Stormwater Pollution Prevention Plan (SWPPP)
(REQUIRED FOR ALL APPLICABLE* LAND DISTURBING PROJECTS ≥ 1 ACRE)

Contractor Firm Name: ____________________________________________________________

Individual Responsible for SWPP Implementation _______________________________________

Address: _______________________________________________________________________

Phone Number: __________________________________________________________________

ESC Plan Date: ___________________________          SWM Plan Date: ______________________

ESC Plan Approval Date: ___________________          SWM Plan Approval Date: ______________

Approved plans are incorporated by reference and shall be maintained with this SWPPP at all
times during construction.

Project Code: 260 __________________________

Date: __________________________________________________________________________

This SWPPP shall be maintained on-site and made available at a central
location for use by applicable personnel, be readily available upon request by
VCCS, DEQ, EPA, and for public review. Information for the public to access
this SWPPP shall be posted conspicuously near the main entrance of the
construction activity along with the VAR10 General Permit coverage letter.

VCCS AS&S Project Manager: ______________________________________________________

Contact Number: __________________________________________________________________

Email: __________________________________________________________________________

This SWPPP Template is intended for guidance purposes only. The Permit Operator is responsible for ensuring
compliance with the VPDES Permit for Discharges of Stormwater from Construction Activities (VAR 10).

* See the VCCS Annual Standards and Specifications for ESC and SWM for determination of applicability
SWPPP CERTIFICATION

Operator
(In the case of certification by a Duly Authorized Representative, the Delegation of Authority certification on the following page shall be completed)

Name: __________________________________________

Title: __________________________________________

Company: ______________________________________

Phone Number: _________________________________

Date: ________________________________

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared 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."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

Name: __________________________________________

Signature: ______________________________________

[See Part III (K) of the General VPDES Permit for Discharges of Stormwater from Construction Activities for appropriate individual for certification of this Stormwater Pollution Prevention Plan]
Delegation of Authority

The Operator may specify a Duly Authorized Representative to implement this Stormwater Pollution Prevention Plan (SWPPP). This individual must be in a position having responsibility for the overall operation of the regulated facility or activity. If the authorization is no longer accurate because a change in the individual or position with responsibility for the overall operation of the regulated facility or activity, a new authorization shall be submitted prior to or together with any reports or information to be signed by an authorized representative, such as this SWPPP and inspection reports, or other information requested by the VCCS or the DEQ.

The Duly Authorized Representative for this project will be:

Name: ___________________________________________ Title: ________________________________

Company: ____________________________________________________________________________

Phone Number: __________________________ Email Address: ________________________________

Date: ________________________________

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared 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."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

Duly Authorized Representative (Signature): ____________________________________________

Operator’s Certification:

“I certify that the Duly Authorized Representative named above is my duly authorized representative for this project. The Operator is in a position to have overall responsibility in a manner sufficient to implement the SWPPP. I also certify that the Operator named above has the delegated authority to sign inspection reports and/or amend or modify this SWPPP."

Operator (Signature): ________________________________________________________________
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ACRONYMS

DEQ       Virginia Department of Environmental Quality
EPA       Environmental Protection Agency
ESC       Erosion and Sediment Control
MS4       Municipal Separate Storm Sewer System
NPDES     National Pollutant Discharge Elimination System
P2        Pollution Prevention
SWM       Stormwater Management
SWPPP     Stormwater Pollution Prevention Plan
TMDL      Total Maximum Daily Load
VESCLR    Virginia Erosion and Sediment Control Law and Regulations
VSMP      Virginia Stormwater Management Program
VPDES     Virginia Pollution Discharge Elimination System
WLA       Wasteload Allocation
SWPPP Completion Checklist

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to submitting a registration statement for coverage under the General VPDES Permit for Stormwater Discharges from Construction Activities (VAR10), referred to herein as the General Permit. The Construction Activity Operator identified on the cover page of the SWPPP is responsible for obtaining and certifying the information contained herein. Utilize the following steps to ensure completion of the SWPPP.

