks a street address, indicate the general location of the site (e.g., Intersection of State Highways 61 and 34). Complete site information must be provided for permit coverage to be granted.

The applicant must also provide the latitude and longitude of the facility either in degrees, minutes, seconds; degrees, minutes, decimal; or decimal format. The latitude and longitude of your facility can be determined in several different ways, including through the use of global positioning system (GPS) receivers, U.S. Geological Survey (U.S.G.S.) topographic or quadrangle maps, and EPA's web-based siting tools, among others. Refer to www.epa.gov/npdes/stormwater/cgp for further guidance on the use of these methodologies. For consistency, EPA requests that measurements be taken from the approximate center of the construction site. Applicants must specify which method they used to determine latitude and longitude. If a U.S.G.S. topographic map is used, applicants are required to specify the scale of the map used.

Indicate whether the project is in Indian country, and if so, provide the name of the Reservation. If the project is in Indian Country Lands that are not part of a Reservation, indicate "not applicable" in the space provided.

Enter the estimated construction start and completion dates using four digits for the year (i.e., 05/27/1998). Enter the estimated area to be disturbed including but not limited to: grubbing, excavation, grading, and utilities and infrastructure installation. Indicate to the nearest quarter acre. Note: 1 acre = 43,560 sq. ft.

Section IV. SWPPP Information

Indicate whether or not the SWPPP was prepared in advance of filing the NOI form. Check the appropriate box for the location where the SWPPP may be viewed. Provide the name,

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fax number (optional), and e-mail address (optional) of the contact person if different than that listed in Section II of the NOI form.

Section V. Discharge Information

Enter the name(s) of receiving waterbodies to which the project's storm water will discharge. These should be the first bodies of water that the discharge will reach. (Note: If you discharge to more than one waterbody, please indicate all such waters in the space provided and attach a separate sheet if necessary.) For example, if the discharge leaves your site and travels through a roadside swale or a storm sewer and then enters a stream that flows to a river, the stream would be the receiving waterbody. Waters of the U.S. include lakes, streams, creeks, rivers, wetlands, impoundments, estuaries, bays, oceans, and other surface bodies of water within the confines of the U.S. and U.S. coastal waters. Waters of the U.S. do not include man-made structures created solely for the purpose of wastewater treatment. U.S. Geological Survey topographical maps may be used to make this determination. If the map does not provide a name, use a format such as "unnamed tributary to Cross Creek". If you discharge into a municipal separate storm sewer system (MS4), you must identify the waterbody into which that portion of the storm sewer discharges. That information should be readily available from the operator of the MS4.

Indicate whether your storm water discharges from construction activities will be consistent with the assumptions and requirements of applicable EPA approved or established TMDL(s). To answer this question, refer to www.epa.gov/npdes/stormwater/cgp for state- and regional-specific TMDL information related to the construction general permit. You may also have to contact your EPA regional office or state agency. If there are no applicable TMDLs or no related requirements, please check the "yes" box in the NOI form.

Section VI. Endangered Species Information

Indicate for which criterion (i.e., A, B, C, D, E, or F) of the permit the applicant is eligible with regard to protection of federally listed endangered and threatened species, and designated critical habitat. See Part 1.3.C.6 and Appendix C of the permit. If you select criterion F, provide the permit tracking number of the operator under which you are certifying eligibility. The permit tracking number is the number assigned to the operator by the Storm Water Notice Processing Center after EPA acceptance of a complete NOI.

Section VII. Certification Information

All applications, including NOIs, must be signed as follows:
For a corporation: By a responsible corporate officer. For the purpose of this Section, a responsible corporate officer means:

(i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this Part, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

Include the name and title of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered eligible for permit coverage.

Paperwork Reduction Act Notice

Public reporting burden for this application is estimated to average 3.7 hours. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate, any other aspect of the collection of information, or suggestions for improving this form, including any suggestions which may increase or reduce this burden to: Chief, Information Policy Branch 2136, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460. Include the OMB control number on any correspondence. Do not send the completed form to this address.

