

SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMP) PLAN REVIEW CHECKLIST

This checklist may be used by applicants for encroachment permits, and contractors in development of Site-Specific BMP Plans for HDOT-HWYS projects. HDOT-HWYS plan reviewers will use this checklist to review the Site-Specific BMP Plans. Not all items are necessary and the size/scope of each project should be considered when using this checklist and applying BMPs. However, a BMP plan must identify the activities and measures to be undertaken to eliminate, minimize, or mitigate pollutants that are reasonably expected to be present during the course of each project.

Project Name: _____ Project No.: _____

Prepared by: _____ Submitted by: _____

1.0 BEST MANAGEMENT PRACTICE PLAN

A BMP plan should be prepared for all projects, regardless of size, scope, and type; however, the size, scope, and type of project should be taken into account when using this checklist. The following sections are a guideline for the preparation and review of BMP plans for any type of project.

1.1 Existing and Proposed Site Features

	Yes	No	NA	HDOT-HWYS Verified?
<ul style="list-style-type: none"> The following site features should be included on the plans, if deemed necessary based on project type, size, and scope: 				
– Existing and proposed topography and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Limits of disturbance, size in square feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Location of existing and proposed roads, curbs, gutters, storm drains, inlets, buildings, signs, sidewalks, traffic signals, light standards, guardrails, and other structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Location of internal swales, ditches, and other drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Flow paths for both existing and proposed topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Predominant soil types from USDA soil surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Boundaries of existing predominant vegetation and proposed limits of clearing and grubbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Existing and proposed utilities and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Preliminary location and dimensions of proposed channel modifications, such as bridge or culvert crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the project or site includes, is adjacent to, or otherwise may impact any of the following, they should be shown on the plans: 				
– Perennial and intermittent streams or other surface water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMP) PLAN REVIEW CHECKLIST

	Yes	No	NA	HDOT- HWYS Verified?
– The limits of the existing and proposed maps and plans shall extend past the project limits if any existing condition has an impact to the project. Include future projects that have the potential to start prior to the subject project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Stream flow velocity for stream work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify non-storm water potential pollutants on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 Scheduling (Construction Phases)

• Schedule that includes sequencing of construction activities with the implementation of construction site BMPs is provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows how the rainy season relates to soil-disturbing and re-stabilization activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule includes by phase detail on the implementation and deployment of soil stabilization, sediment control, non-storm water management, waste management and pollution control, and inspection and maintenance BMPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If the project is performed in multiple phases, are there phase-specific BMPs that take into account phase-specific potential pollutants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.3 Construction Site BMPs

1.3.1 Soil Stabilization Practices

Do the plans address or include the following practices and situations:

• Preservation of existing vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stabilized construction entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Protection of stockpiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bank stabilization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Topsoil management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mulching, seeding, and/or planting with installation/application procedures and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Velocity reduction devices in flow paths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Geotextiles, plastic covers, turf reinforce mats, and/or erosion control blankets/mats, with installation/application procedures and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary drains, swales, earth dikes, and/or lined ditches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Slope drains, subsurface drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Top and toe of slope diversion ditches/berms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.3.2 Sediment Control Practices

Do the plans address or include the following practices and situations:

• Location of potential sediment sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dust fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does on-site drainage enter into off-site drainage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMP) PLAN REVIEW CHECKLIST

	Yes	No	NA	HDOT- HWYS Verified?
• Silt fence, wattles, and matting rolls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Watering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Soil binders, including acrylic polymers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Storm drain inlet protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary sediment basin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sediment trap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flared culvert end sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Outlet protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary stream crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Slope roughening / terracing / rounding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stabilized construction entrance / exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Entrance / exit equipment tire wash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sand bag barrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Brush or rock filter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shoveling, sweeping and disposing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.3 Non-Storm Water Management Practices				
Do the plans address or include the following practices and situations?				
• Employee training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Vehicle and equipment cleaning, refueling, and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dewatering operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hydrotesting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Paving operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Concrete washout procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Structure construction and painting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Goodhousekeeping practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.4 Waste Management and Pollution Control Practices				
Do the plans address or include the following practices and situations?				
• Material delivery and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Material use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Spill prevention control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Solid waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hazardous waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sanitary / septic waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Liquid waste management with storage containment devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Contaminated soil management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Concrete waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fertilizer management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Herbicide / fungicide management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pesticide application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1.4 Inspection and Maintenance Responsibility	Yes	No	NA	HDOT-HWYS Verified?
Do the plans address or include the following practices and situations?				
• Inspection entity identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintenance identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Record keeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule and/or triggers for inspection of BMP measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rain gauge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Incident reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.0 IMPORTANT DOCUMENTS AND REFERENCES

Review this section to be sure that you have read and understood the following important documents and reference material. Does your Site-Specific BMP Plan fully meet all requirements of the following:

• HDOT Construction Best Management Practices Field Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• HDOT's Standard Specifications and Special Provisions (Sections 107.17 and 209)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Water Pollution and Erosion Control Notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NPDES Requirements for Permit Projects Within State Highway Right-of-Way Notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• General Construction Activities Storm Water NPDES Permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other applicable requirements of the Hawaii NPDES Permit program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 OTHER PERMITS, REPORTS, AND PLANS

Review this section to assess if the project requires any other possible permits, reports, or plans that include or impact BMPs. Are the following provided, if required (If none are required, check NA):

• NGPC for Storm Water Associated with Construction Activities (NPDES Form C)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NGPC for Discharge of Hydrotesting Waters (NPDES Form F)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NGPC for Construction Activity Dewatering Effluent (NPDES Form G)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Individual NPDES Permit?				
• Section 401 Water Quality Certification (WQC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Section 404 Department of the Army (DA) Permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Coastal Zone Management (CZM) Permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Special Management Area (SMA) Permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stream Channel Alteration Permit (SCAP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• City and County Grading Permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other Permits (Please List):				
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If multiple permits or approvals are required for the project, are BMPs consistent in all permits and plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4.0 PROJECT TRACKING DATA (HDOT ONLY)	Yes	No	Date
Complete this section to assist in tracking approvals, submittals and dates as backup in case of future enforcement action by outside agencies.			
• Contractor submitted Site-Specific BMP Plan for review?	<input type="checkbox"/>	<input type="checkbox"/>	
• Site-Specific BMP Plan Review Checklist verified by HDOT staff?	<input type="checkbox"/>	<input type="checkbox"/>	
• If Site-Specific BMP Plan is not ready to submit to DOH, please explain in the Additional Comments section.			
• Site-Specific BMP Plan submitted to DOH?	<input type="checkbox"/>	<input type="checkbox"/>	
• If DOH has comments to the Site-Specific BMP Plan, please attach any comments from DOH and explain how comments are addressed in the Additional Comments section.			
• Site-Specific BMP Plan acknowledged by DOH?	<input type="checkbox"/>	<input type="checkbox"/>	

SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMP) PLAN REVIEW CHECKLIST

Additional Comments

Highways Division will not allow construction to commence on any contract, in-house, or encroachment permit project until highway employees has reviewed Site-Specific BMP Plans to verify that it meets the requirements of the NPDES program and permit conditions, HDOT standard specifications, and Plan NPDES notes.

The BMP plan has been reviewed according to the above criteria.

Reviewed By (HDOT Project Engineer's Signature)

Date