☐ Step 1 – Provide general information and documents for the project and General Permit coverage per Section 2. Incorporate, by reference the VCCS-approved Erosion and Sediment Control and Stormwater Management Plans.

☐ Step 2 – Complete the Pollution Prevention (P2) Plan as described in Section 3 and complete the P2 template in Appendix B. Provide any additional information regarding pollutant-generating activities and methods to control the discharge of pollutants in surface runoff. Conduct a “walk through” training regarding potential pollutant generating activities and pollution prevention practices. Acquire signatures of all applicable subcontractors and personnel in Appendix C.

☐ Step 3 – Indicate the appropriate inspection frequency in Section 5.

☐ Step 4 – Include qualified personnel information in Appendix G.

☐ Step 5 – Establish a record of land-disturbing activities and maintain the log in Appendix F to document location, descriptions, and applicable dates of disturbance.

☐ Step 6 – As applicable, maintain the SWPPP Amendment, Modification, and Update Log in Appendix E to document potential changes to the project and the SWM and ESC plans.

☐ Step 7 – As required, complete self-inspections using the applicable construction site inspection form that can be found in Appendix E of the VCCS Annual Standards and Specifications for ESC and SWM. Maintain completed forms in Appendix H. Document dates and corrective actions resulting from items identified during inspections.

☐ Step 8 – Ensure that all of the required SWPPP documents are maintained with this SWPPP and located onsite and are available for review.

☐ Step 9 – Upon completion of stormwater management facilities, provide a record drawing to the VCCS AS&S Project Manager.
1.0 Introduction

The purpose of this Stormwater Pollution Prevention Plan (SWPPP) is to address Part II of the General VPDES Permit for Discharges of Stormwater from Construction Activities (General Permit No. VAR10), referred to herein as the VAR10. This SWPPP is provided as a template within the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management, and upon completion, is intended to provide a minimum standard of compliance and consistency for land-disturbance activity greater than or equal to 1-acre and conducted on lands owned by the State Board for Community Colleges, Virginia Community College System (VCCS).

The individual applying for VAR10 permit coverage is responsible for the completion and implementation of this SWPPP. All plans incorporated by reference into the SWPPP become enforceable under this general permit. If a plan incorporated by reference does not contain all of the required elements of the SWPPP, the operator must develop the missing elements and include them in the SWPPP. Step-by-step instruction for completing this SWPPP is provided and upon completion serves as the site-specific SWPPP for the land disturbance activity identified on the cover sheet.

Upon commencement of land disturbance, the operator shall implement the SWPPP and subsequent amendments, modifications, and updates from commencement of land disturbance until termination of VAR10 permit coverage.
2.0 General Information

This section addresses Part II.A.1 of the VAR10 that requires general information be provided in the SWPPP. Incorporated by reference are the VCCS-approved ESC and SWM Plans that incorporate the following general information required by the permit:

- Directions of stormwater flow and approximate slopes anticipated after major grading activities;
- Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed;
- Locations of major structural and nonstructural control measures that will be installed between disturbed areas and the undisturbed vegetated areas in order to increase sediment removal and maximize stormwater infiltration;
- Locations of surface waters; and
- Locations where concentrated stormwater is discharged.

General Description of the land disturbance activity:

(Include a narrative description of the nature of the construction activity, including the function of the project)

Table 1. General information documents required per Part II.A.1 of the VAR10.*

<table>
<thead>
<tr>
<th>SWPPP Document Type</th>
<th>Incorporated as part of this SWPPP? **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed copy of VAR10 Registration Statement (Appendix A)</td>
<td>Yes</td>
</tr>
<tr>
<td>DEQ Notice of Coverage Letter (Appendix A)</td>
<td>Yes</td>
</tr>
<tr>
<td>Copy of VAR10 Construction General Permit (Appendix A)</td>
<td>Yes</td>
</tr>
<tr>
<td>Completed Preconstruction Meeting Verification Form (Appendix A)</td>
<td>Yes</td>
</tr>
<tr>
<td>Approved Erosion &amp; Sediment Control Plan (By Reference)</td>
<td>Yes</td>
</tr>
<tr>
<td>Approved Stormwater Management Plan (By Reference)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* The implementation of a VCCS approved ESC and SWM Plan meets the requirements of Part II.A.2 and A.3 of the VAR10