EPA Permit Information Form



EPA NPDES Storm Water Program



The following information is posted in compliance with Part IV.B.2. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502]. All parties that either individually, or taken together, meet the definition of "operator," must be permitted. Each party should complete a separate form at the construction facility. Each of these parties must have separate and distinct NPDES permit numbers (e.g. a separate permit is typically needed for each Owner/Developer, General Contractor, and/or Builder). If you do not know your NPDES Permit Number, contact the NOI Processing Center at (703)931-3230. EPA's Region 6 storm water hotline phone number is (800)245-6510. If you have mailed your NOI application form and have not received a permit number, you must post a copy of the NOI application form next to this document until you receive your permit number. This form should be posted in a conspicuous place accessible by the public on or at the edge of the facility. This form was prepared as an example and it is not a required form for use with the permit. This information may be displayed in alternative form or formats within guidelines set forth in the permit. Additional information regarding the NPDES Region 6 storm water program may be found on the Internet at <http://www.epa.gov/region6/sw/>. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214)665-7595.

Permit Number	
Contact Name	
Contact Phone	
Project Description	
SWPPP Location (Only necessary if the site is inactive or does not have an on-site location to store the plan.)	

SWPPP Certification Form, Checklist, Outline, and Template



EPA Region 6 NPDES Storm Water Construction SWPPP Certification



This certification is prepared for compliance with Part IV.B.1. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502] and may be used in the Storm Water Pollution Prevention Plan (SWPPP). All parties that either individually, or taken together, meet the definition of "operator," must be permitted and sign a SWPPP certification. Each of these parties must have separate and distinct NPDES permit numbers (e.g. a separate permit is typically needed for each Owner/Developer, General Contractor, and/or Builder). If you do not know your NPDES Permit Number, contact the NOI Processing Center at (301)495-4145. EPA's Region 6 storm water hotline phone number is (800)245-6510. This form was prepared as a guideline and it is not a required form for use with the permit. This information may be displayed in alternative form or formats within guidelines set forth in the permit. Additional information regarding the NPDES Region 6 storm water program may be found on the Internet at <http://www.epa.gov/region6/sw/>. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214)665-7595.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Permit No.	Company	Signature*	Date	Name Printed

*Persons signing this certification must do so in compliance with the signatory requirements of the permit as found at Part VI.G. of the permit:
For a corporation: by a responsible corporate officer. This means a President, Vice-President, Secretary, Treasurer, Manager of one or more facilities employing 250+ persons, or Manager for expenditures exceeding \$25,000,000 (in 2nd Quarter 1980 dollars)).
For a partnership or sole proprietorship: by a general partner or the proprietor.
For a Municipality, State, Federal, or other public agency: a principal executive officer or ranking elected official.



NPDES General Construction Storm Water Permit Checklist

(including storm water discharges from dedicated asphalt and concrete plants)



Site Description

- Nature of the activity
- Intended sequence of major events
- Timing
- Which permittee is responsible
- Total area of site, area to be disturbed (including off-site borrow and fill areas)
- Run-off coefficient for pre-construction and post-construction
- General location map
- Discharge locations
- Receiving water
- Wetland or special aquatic sites (on-site, near or receiving discharges)
- Copy of the permit language
- Endangered species information (threatened or endangered species, or critical habitat are found in proximity)
- Historic Preservation Information (including any written agreements with SHPO, THPO)

Structural Practices

- Structures used to divert storm water
- Structures used to store storm water
- Post-construction controls (required when sediment or other pollutants leaving the site will exceed pre-development levels)
 - Technical explanation why practices are selected
 - Velocity dissipation devices
- Controls used to prevent solid materials
- Controls used to minimize offsite tracking
- Compliance with local and state regulations
- Materials to be stored on-site (with updates)
- Pollutants from support activities (asphalt/concrete plant)
- Control measures for support activities
- Measures to protect threatened or endangered species, or critical habitat

Site Map

- Drainage patterns
- Approximate slopes after major grading
- Areas of soil disturbance
- Areas which will not be disturbed
- Locations of control measures
- Locations where stabilization practice are expect to occur
- Location of off-site storage of material, waste, borrow, or equipment storage
- Surface waters
- Storm water discharge locations

Stabilization Practices

- Description of interim stabilization practices
- Description of permanent stabilization practices
- Schedule of implementation
- Dates when major grading activities occur
- Dates when construction activities cease (permanently or temporarily)
- Type of stabilization used and location

