

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: STORMWATER POLLUTION PREVENTION PLAN	NUMBER: IIM-LD-246
SPECIFIC SUBJECT: STORMWATER POLLUTION PREVENTION PLAN GENERAL INFORMATION SHEET(S)	DATE: October 24, 2008 Draft
	SUPERSEDES:
DIVISION ADMINISTRATOR APPROVAL: Mohammad Mirshahi, PE Approved ????	

EFFECTIVE DATE

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- These instructions are effective upon receipt.
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BACKGROUND

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- A Stormwater Pollution Prevention Plan (SWPPP) identifies potential sources of pollutants which may reasonably be expected to affect the stormwater discharges from the construction site and any off site support areas and describes and ensures implementation of practices which will be used to reduce pollutants in such discharges.
 - Section 107.16 (e) of the 2007 Road and Bridge (R&B) Specifications requires all land disturbance activities that disturb 10,000 square feet or greater (2500 square feet or greater in the area defined as Tidewater, Virginia in the Chesapeake Bay Preservation Act) to have a SWPPP.
 - The Virginia Stormwater Management Program (VSMP) General Permit for the Discharge of Stormwater from Construction Activities (hereafter referred to as the VSMP Construction Permit) also requires a SWPPP for activities covered under that permit. While a SWPPP is an important component of the VSMP Construction Permit, it is only one of the many requirements that must be addressed in order to be in full compliance with the conditions of the permit. Those persons who oversee or perform activities covered by the VSMP Construction Permit must review and understand all of the conditions and requirements contained within that permit.

- The required contents of a SWPPP for those land disturbance activities requiring coverage under the VSMP Construction Permit are found in Section II D of the General Permit section of the VSMP Regulations (4VAC50-60-1170). Except for the items dealing with the post construction stormwater management facilities, the majority of the items that must be addressed in the SWPPP for land disturbance activities requiring a VSMP Construction Permit must also be addressed for those land disturbance activities that do not require a VSMP Construction Permit but require an erosion and sediment control plan in accordance with the requirements of the Virginia Erosion and Sediment Control Regulations.
 - Many of the items required in the SWPPP are typically contained in the construction plans (or other such documents) by means of the erosion and sediment control plans, stormwater management plans, etc. and in other VDOT documents such as the R&B Standards and Specifications which can be incorporated into the SWPPP by reference.
 - Off site facilities used to support the land disturbance activity (e.g., borrow and disposal sites, the contractor's storage and fueling areas, etc.) must also be addressed by the SWPPP for the land disturbance activity.
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POLICY

- In order to provide a clear understanding of what is required in a SWPPP and to provide a reference as to where those items are located within the contract/construction documents, a SWPPP General Information Sheet(s) has been developed. The SWPPP General Information Sheet(s) will provide an overview for the requirements of a SWPPP and, where not included on the General Information Sheet(s), provide a reference to where that information can be found within the contract/construction documents for the project (e.g., the construction plans or other such documents, the R&B Standards and/or Specifications, contractor supplied documents, etc.).
- The SWPPP General Information Sheet(s) incorporates many of the notes previously included in the Erosion and Sediment Control (ESC) General Notes as well as those necessary to identify the permanent stormwater management plan for the land disturbance activity (if applicable).
- The SWPPP General Information Sheet(s) is to be included in the plan set (or other such documents) for all land disturbance activities requiring a VSMP Construction Permit and/or an erosion and sediment control plan. Completion and inclusion of the SWPPP General Information Sheet(s) in the contract documents satisfies one of the many requirements contained in the VSMP Construction Permit. Those persons who oversee or perform activities covered by the VSMP Construction Permit must review and understand all of the conditions and requirements contained within that permit.

LD-445E

- The SWPPP is to include any off-site support facilities used exclusively for the land disturbance activity (e.g., borrow and disposal sites, the contractor's storage and fueling areas, etc.). For those land disturbance activities requiring coverage under the VSMP Construction Permit, the registration statement (application) requires all of this information to be available prior to issuance of permit coverage.
 - On most VDOT construction activities, it is the contractor's responsibility to identify the location of the off site support facilities and provide the stormwater pollution prevention plan for such.
 - Since the VSMP Construction Permit coverage for VDOT construction activities is normally issued prior to the advertisement of the project, a mechanism is required whereby the project files can be documented and DCR can be assured that all of information for the off site support facilities has been included in the SWPPP for the land disturbance activity. The mechanism to be used for this purpose will be the LD-445E form.
 - The LD-445E form is to be completed by the Responsible Land Disturber (RLD) for the land disturbing activity, or his designee, and forwarded to the District VSMP Construction Permit Coordinator for inclusion with other VSMP Construction Permit data that is forwarded monthly to the Central Office VSMP Construction Permit Coordinator.
 - A copy of the LD-445E is to be retained with the other SWPPP documents for the land disturbance activity.
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SWPPP General Information Sheet

- The SWPPP General Information Sheet has been developed in two formats as follows:
 1. As a standard Insertable Sheet(s) (No. ?????????) for use with those land disturbance activities that have a formal set of construction plans (i.e., those developed under a minimum (M) plan or complete (C) plan process and
 2. As an 8.5 X 11 word document(s) for use with those land disturbance activities developed under a no (N) plan process or for maintenance activities .
- The SWPPP General Information Sheet is to be completed by the hydraulic engineer or other such person who has the responsibility for developing the erosion and sediment control and stormwater management plan for the land disturbance activity.

- All notes in sections I through IV of the SWPPP General Information Sheet(s) are applicable to land disturbance activities requiring coverage under a VSMP Construction Permit. For land disturbance activities not requiring coverage under a VSMP Construction Permit but requiring an ESC Plan, some notes (specifically notes 2 through 6 in Section IV) may not be required. Those notes not applicable to a specific land disturbance activity should be noted as “Not applicable to this land disturbance activity”.
- Some of the notes on the General Information Sheet require project specific user input. Some examples of the information required are as follows:

Section I General

– Note 1 (Examples)

- This roadway construction project consists of adding two additional parallel lanes to an existing two lane rural roadway facility.
- This roadway construction project consists of improving an existing urban roadway intersection by adding left turn and right turn lanes.
- This roadway construction project consists of replacement of an existing bridge with a new bridge and improvements to the existing roadway approaches.
- This roadway construction project consists of widening an existing urban street and adding additional turn lanes.
- This roadway maintenance project consists of re-grading and enlarging the roadside ditches and replacing drainage pipes along an existing rural roadway.
- This roadway maintenance project consists of re-grading the roadside ditches and replacing deteriorated drainage pipes along an existing rural roadway in order to reestablish original grade and/or hydraulic capacity

– Note 6 (Example)

- There is one farm pond located 1500’ north of Station 29+00 Route 602 and an existing perennial stream located 1000’ east of and parallel to Route 55 between Stations 204+00 and 212+00.

Section II Erosion and Sediment Control

– Note 1 (Example)

- A variance to decrease the height of silt fence to 26” approved by letter from the Department of Conservation and Recreation’s Abington Office dated July 15, 2006.

Section IV Post Construction Stormwater Management

- Note 3 (Example)
 - Station 111+00 Left Route 234 Enhanced Dry Detention Basin
 - Station 45+00 Right Route 640 Agreement with Hanover County to utilize Regional SWM Facility
 - Station 1158+00 Left Route 64 Payment into Henrico County's Watershed Stormwater Management Plan Fund