** Commencement of construction cannot begin until all documents are incorporated into the SWPPP.
3.0 Pollution Prevention
This section addresses Part II.A.4 of the VAR10 that requires a Pollution Prevention Plan (P2) to address potential pollutant-generating activities that may reasonably be expected to affect the quality of stormwater discharges from the construction activity, including any support activity. The P2 Plan is provided in Appendix B.

3.1 Awareness
The Operator or Duly Authorized Representative shall identify all subcontractors and other personnel that could potentially conduct the pollutant generating activities identified in Table B-1 of the P2 Plan (Appendix B). Identified subcontractors and other personnel shall be listed on the P2 Awareness Form in Appendix C with each individual acknowledging with their signature their awareness of the P2 Plan in Appendix B.

3.2 Prohibited Discharges
The Operator or Duly Authorized Representative shall record the date of any prohibited discharges, the discharge volume released, and what actions were taken to minimize the impact of the release in the Spill and Leaks Log in Appendix D. For each spill or leak, measures taken to prevent the reoccurrence of any prohibited discharge shall also be recorded in the log.
4.0 Updates and Plan Modifications

The Operator or Duly Authorized representative will certify modifications to the SWPPP when amended to reflect a change in design, construction, operation, or maintenance of the project site that has a significant effect on the potential for the discharge of pollutants to surface waters and that has not been addressed in the normal implementation of the SWPPP. The SWPPP will also be updated whenever it is found to be ineffective in meeting the requirements of the VAR10. The Operator will update the SWPPP no later than seven days following any modification to its implementation.

Where revisions or modifications to the SWPPP for the project are necessary, such revisions or modifications shall be approved by the Operator and shall be documented in the SWPPP Amendments, Modifications, and Update Log form in Appendix E identified on applicable sheet of the plan set. All documentation shall be accompanied with a date and initials of the person performing the modifications.

In addition to SWPPP modifications, the following shall be noted in the Record of Land Disturbance Activity log in Appendix F and shall include the following items:

1) A record of dates when:
   - Major grading activities occur;
   - Construction activities temporarily or permanently cease on a portion of the site; and
   - Stabilization measures are initiated;

2) Documentation of replaced or modified controls where periodic inspections or other information have indicated that the controls have been used inappropriately or incorrectly and were modified as soon as practicable;

3) Areas that have reached final stabilization and where no further SWPPP or inspection requirements apply;

4) All properties that are no longer under the legal control of the Operator and the dates on which the Operator no longer had legal control over each property;
5.0 Site Inspections
The Operator or Duly Authorized representative shall conduct inspections using the VCCS Construction Site Inspection Form in Appendix E of the VCCS Annual Standards and Specifications for ESC and SWM. All inspections shall be conducted by qualified personnel established in Section 4.2.1 of the VCCS Annual Standards and Specifications and in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Qualified personnel shall be identified in Appendix G. Completed inspections forms shall be maintained in Appendix H.

5.1 Inspection Frequency
The Operator or Duly Authorized Representative shall identify the appropriate and desired inspection frequency criteria below by reviewing the SWM Plan to determine if the site is:

- Discharging to an impaired waterway; or
- Assigned a waste load allocation for sediment or nutrients as part of an approved TMDL prior to July 1, 2014.

If either applies, an inspection frequency shall be selected below from Inspection Frequency Criteria ‘A’. If neither scenario applies, select an inspection frequency from Inspection Frequency Criteria ‘B’. The selected Inspection Frequency Criteria cannot be changed during the course of the VAR10 permit coverage.