Other

- Maintenance Procedures
- Inspections (of disturbed areas, areas used for material storage, control measures, and vehicle access)

Inspection Reports

- Name & qualification of inspector
- Date
- Major observations
- If everything is okay, certification that facility is in compliance with SWPPP.
- Non-storm water discharge sources
- Control measure used on non-storm water discharges
- Plan Certification

Erosion & Sediment Controls

- S Control measures used should be designed to keep sediment on site
- S Control measures should be properly selected, installed and maintained in accordance with manufactures specification and good engineering practices
- S Accumulated sediment, off-site, must be removed often enough to minimize impacts
- S Sedimentation ponds/traps must be cleaned out when 50% full (by volume)
- S Litter must be prevented from being a pollutant
- S Offsite material storage areas are consider part of the plan

Some Stabilization Practices

Preservation of
Existing Vegetation
Protection of Trees
Vegetative Buffer Strips
Mulching
Geotextiles
Temporary Vegetation
Permanent Vegetation
Sod Stabilization

Avoid: Impervious surfaces for stabilization

Inspections

- P Performed every fourteen days or after ½ inch rain
- P Major observations to be made during inspections:
 - locations of discharges of sediment or other pollutants from the site
 - locations BMPs that are need of maintenance
 - locations BMPs that are not performing, failing to operate, or were inadequate
 - locations were additional BMPs are needed

Some Structural Practices

Silt Fences	Pipe Slope Drains
Earth Dikes	Level Spreaders
Drainage Swales	Inlet Protection
Sediment Traps	Outlet Protection
Check Dams	Gabions
Subsurface Drains	Sediment Basins

SPILLS and RELEASES (of reportable quantities) - The following steps must be taken:

- 1) Notify the National Response Center 800/424-8802 as soon as you have knowledge of the spill;
- 2) The SWPPP must be modified within 14 days to provide a description of the release, the circumstances leading to the release and the date of the release;

In semi-arid and arid areas, during seasonal arid periods inspection are only required once a month.

This is also true for sites that won't have runoff because of winter conditions. (frozen!)

Sites that are finally stabilized, too.

Sedimentation Basins

For any discharge location that serves an area of ten or more acres a sedimentation basin or equivalent controls must be used.

This sediment basin must be sized to provide storage for runoff from a 2 year, 24 hour storm or 3600 cubic feet.

Runoff from acreage that has been diverted around both the disturbed area and the sedimentation basin does not count

"Final Stabilization" means a uniform perennial vegetative cover of at least 70% of the native background cover for the area

The NPDES permit number must be posted at the site (or NOI if permit # has not been assigned)

To order NOI forms or permit language: 202/260-7786
Region 6 Storm Water Help line: 800/245-6510
Storm Water Home Page: www.epa.gov/region6/sw/



Part IV Storm Water Pollution Prevention Plans for Construction

63 Fed. Reg. 36490 and 63 Fed. Reg. 7857

- A.1-2 SWPPP must be complete before the NOI is submitted at least 2 days prior to the start of work.
- B.1 Signed in accordance with part VI.G
- B.2 Post a Notice near the entrance including:
 - a. NPDES permit #
 - b. Name and Telephone of a local contact
 - c. A brief description of the project
 - d. Location of SWPPP if not on site
- C. Permittee must amend permit whenever a change significantly effects discharge or Inspections prove plan ineffective

D.1. Site Description

- a. A description of the construction activity
- b. Sequence of major soil disturbing events
- c. Total area and disturbed area acreage
- d. Runoff coefficient pre/post construction
- e. Location Map and Site Map indicating:
 - Drainage patterns
 - Approximate slopes
 - Areas of soil disturbance
 - Areas of no soil disturbance
 - Locations of major controls
 - Structural Practices shown
 - Stabilization Practices shown
 - Off site materials
 - Waste borrow
 - Equipment storage areas
 - Surface Waters (including wetlands)
 - Discharge water into surface waters
- f. Location of industrial discharges
- g. Name of receiving water(s)
- h. A copy of the permit
- i. Endangered or threatened species info.
- j. Historical Places information

