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.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Project No.:</th>
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</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Submitted by:</td>
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**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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>HDOT-HWYS Verified?</th>
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<tbody>
<tr>
<td>Existing and proposed topography and features</td>
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<tr>
<td>Limits of disturbance, size in square feet</td>
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<tr>
<td>Location of existing and proposed roads, curbs, gutters,</td>
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<td>storm drains, inlets, buildings, signs, sidewalks, traffic signals,</td>
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<td>light standards, guardrails, and other structures</td>
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<td>Location of internal swales, ditches, and other drainage facilities</td>
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<td>Flow paths for both existing and proposed topography</td>
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<tr>
<td>Predominant soil types from USDA soil surveys</td>
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<tr>
<td>Boundaries of existing predominant vegetation and proposed limits of</td>
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<tr>
<td>clearing and grubbing</td>
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<tr>
<td>Existing and proposed utilities and easements</td>
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<td>Preliminary location and dimensions of proposed channel modifications,</td>
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<td>such as bridge or culvert crossings</td>
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<tr>
<td>Perennial and intermittent streams or other surface water</td>
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<tr>
<td>Location and boundaries of resource protection areas</td>
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<tr>
<td>such as wetlands, lakes, ponds, and other setbacks</td>
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<td>(e.g., stream buffers, drinking water well setbacks, septic setbacks)</td>
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<tr>
<td>Location of floodplain/floodway limits and relationship of site to</td>
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<tr>
<td>upstream and downstream properties and drainages</td>
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</table>

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
- 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)
- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMP) PLAN REVIEW CHECKLIST

1.2 Scheduling (Construction Phases)
- Schedule that includes sequencing of construction activities with the implementation of construction site BMPs is provided? [ ] [ ] [ ]
- Shows how the rainy season relates to soil-disturbing and re-stabilization activities? [ ] [ ] [ ]
- 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. [ ] [ ] [ ]
- If the project is performed in multiple phases, are there phase-specific BMPs that take into account phase-specific potential pollutants? [ ] [ ] [ ]

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? [ ] [ ] [ ]
- Stabilized construction entrance? [ ] [ ] [ ]
- Protection of stockpiles? [ ] [ ] [ ]
- Bank stabilization? [ ] [ ] [ ]
- Topsoil management? [ ] [ ] [ ]
- Mulching, seeding, and/or planting with installation/application procedures and requirements? [ ] [ ] [ ]
- Velocity reduction devices in flow paths? [ ] [ ] [ ]
- Geotextiles, plastic covers, turf reinforce mats, and/or erosion control blankets/mats, with installation/application procedures and requirements? [ ] [ ] [ ]
- Temporary drains, swales, earth dikes, and/or lined ditches? [ ] [ ] [ ]
- Slope drains, subsurface drains? [ ] [ ] [ ]
- Top and toe of slope diversion ditches/berms? [ ] [ ] [ ]

1.3.2 Sediment Control Practices
Do the plans address or include the following practices and situations:
- Location of potential sediment sources? [ ] [ ] [ ]
- Dust fence? [ ] [ ] [ ]
- Does on-site drainage enter into off-site drainage? [ ] [ ] [ ]
## Site-Specific BMP Plan Review Checklist

### 1. Site-Specific BMP Plan Review Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>HDOT-HWYS Verified?</th>
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<tbody>
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</table>

- Silt fence, wattles, and matting rolls?
- Watering?
- Soil binders, including acrylic polymers?
- Storm drain inlet protection?
- Temporary sediment basin?
- Sediment trap?
- Flared culvert end sections?
- Outlet protection?
- Temporary stream crossing
- Slope roughening / terracing / rounding?
- Stabilized construction entrance / exit?
- Entrance / exit equipment tire wash?
- Sand bag barrier?
- Brush or rock filter?
- Shoveling, sweeping and disposing?

### 1.3.3 Non-Storm Water Management Practices

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

- Employee training?
- Vehicle and equipment cleaning, refueling, and maintenance?
- Dewatering operations?
- Hydrotesting operations?
- Paving operations?
- Concrete washout procedure?
- Structure construction and painting?
- Goodhousekeeping practices?

### 1.3.4 Waste Management and Pollution Control Practices

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

- Material delivery and storage?
- Material use?
- Spill prevention control?
- Solid waste management?
- Hazardous waste management?
- Sanitary / septic waste management?
- Liquid waste management with storage containment devices?
- Contaminated soil management?
- Concrete waste management?
- Fertilizer management?
- Herbicide / fungicide management?
- Pesticide application?
### 1.4 Inspection and Maintenance Responsibility

<table>
<thead>
<tr>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>HDOT- HWYS Verified?</th>
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<tbody>
<tr>
<td>Inspection entity identified?</td>
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<tr>
<td>Maintenance identified?</td>
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<tr>
<td>Record keeping?</td>
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<tr>
<td>Schedule and/or triggers for inspection of BMP measures?</td>
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<tr>
<td>Rain gauge?</td>
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<tr>
<td>Incident reporting?</td>
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Do the plans address or include the following practices and situations?

- Inspection entity identified?
- Maintenance identified?
- Record keeping?
- Schedule and/or triggers for inspection of BMP measures?
- Rain gauge?
- Incident reporting?

### 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?
- HDOT's Standard Specifications and Special Provisions (Sections 107.17 and 209)?
- Water Pollution and Erosion Control Notes?
- NPDES Requirements for Permit Projects Within State Highway Right-of-Way Notes?
- General Construction Activities Storm Water NPDES Permit?
- Other applicable requirements of the Hawaii NPDES Permit program?

### 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)?
- NGPC for Discharge of Hydrotesting Waters (NPDES Form F)?
- NGPC for Construction Activity Dewatering Effluent (NPDES Form G)?
- Individual NPDES Permit?
- Section 401 Water Quality Certification (WQC)?
- Section 404 Department of the Army (DA) Permit?
- Coastal Zone Management (CZM) Permit?
- Special Management Area (SMA) Permit?
- Stream Channel Alteration Permit (SCAP)?
- City and County Grading Permit?
- Other Permits (Please List):
  - 
  - 

If multiple permits or approvals are required for the project, are BMPs consistent in all permits and plans?
## 4.0 PROJECT TRACKING DATA (HDOT ONLY)

Complete this section to assist in tracking approvals, submittals and dates as backup in case of future enforcement action by outside agencies.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
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- Contractor submitted Site-Specific BMP Plan for review?
- Site-Specific BMP Plan Review Checklist verified by HDOT staff?
- 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?
- 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?
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