Inspection Frequency Criteria “A”:
- At least once every 4 business days; or
- At least once every 5 business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day. A measurable for event (as defined below) for this inspection option will be established and documented by one of the following methods:
  - On-site rain gauge
  - Rainfall data from NOAA (http://www.srh.noaa.gov/ridge2/RFC_Precip/)

Inspection Frequency Criteria “B”:
- At least once every 5 business days; or
- At least once every 10 business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day.
measurable for event, defined as any rainfall event producing ≥ 0.25” over 24 hours, will be established and documented by one of the following methods:

- On-Site rain gauge
- Rainfall data from NOAA (http://www.srh.noaa.gov/ridge2/RFC_Precip/)

5.2 Alternative Inspection Frequency under Certain Conditions
Where areas have been temporarily stabilized or land-disturbing activities will be suspended due to continuous frozen ground conditions and stormwater discharges are unlikely, the inspection frequency may be reduced to once per month. If weather conditions (such as above freezing temperatures or rain or snow events) make discharges likely, the operator shall immediately resume the regular inspection frequency.

5.3 Corrective Action
The Operator shall implement the corrective action(s) identified as a result of an inspection as soon as practicable but no later than seven days after discovery or a longer period as approved by the VCCS AS&S Project Manager. If approval of a corrective action by a regulatory authority is necessary, additional control measures shall be implemented to minimize pollutants in stormwater discharges until such approvals can be obtained.

Documentation of any corrective actions shall be recorded on the respective, or subsequent, construction site inspection form (Appendix H). Corrective actions taken shall be retained by the Operator as part of the SWPPP for at least three years from the date that the Construction Permit coverage expires or is terminated.

5.4 Special Conditions for Inspections
If the SWM Plan identifies that the site either discharges to an impaired waterway; or a waste load allocation has been assigned for construction activity for sediment or nutrients as part of an approved TMDL prior to July 1, 2014, the following special conditions.
APPENDIX A: SWPPP Documents

1. Signed copy of the VAR10 Registration Statement
2. DEQ Notice of Coverage Letter for the Activity
3. Copy of the VAR10 General Permit
4. Completed VCCS Preconstruction Verification Form
5. VCCS approved ESC Plan (incorporated by reference)
6. VCCS approved SWM Plan (incorporated by reference)
APPENDIX B: Pollution Prevention Plan
Pollution Prevention Plan

The Pollution Prevention Plan identifies and provides details for addressing pollutant-generating activities on construction sites. The following four sections shall be completed by the Operator, and any applicable plan sheets shall also be included. It shall be the responsibility of the Operator to ensure all of the sections are complete and accurate, and that any applicable best management practices (BMPS) are put in place and maintained.

Section 1: Identification of Pollutants – This section identifies the typical construction-related activities and their potential discharges. Each potential discharge is related to one or more specific pollutants. The location of the potential discharges is also specified or referenced in the Erosion and Sediment Control and/or Stormwater Management Plans.

Section 2: Identification of Authorized Non-stormwater Discharges – There are a number of potential discharges that are not typically related to the pollutants and Section 1, however the Operator should be aware of these and be able to identify which ones apply to the construction site. Unusual or extraordinary discharges may still require reporting.

Section 3: Pollution Prevention Best Management Practices – This section depicts the most common best management practices (BMPs) that can be used to address the potential pollutant generating activities and should be referenced in Section 1, if applicable. This list, however, is not exhaustive, and the Operator shall be responsible for the development and documentation of any other specific BMPs to be used on the site.

Section 4: Spill or Leak Response Procedures – This section describes the means and general methods for addressing spill or leaks associated with the potential pollutant generating activities, or any unusual or extraordinary discharges, that may affect stormwater or enter waterways.
Section 1: Complete the table below to identify potential pollutant-generating activities, their location, and the applicable pollution prevention best management practices.