D.2. Controls

- a. Erosion and Sediment controls
 - (2). Stabilization Practices:
 - Description of interim practices
 - When, Where, Why
 - Description of permanent practices
 - When, Where, Why
 - temporary vegetation, permanent vegetation, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation are some stabilization practices*
 - (3). Structural Practices:
 - Describe practices to divert flows from exposed soils
 - When, Where, Why
 - silt fences, earth dikes, drainage, swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, Storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, and temporary or permanent sediment basins are some structural practices.*
- b. Storm Water Management:
 - Description of measures to be installed to control

pollutants in storm water discharges that will occur after construction has ended.

storm water detention structures (including wet ponds) storm water retention structures; flow attenuation by use of open vegetated swales and natural depressions; infiltration of runoff on site, and a sequential systems (more than one combined)

- (1). Explanation why systems were selected to control pollution where flows exceed predevelopment levels.
- c. Other Controls:
 - (4). Description of construction and waste materials stored on site
 - (4). Description of controls to minimize pollution from these materials
 - (4). Spill Prevention and Response Plans
 - (5). Description of other pollutant sources Such as asphalt and concrete plants and controls to minimize pollutant discharges
- d. Approved State, Tribal or Local Plans
 - (1). Ensure consistency with State, Tribal, or Local officials
 - (2). Update as necessary when State, Tribal, or Local official approve changes and give a written notice

D.3. Maintenance

BMPs must be maintained to in effective operating condition, any repairs must be made before the next rain event or as soon as practicable.

D.4. Inspections

- Inspector's qualifications provided
- Every 14 calendar days and within 24 hours of .5" or greater rainfall event
- a. Check disturbed areas and storage areas exposed to precipitation
- a. Check sediment and erosion controls
- a. Check discharge points for visible signs of erosion and impact to receiving waters
- a. Check entrances and exits for evidence of off site sediment tracking.
- b. Modify SWPPP as necessary
- c. Summarize scope of inspection including:
 - c. Date and major observations
 - c. Location of any discharge off the site
 - c. Location of BMPs needing maintenance
 - c. Location of BMPs that failed to work
 - c. Location where new BMPs are needed
 - c. Certify Non-compliance or compliance with a qualified inspectors signature

D.5. Non-Storm Water Discharges

Except for flows from fire fighting activities Identify Non-storm water sources listed in Part III.A.2 or 3 that combine with Storm water and discuss pollution prevention measures



**PROJECT INFORMATION FORM FOR
STORM WATER POLLUTION PREVENTION PLAN**

Project Name:

City Project No.:

Project Location/Address:

Description of Construction Activities:

Site Description and Site Drainage:

Name of Receiving Waters:

Owner:

City Project Manager:

Contractor:

Contractor Project Manager:

Contractor Contact Persons:

Subcontractors: (List below or attach list received from General Contractor)

Permits:

Erosion and Sediment Controls:

Other Pollution Controls:

Inspections:

Non-Storm Water Discharges:

Drawings and Attachments:

Alternate SWPPP Forms

POLLUTION PREVENTION PLAN – CERTIFICATION

The objective of this storm water pollution plan is to reduce storm water pollutants from entering the receiving waters of the _____. The primary objective of the plan is to control and reduce site erosion and sediment transport that can result from construction disturbance, and to assure that disturbed areas are stabilized and/or revegetated after completion of construction activity.

Owner/Engineer:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Signed:

Name: _____ Date: _____
City of _____ Public Works Dept.

Contractor:

Name: _____ Date: _____

Title: _____

Company: _____

Address: _____

Storm Water Pollution Prevention Plan

Project Title		
Operator with Responsibility for SWPPP	Local Contact Person	Local Contact Phone No.
Prepared by		Date
Revision	Date of Revision	
<p>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p>		
Operator Signature		Preparer Signature

A. Attach NOI(s) and copy of General Permit

B. Description of Project/Construction Activity

C. Sequence of Major Construction Activities

Activity	Estimated Start	Estimated Completion
<hr/>	<hr/>	<hr/>

D. Total Area of Site _____ Acres

E. Total Area of Site to be Disturbed _____ Acres

F. Total Area of Offsite Borrow/Fill Sites _____ Acres

G. Existing (Pre-construction) Vegetation

Type of Grass/Vegetation	Approximate Density (%)	Site Coverage (%)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. Soil Types

Soil Name	Erosion Factor (K)	Unified Classification	Site Coverage (%)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. Estimated Runoff Coefficient (C)

Pre-construction _____ Post-construction _____

J. Existing Areas of Erosion

Describe any areas that show signs of existing erosion (areas with gullies or rills, sediment buildup in creeks, soil loss around structures, etc.). Note location, approximate area, and probable cause (disturbed area, steep slope, etc.).

