

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: STORMWATER POLLUTION PREVENTION PLAN	NUMBER: IIM-LD-246.1
SPECIFIC SUBJECT: STORMWATER POLLUTION PREVENTION PLAN GENERAL INFORMATION SHEETS AND CERTIFICATION FORM	DATE: OCTOBER 7, 2009
	SUPERSEDES: IIM-LD-246
DIVISION ADMINISTRATOR APPROVAL:	Mohammad Mirshahi, P.E. State Location and Design Engineer Approved October 7, 2009

Changes are shaded.

CURRENT REVISION

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- Instructions for the Stormwater Pollution Prevention Plan General Information Sheets and the Stormwater Pollution Prevention Plan Certification Form LD-445E have been revised due to changes in the VSMP Construction Permit requirements.
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EFFECTIVE DATE

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- These instructions are effective upon receipt.
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ACRONYMS

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- ESC – Erosion and Sediment Control
 - RLD – Responsible Land Disturber
 - R&B – Road and Bridge
 - SWM – Stormwater Management
 - SWPPP – Stormwater Pollution Prevention Plan
 - VDOT – Virginia Department of Transportation
 - VSMP – Virginia Stormwater Management Program

BACKGROUND

- Section 107.16 (e) of the 2007 VDOT 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) (See the latest version of IIM-LD-11) to have a SWPPP.
 - The 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.
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SWPPP APPLICABILITY AND REQUIREMENTS

- A SWPPP identifies potential sources of pollutants which may reasonably be expected to affect the stormwater discharges from land disturbing activity sites and any off site support areas and describes and ensures implementation of practices which will be used to reduce pollutants in such discharges.
- 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 requirements, the majority of the items that must be addressed in the SWPPP for land disturbance activities requiring VSMP Construction Permit coverage must also be addressed for those land disturbance activities that do not require VSMP Construction Permit coverage but do require an ESC Plan in accordance with the requirements of the Virginia ESC Regulations.
- 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, Section II B.1. of the General Permit section of the VSMP Regulations (4VAC50-60-1170) requires the SWPPP to be signed by a person so identified in Section III K.2 of that same document. For a State Agency, that person is the principal executive officer or his designee.

- 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, post construction 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.
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PLAN REQUIREMENTS

- 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 set of SWPPP General Information Sheets has been developed. The SWPPP General Information Sheets provide an overview of the requirements of a SWPPP and, where not included on the General Information Sheets, provide a reference to where that information can be found within the contract/construction documents for the land disturbance activity (e.g., the construction plans or other such documents, the VDOT R&B Standards and/or Specifications, contractor supplied documents, etc.).
 - The SWPPP General Information Sheets are 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 Sheets 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
 - The SWPPP General Information Sheets are updated from time to time to clarify and/or include additional requirements as a result to changes to the VSMP Construction Permit and/or the VDOT's Approved ESC and SWM Standards and Specifications. Prior to finalization of the construction plans or other such documents for a proposed land disturbance activity, the Project Manager or other such project authority is to verify that the most recent SWPPP General Information Sheets are included.
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LD-445E

- For those land disturbance activities requiring coverage under the VSMP Construction Permit, the Permit requires that the SWPPP for any covered off site support facilities to be developed and included with the SWPPP for the primary land disturbance activity prior to issuance of permit coverage.

- On most VDOT land disturbing activities, it is the responsibility of the contractor or other such person performing the land disturbance activity to identify the location of the off site support facilities and provide the stormwater pollution prevention plan for such to the project engineer/RLD for review and approval.
- Since the VSMP Construction Permit coverage for VDOT land disturbance activities is normally obtained prior to the identification of the off site support areas, a mechanism is required whereby the project files can be documented and DCR can be assured that all of the information for the off site support facilities, as well as other required information not available at the time the VSMP Construction Permit coverage is applied for, has been or will be included in the SWPPP for the land disturbance activity. The mechanism to be used for this purpose will be form LD-445E.
- Form LD-445E is also to be used to identify the VDOT person responsible for the inspection of the erosion and sediment control facilities.
- The DCR has approved the signature of the RLD on the LD-445E form as meeting the SWPPP signatory requirements contained in Section II B.1. of the General Permit section of the VSMP Regulations (4VAC50-60-1170).
- Form LD-445E is to be completed by the RLD for **all** regulated land disturbing activities.
- A copy of completed form LD-445E is to be retained with the other SWPPP documents for the land disturbance activity.
- For those land disturbing activities requiring coverage under the VSMP Construction Permit, the completed LD-445E form is to be 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.