Table A: Identification of Pollutant-generating activities.

<table>
<thead>
<tr>
<th>Potential Pollutant Generating Activities</th>
<th>Potential Pollutants</th>
<th>Location On-Site, If Present (or show graphically on the ESC or SWM Plan)</th>
<th>Best Management Practice to prevent exposure to stormwater discharge (Section 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharges of spilled or leaked fuels and chemicals from vehicle fueling and maintenance</td>
<td>Sediment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharges of soap, solvents, detergents, and washwater from construction materials, including clean-up of stucco, paint, form release oils, and curing compounds</td>
<td>Nutrients, Fertilizer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle and equipment washing, wheel wash water, and other types of washing</td>
<td>Heavy Metals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharges from concrete operations</td>
<td>pH (acids and bases)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery, storage, handling, and disposal of construction products, materials, and wastes</td>
<td>Pesticides or Herbicides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharges from dewatering during footing or foundation work</td>
<td>Oil or Grease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharges from paving operations</td>
<td>Bacteria or Viruses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharge of sanitary wastes</td>
<td>Trash, Debris or Solids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharges related to fertilizer or nutrients</td>
<td>Toxic Chemicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>Pests or Paster</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adhesive, solvents or curing compounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asphalt or Concrete</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicle or heavy equipment wash</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gasoline, diesel or kerosene</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wood preservatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asbestos or coolant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Section 2:** Identify all authorized non-stormwater discharges that are or will be commingled with stormwater discharges from the construction activity, including any applicable support activity.

**Table B. Non-stormwater discharges**

<table>
<thead>
<tr>
<th>Authorized Non-stormwater Discharges</th>
<th>Check if Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharges from firefighting activities</td>
<td></td>
</tr>
<tr>
<td>Fire hydrant flushings</td>
<td></td>
</tr>
<tr>
<td>Waters used to wash vehicles or equipment where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge</td>
<td></td>
</tr>
<tr>
<td>Water used to control dust that has been filtered, settled, or similarly treated prior to discharge</td>
<td></td>
</tr>
<tr>
<td>Potable water sources, including uncontaminated waterline flushings</td>
<td></td>
</tr>
<tr>
<td>Routine external building wash down where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge</td>
<td></td>
</tr>
<tr>
<td>Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (or where all spilled or leaked material has been removed prior to washing); where soaps, solvents, or detergents have not been used; and where the wash water has been filtered, settled, or similarly treated prior to discharge</td>
<td></td>
</tr>
<tr>
<td>Uncontaminated air conditioning or compressor condensate</td>
<td></td>
</tr>
<tr>
<td>Uncontaminated ground water or spring water</td>
<td></td>
</tr>
<tr>
<td>Foundation or footing drains where flows are not contaminated with process materials such as solvents</td>
<td></td>
</tr>
<tr>
<td>Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge</td>
<td></td>
</tr>
<tr>
<td>Landscape irrigation</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Pollution Preventions Practices