K. Name of Receiving Water(s) _____

L. Existing Storm Sewer System

Describe any onsite storm sewer systems including location of inlets and outfalls, pipe sizes, etc. and protection measures (i.e., inlet protection, outlet stabilization, etc.).

M. Natural Drainageways

Describe any onsite drainageways, including channels, creeks, watercourses, etc. Provide name, location, floodplain/floodway considerations, and protection measures such as buffers.

N. Wetlands and Special Aquatic Sites

Describe the areal extent and characteristics of any wetlands or other special aquatic sites that will be disturbed or will receive discharges from disturbed areas of the project and protection measures.

O. Storm Water Discharges from Support Activities

Provide the location and description of any discharges associated with industrial activity other than construction covered by the Construction General Permit (i.e., dedicated asphalt or concrete plants). Provide a description of controls and measures that will be implemented to minimize pollutant discharges. Note that discharges of storm water from ready-mixed concrete plants must comply with the following limitations: pH-between 6.0 and 9.0, Oil and Grease-15 mg/l as a daily maximum, Total Suspended Solids-65 mg/l as a daily maximum (General Permit Part X.6.b.).

P. Endangered Species Information

Provide information on whether listed endangered or threatened species, or critical habitat, are found in proximity to the construction activity. Describe any impacts caused by storm water discharges or storm water discharge-related activities and the measures necessary to protect such species or habitat.

Q. Historic Site Information

Provide information on whether storm water discharges or related activities would have an effect on a property that is listed or eligible for listing on the National Register of Historic Places. If applicable, include written agreements with the State Historic Preservation Officer and efforts to mitigate effects.

R. Storage of Construction and Waste Materials

Provide a description of construction and waste materials expected to be stored onsite (with updates as appropriate). Include a description of controls to reduce pollutants, and a description of spill prevention and response procedures.

S. Post-Construction Storm Water Management Controls

Provide a description of measures that will be installed to control pollutants in storm water discharges that will occur after construction is complete and the developed property is placed in service. These controls are required when sediment or other pollutants leaving the site will exceed pre-development levels. Examples of post-construction controls include vegetated swales, depressions, infiltration trenches, detention or retention structures, velocity dissipation devices, and others.

Control Measure Maintenance Log

Control Measure/ Location	Deficiency	Date Identified	Maintenance/Repair Performed	Date Maintenance Completed	Responsible Contractor Signature

SWPPP Information Sheet

SWPPP INFORMATION SHEET

SITE DESCRIPTION & NOI INPUTS

NATURE OF ACTIVITY		
GENERAL LOCATION AND SITE MAP		
DISTURBED AND UNDISTURBED AREA		
STRUCTURAL & NON-STRUCTURAL CONTROLS		
LOCATIONS WHERE STABILIZATION WILL OCCUR		
TOTAL SITE AREA		
RECEIVING WATER		
TOTAL DISTURBED AREA		
LATITUDE		
LONGITUDE		
ESTIMATE OF LIKELIHOOD OF DISCHARGE		
ENDANGERED SPECIES OR CRITICAL HABITAT (YES OR NO)		
PART 1 B.3.e.(2) OF THE PERMIT (a, b, c, or d)		

DRAINAGE PARAMETERS

DRAINAGE PATTERNS		
APPROXIMATE SLOPES AFTER MAJOR GRADING		
RAINFALL 2-YEAR, 24-HOUR, inch (mm)		
2-YEAR, 1-HOUR, inch (mm)		
INTENSITY, in/hr (mm/hr) FOR $T_c = 10$ minutes		
HYDROLOGICAL SOIL GROUP		
CURVE NUMBER(CN), UNDISTURBED AREA		
CURVE NUMBER(CN), DISTURBED AREA		
RUNOFF COEFFICIENT, PRIOR TO CONSTRUCTION		
RUNOFF COEFFICIENT, DURING CONSTRUCTION		
RUNOFF COEFFICIENT, AFTER CONSTRUCTION		