SWPPP General Information Sheets

- The SWPPP General Information Sheets contain and/or provide a reference to information required in Section II D. of the General Permit section of the VSMP Regulations (4VAC50-60-1170).
- The SWPPP General Information Sheets incorporate many of the notes previously included in the ESC General Notes as well as those necessary to identify and describe the post construction stormwater management plan for the land disturbance activity (if applicable).
- The SWPPP General Information Sheets have been developed in two formats as follows:

1. Available in the CADD sheet2000 cell library (referenced as SWPPP1, SWPPP2 & SWPPP3) 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. Available in Falcon under the Engineering Services' eng-scr directory (No Plan sub-directory) as an 8.5 X 11 word document for use with those land disturbance activities developed under a No (N) Plan Process or for maintenance activities.
- The SWPPP General Information Sheets are to be completed by the Hydraulic Engineer or other person who has the responsibility for developing the ESC and post construction SWM Plan (if applicable) for the land disturbance activity.
 - Information required by those notes on the SWPPP General Information Sheets designated with an asterisk is to be supplied/completed by the contractor or the VDOT RLD, as appropriate.
 - All information/notes in Sections I through VI of the SWPPP General Information Sheets are applicable to land disturbance activities requiring coverage under the VSMP Construction Permit. For land disturbance activities not requiring coverage under the VSMP Construction Permit but requiring an ESC Plan, some information noted on the SWPPP General Information Sheets, specifically that in Section IV (notes 2 through 6) and Sections V and VI, may not be required. Those notes/information not applicable to a specific land disturbance activity should be noted as "Not applicable to this land disturbance activity".
 - For those activities requiring coverage under the VSMP Construction Permit, Section V of the SWPPP General Information Sheets requires a location map that **clearly** identifies the project location and all surface waters (rivers, streams, lakes, ponds, etc.) within a one mile radius of the project site.
 - Instructions for placing a location map in Section V can be found at the following web address:
 - For projects with a formal set of construction plans:
http://insidevdot/sites/Location_and_Design/Hydraulic_Design/Shared%20Documents/Creating%20SWPPP%20Maps%20using%20TerrainPro%20and%20Microstation.pdf
 - For No Plan projects or maintenance activities:
http://insidevdot/sites/Location_and_Design/Hydraulic_Design/Shared%20Documents/SWPPP%20location%20map%20instructions%20for%20a%20WORD%20document.pdf
 - Those unable to access the above sites should contact the District or Central Office Hydraulics Section, as appropriate.
 - Other methods that produce the desired map may be used in lieu of those noted above.

- Except for the “In Service Date”, the permanent BMP information (when applicable) in Section VI is to be completed by the Hydraulic Engineer (or other such person developing the post construction SWM Plan) and is to be based on the pre-construction design. This information is to be updated if, and as, any changes to the post construction SWM Plan are authorized during the construction phase of activity. Such changes are to be made as a formal revision to the plans. When submitting a request for termination of the VSMP Construction Permit coverage, the RLD is to add the date that the facility was placed into service as a permanent BMP to the other information in the Permanent BMP table and attach a copy of this table to the LD-445D form.
- 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 - Activity Description (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 - Critical Areas (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 - Variances (Example)
 - A variance to decrease the height of silt fence to 26” approved by letter from the Department of Conservation and Recreation’s Abingdon Office dated July 15, 2006.

Forms

- LD-445D VSMP Construction Permit Termination Notice
- LD-445E Stormwater Pollution Prevention Plan (SWPPP) Certification