1. All control measures will be implemented and maintained in accordance with the minimum standards in the Virginia Erosion and Sediment Control Handbook. Control measures will be routinely inspected and reports maintained with this SWPPP.
2. Areas will be designated on-site for delivery and storage of materials, if possible near construction entrances and away from waterways. Transport near drainage paths will also be avoided.
3. All materials stored onsite during construction in varying amounts for varying durations will be covered when not in use, unless specifically noted.
4. No solid materials, including building materials, garbage, and debris shall be discharged to surface waters of the State, except as authorized by a permit. The Contractor will regularly inspect the construction area and remove trash and construction debris.
5. Materials will be used only when and where needed to complete the construction activity. Manufacturer recommendations will be followed regarding use, protective equipment, and any chemical mixing.
6. Chemical and petroleum products will be stored in tightly sealed containers which are clearly labeled. Chemicals used on-site are to be kept in small quantities and stored in closed containers undercover and kept out of direct contact with storm water.
7. Concrete trucks will not wash out or discharge surplus material onsite unless done so in specific areas as noted in this SWPPP. Direct concrete wash water to a leak-proof container or leak-proof settling basin. Concrete wastes shall be removed and disposed of in a manner consistent with handling of other construction wastes.
8. Discharges related to dewatering will be filtered using and filter bag or sand filter, or will be settled in basin prior to release to waterways.
9. Spill kits will be included with all fueling sources and maintenance activities.
10. Portable sanitary facilities will be provided on-site for use by construction personnel and will be located away from water bodies or storm water drains. The facilities will be serviced by an authorized contractor. Any spills will be cleaned up in accordance with applicable regulations.
11. All vehicles and equipment will receive regular preventive maintenance to reduce the chance of leakage.
12. All vehicles and construction equipment will be inspected for leaks by the Contractor's personnel. All leaks must be fixed prior to operating equipment.
13. If equipment breaks down and/or leaks petroleum products or other pollutants onto the ground, the area will be cleaned of all contaminants.
14. On-site vehicle refueling will be conducted in a dedicated location away from access to surface waters. Any on-site storage tanks will have a means of secondary containment. In the event of a spill, it will be cleaned up immediately and the material, including any contaminated soil, will be disposed of according to all federal, state, and local regulations.
15. Vehicle and equipment washing will occur away from surface waters and stormwater inlets or conveyances. Direct wash water into sediment traps or basins or use a filtration device such as a filter bag or sand filter.
16. Pesticides and fertilizers will be applied only in the minimum amounts recommended by the manufacturer specifications. Pesticides and fertilizers will be stored in covered or sealed containers away from water bodies. Dry spills will be cleaned up promptly.
17. Convenient and well-maintained portable sanitary facilities will be provided and located away from waterways, stormwater inlets, or conveyances.

Section 4: Spill Response Procedures

Spills and leaks from equipment and chemical storage that are used and/or stored at the project site should be addressed immediately. Contractor personnel are to contact the Operator in the event of a spill and/or leak.

In the event of a spill or other associated emergency, the following list of emergency contacts may be necessary. The initial contact should be made to the Operator. The Operator will then evaluate the situation and determine the remainder of the contacts that need to be made.

<table>
<thead>
<tr>
<th>Person or Agency</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response (Fire / Rescue)</td>
<td>911</td>
</tr>
<tr>
<td>National Response Center</td>
<td>(800) 424-8802 24-hour</td>
</tr>
<tr>
<td>VA Department of Emergency Services</td>
<td>(800) 468-8892 24-hour</td>
</tr>
<tr>
<td>VA Department of Environmental Quality (DEQ)</td>
<td>(703) 583-3800</td>
</tr>
<tr>
<td>Operator</td>
<td>See</td>
</tr>
</tbody>
</table>

The following steps are response actions in case of a spill:
1. If possible, shut off the source of the spill immediately.
2. Notify appropriate personnel (e.g. Operator, project manager)
3. Use absorbent materials, such as absorbent pads, floor sweeping compound or kitty litter to contain spills that are relatively small in nature and where the spilled chemical and its hazardous properties have been properly identified and assessed.
4. Use appropriate personal protective equipment depending on the spill material.
5. Cover/block any drains/catch basins/flow pathways in the spill area to prevent material from entering into the stormwater system, sanitary sewer system or septic system.
6. Clean up the spill using absorbent materials. Collect these absorbent materials and treat as special waste. Properly dispose of materials.
The project will retain a spill history log of their spills and leaks (both non-reported and reportable) using the summary log included in Appendix M. The log shall include a description of the measures taken to clean up the spill and proper disposal of those materials.

If any unusual or extraordinary discharge should occur from a facility and the discharge enters or could be expected to enter surface waters, the Operator shall promptly notify, in no case later than within 24 hours, DEQ by telephone after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

- Unusual spillage of materials resulting directly or indirectly from processing operations;
- Breakdown of processing or accessory equipment;
- Failure or taking out of service some or all of the facilities; and
- Flooding or other acts of nature.