RUNOFF DISCHARGE & VOLUME CALCULATION

THE FOLLOWING PROCEDURES SHOULD BE USED TO CALCULATE THE RUNOFF DISCHARGE AND VOLUME TO DESIGN THE EROSION CONTROL MEASURES:	
DISCHARGE:	$Q = CIA$ (English) $Q = 0.0028CIA$ (Metric)
WHERE,	$Q =$ DISCHARGE, cfs (m^3/s)
	$C =$ RUNOFF COEFFICIENT
	$I =$ RAINFALL INTENSITY, in/hr (mm/hr)
	$A =$ AREA OF THE SITE, acres (hectares)
VOLUME:	$V = QT_c$
WHERE,	$V =$ VOLUME, ft^3 (m^3)
	$T_c = (1/60) 0.0078 L^{0.77} S^{-0.385}$, minutes
ASSUME,	$T_c = 10$ MIN. FOR BASINS WITHIN PROJECT LIMITS
	$L =$ LENGTH OF WATERSHED, ft (m)
	$S =$ SLOPE, ft/ft (m/m)

GENERAL NOTES:

1. THE 1997 EDITION OF NMSH&TD NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) HANDBOOK AND SECTION 603 - TEMPORARY EROSION & SEDIMENT CONTROL OF THE 1996 EDITION OF THE NEW MEXICO STATE HIGHWAY AND TRANSPORTATION DEPARTMENT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION - SHALL BE USED AS MINIMUM REQUIREMENTS TO DEVELOP OR MODIFY THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP).
2. THE NPDES PERMIT NUMBER FOR THE PROJECT OR A COPY OF THE NOTICE OF INTENT (NOI), IF A PERMIT NUMBER HAS NOT YET BEEN ASSIGNED, SHALL BE POSTED AT THE PROJECT SITE OR THE FIELD OFFICE AT ALL TIMES DURING CONSTRUCTION.
3. THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND ALL MAINTENANCE AND INSPECTION REPORTS SHALL BE SIGNED BY A QUALIFIED INSPECTOR ASSIGNED BY CONTRACTOR. THE SWPPP AND THE INSPECTION REPORTS SHALL BE AVAILABLE TO EPA REPRESENTATIVE AT ALL TIMES DURING CONSTRUCTION.
4. ALL DRAINAGE INFORMATION NEEDED TO COMPLETE THE NOTICE OF INTENT (NOI) ARE PROVIDED IN THIS PLAN.

EPA NPDES Construction Inspection Form



EPA NPDES Construction Inspection Form



The following inspection is being performed in compliance with Part IV.D.4. of the NPDES Region 6 Storm Water Construction General Permit [63 Fed. Reg. 36502] and being retained in accordance with Part V of the Permit. Qualified personnel (provided by the permittee or cooperatively by multiple permittees) shall inspect disturbed areas of the construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, placement and effectiveness of structural control measures, and locations where vehicles enter or exit the site. Inspections shall be performed at least once every 14 days and within 24 hours of the end of a storm event of 0.5 inches or greater. Where sites have been temporarily stabilized, runoff is unlikely due to winter conditions, or during seasonal arid periods in arid areas (0-10 inches of rainfall annually) and semi-arid areas (10-20 inches annually) such inspections shall be conducted at least once every month. This form is primarily intended for use with construction projects in Texas and New Mexico. Permittees on Indian Country lands in Oklahoma, Louisiana and Arkansas and some oil and gas facilities in Oklahoma may use this form if they are eligible for this permit. Other facilities need to check with their NPDES authority before using this form.

If you do not know your NPDES Permit Number, contact the NOI Processing Center at (301)495-4145. This form was prepared as an example and it is not a required form for use with the permit. Alternative forms may be used if they contain all of the required information as set forth in the permit. This form and additional information regarding the NPDES Region 6 storm water program may be found on the Internet at <http://www.epa.gov/region6/sw/>. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214)665-7112.

Permit Number(s) covered by this inspection (e.g. owners, developers, general contractor, builders)	
Signature and Certification in accordance with Part VI.G of the permit:	<p>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p> <p style="text-align: right;">Signature _____ Date _____</p>
Date of Inspection	
Inspector Name	
Is there a copy of the permit language with the SWPPP?	<ul style="list-style-type: none"> • YES <li style="margin-left: 100px;">• NO
Is the inspector qualified and are the qualifications documented in the SWPPP?	<ul style="list-style-type: none"> • YES <li style="margin-left: 100px;">• NO
Is an NPDES storm water construction sign posted at the entrance for all permittees?	<ul style="list-style-type: none"> • YES <li style="margin-left: 100px;">• NO
<p>You may want to use EPA Region 6 construction checklist to assure components of the SWPPP are complete. This form, the construction sign, and the checklist are available on the Region 6 NPDES Storm Water Forms and Documents web page which may be found on the internet at http://www.epa.gov/earth/r6/gen/w/forms/w.htm. In addition to the checklist, you should provide a narrative (see next page) on the existing Best Management Practices and Structural Controls found during each inspection. Any problems identified in an inspection should be corrected within 7 days. The inspection should cover all components of the SWPPP and all potential pollutants. While eroded soil is the primary pollutant of concern, do not forget to inspect for other pollutant sources such as fuel tanks, paints, solvents, stabilization materials, concrete hardner, batch plants, and construction debris. The inspector will need to update the SWPPP to reflect findings of the inspection. The site map should be updated after an inspection to show controls that have been added or removed, to ensure the site map is kept current in accordance with Part IV.C. of the permit.</p>	

Narrative Findings of the inspection:

Observations should include any findings of Best Management Practices or controls that are not in accordance with the SWPPP. If a control is not in place or failed, observe the reason why. A control removed temporarily for work is not necessarily a violation if properly recorded in the SWPPP. If it has been removed, record why it was removed and, if applicable, when it will be reinstalled. If the control has failed, observe the conditions so a conclusion may be made as to whether the control failed for improper maintenance or improper design. The qualified inspector will know when a failed control is inadequate and should be replaced by an improved control mechanism. Qualified inspectors are to have authority to make changes to the SWPPP to assure compliance. Controls that have not been installed should be given a reason why they are not installed and/or a scheduled date for installation if they are designed for a later phase of construction. After the inspection, the SWPPP and its site map should be updated to reflect current conditions of controls and Best Management Practices at the time of the inspection. This includes removing uninstalled controls from the site map or otherwise denoting on the site map if they are no longer installed if the controls have been removed because they are no longer necessary (e.g. stabilization has been achieved in that area).

NMDOT SWPPP Inspection and Maintenance Report

Notice of Termination (NOT) Form and Instructions

Instructions for Completing EPA Form 3510-13
**Notice of Termination (NOT) of Coverage Under an NPDES General Permit for
Storm Water Discharges Associated with Construction Activity**

NPDES Form

This Form Replaces Form 3517-7 (8-98)

Form Approved OMB Nos. 2040-0086 and 2040-0211

Who May File an NOT Form

Permittees who are presently covered under the EPA-issued National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Construction Activity may submit an NOT form when final stabilization has been achieved on all portions of the site for which you are responsible; another operator has assumed control in accordance with Appendix G, Section 11.C of the General Permit over all areas of the site that have not been finally stabilized; coverage under an alternative NPDES permit has been obtained; or for residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

"Final stabilization" means that all soil disturbing activities at the site have been completed and that a uniform perennial vegetative cover with a density of at least 70% of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed. See "final stabilization" definition in Appendix A of the Construction General Permit for further guidance where background native vegetation covers less than 100 percent of the ground, in arid or semi-arid areas, for individual lots in residential construction, and for construction projects on land used for agricultural purposes.

Completing the Form

Type or print, using uppercase letters, in the appropriate areas only. Please place each character between the marks. Abbreviate if necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions about this form, refer to www.epa.gov/npdes/stormwater/cgp or telephone the Storm Water Notice Processing Center at (866) 352-7755. Please submit original document with signature in ink - do not send a photocopied signature.