NOTE: The immediate (within 24 hours) reports required to be provided to DEQ may be made to the appropriate Regional Office Pollution Response Program as found at http://deq.virginia.gov/Programs/PollutionResponsePreparedness.aspx. Reports may be made by telephone or by fax. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24-hour telephone service at 1-800-468-8892.
INSERT COPY OF POLLUTION PREVENTION PLAN
(STORMWATER MANAGEMENT PLAN AS STARTING DOCUMENTATION)
APPENDIX C: Pollution Prevention Awareness Form
POLLUTION PREVENTION AWARENESS FORM

This form shall be signed by all personnel performing potential generating activities which shall be identified by the SWPPP Operator or Duly Authorized Representative. By signing below the person acknowledges the following SWPPP Statement:

**SWPPP Statement:** "I certify that I understand I may be involved in a potential generating activity and that I am responsible for complying with the Pollution Prevention Plan. I have read, understand and agree to follow all requirements outlined in the Pollution Prevention Plan."

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>COMPANY</th>
<th>POSITION</th>
<th>DATE</th>
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SPILLS AND LEAKS LOG
(Copy As Needed)

Use this log to keep a record of spills and leaks from equipment or chemicals that are on-site or off-site during the life of the project.

Date of Leak or Spill: __________________________________________________________

Location: ____________________________________________________________________________

Type and Quantity (Volume) of Material Released: ____________________________

Source of Spill or Leak: __________________________________________________________________________

Actions taken to minimize the impact of the release: ____________________________

Was the Spill or Leak Isolated? ________________________________________________

Measures taken to prevent the reoccurrence of any prohibited discharge: __________________________

________________________________________________________________________
APPENDIX E: SWPPP Amendment, Modification and Update Log
Use this log to identify dates and changes to the SWPPP and/or the associated ESC and SWM plans. All amendments, modifications, or updates shall be reviewed and approved by the VCCS AS&S Project Manager.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Amendment, Modification or Update</th>
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Responsible Party

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared 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."

VCCS AS&S Project Manager Signature
APPENDIX F: Record of Land Disturbing Activities
Use this log to keep a record of land-disturbing activities, as determined by the referenced plans or amendments, during the life of the project. Create extra sheets as necessary.

- Major grading activities occur;
- Construction activities temporarily or permanently cease on a portion of the site; and
- Stabilization measures are initiated;
- Areas that have reached final stabilization

**RECORD OF LAND-DISTURBING ACTIVITIES**
*(ALTERNATIVELY REFERENCE PLAN SET WITH DOCUMENTED REQUIREMENTS)*

<table>
<thead>
<tr>
<th>Location and description (or reference the plans where information is noted)</th>
<th>Date Land Disturbance Began</th>
<th>Date Land Disturbance Ended</th>
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APPENDIX G: Qualified Personnel for Inspections Form
Use this form to identify the qualified personnel that will be responsible for conducting contractor site inspections as required by the VAR 10. This form shall be updated when changes in the qualified personnel occur.

**Qualified Personnel for SWPPP Inspections**

<table>
<thead>
<tr>
<th>Print Name:</th>
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<tr>
<td>Company:</td>
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<td>Address:</td>
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<td>Phone #:</td>
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</table>

**Qualifications:**

- [ ] Certified ESC Inspector # __________
- [ ] Certified SWM Inspector # __________
- [ ] Other: ____________________________

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<thead>
<tr>
<th>Print Name:</th>
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<tr>
<td>Company:</td>
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<td>Address:</td>
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<td>Phone #:</td>
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</table>

**Qualifications:**

- [ ] Certified ESC Inspector # __________
- [ ] Certified SWM Inspector # __________
- [ ] Other: ____________________________
APPENDIX H: Inspection Forms

(Forms available in Appendix E of the VCCS Annual Standards and Specifications for ESC and SWM)