Section I. Permit Number

Enter the existing NPDES Storm Water General Permit Tracking Number assigned to the project by EPA's Storm Water Notice Processing Center. If you do not know the permit tracking number, refer to www.epa.gov/npdes/stormwater/cgp or contact the Storm Water Notice Processing Center at (866) 352-7755.

Indicate your reason for submitting this Notice of Termination by checking the appropriate box. Check only one:

Final stabilization has been achieved on all portions of the site for which you are responsible.

Another operator has assumed control according to Appendix G, Section 11.C over all areas of the site that have not been finally stabilized.

Coverage under an alternative NPDES permit has been obtained.

For residential construction only, if temporary stabilization has been completed and the residence has been transferred to the homeowner.

Section II. Operator Information

Provide the legal name of the person, firm, public organization, or any other entity that operates the project described in this application and is covered by the permit tracking number identified in Section I. The

operator of the project is the legal entity that controls the site operation, rather than the site manager. Provide the employer identification number (EIN from the Internal Revenue Service; IRS). If the applicant does not have an EIN enter "NA" in the space provided. Enter the complete mailing address and telephone number of the operator. *Optional:* enter the fax number and e-mail address of the operator.

Section III. Project/Site Information

Enter the official or legal name and complete street address, including city, state, zip code, and county or similar government subdivision of the project or site. If the project or site lacks a street address, indicate the general location of the site (e.g., Intersection of State Highways 61 and 34). Complete site information must be provided for termination of permit coverage to be valid.

Section IV. Certification Information

All applications, including NOIs, must be signed as follows:

For a corporation: By a responsible corporate officer. For the purpose of this Part, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this Part, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

Include the name and title of the person signing the form and the date of signing. An unsigned or undated NOT form will not be considered valid termination of permit coverage.

Paperwork Reduction Act Notice

Public reporting burden for this application is estimated to average 0.5 hours per notice, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate, any other aspect of the collection of information, or suggestions for improving this form including any suggestions which may increase or reduce this burden to: Chief, Information Policy Branch, 2136, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, DC 20460. Include the OMB number on any correspondence. Do not send the completed form to this address.

Transfer of Storm Water Management Authority Form

(DATE)

**TRANSFER OF STORM WATER MANAGEMENT AUTHORITY
NEW MEXICO DEPARTMENT OF TRANSPORTATION**

(PROJECT NUMBER)

On _____, NMDOT Project Number _____
(DATE)
was completed per NMDOT specifications by _____
(CONTRACTOR)

For the purposes of compliance with the Storm Water General Permit for Construction, control of the project for Storm Water Management purposes is hereby transferred to the District _____ Engineer representing the New Mexico Department of Transportation.

Attached to this transfer document is the original of the complete Storm Water Pollution Prevention Plan for the project that includes a "Final Inspection Report" conducted on _____ by the
(DATE)
Storm Water Competent Persons representing _____
(CONTRACTOR)
and NMDOT. The joint inspection was conducted on _____
(DATE)

(NAME)

(TITLE)

(COMPANY)

On the above date, I, _____, Engineer for District _____
(NAME)
of the New Mexico Department of Transportation, do hereby accept management control of Project Number _____ for purposes of Storm Water Management under the provisions of the Storm Water General Permit for Construction. I further certify that NMDOT has a Notice of Intent (NOI) established for this project as required by the Construction General Permit.

It is further acknowledged that the completed Storm Water Pollution Prevention Plan document and all attachments thereto have been received as part of this transfer of authority.

(NAME)

(TITLE)

New Mexico Department of Transportation
District _____

NPDES New Mexico Qualification Form

**National Pollutant Discharge Elimination System (NPDES)
New Mexico
Qualification Form**

I _____ have taken and passed the NPDES training course and/or have experience in the construction and implementation of the Storm Water Pollution Prevention measures as follows:

Date	Project	Reference

Construction Inspector _____ Date _____

Contractor _____ Date _____

Reference: *NMDOT Standard Specifications for Highway and Bridge Construction* , Section 603, Item 603.35, paragraph 3.