

SITE-SPECIFIC BEST MANAGEMENT PRACTICES (SSBMP) PLAN/STORM WATER POLLUTION PREVENTION PLAN (SWPPP) REVIEW CHECKLIST

This checklist may be used by applicants for encroachment permits, and contractors in development of Site-Specific Best Management Practice (SSBMP) Plans or Storm Water Pollution Prevention Plans (SWPPP) for DOT-HWYS projects. DOT-HWYS will use this checklist to review the SSBMP Plans and SWPPP. Not all items are necessary and the size/scope of each project should be considered when using this checklist and applying BMPs. However, a SSBMP Plan or SWPPP 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.

Type of Project/Permit: <input type="checkbox"/> Contract <input type="checkbox"/> Encroachment <input type="checkbox"/> Discharge/Connection

Project Name: _____

Project No.: _____ **Contractor:** _____

Prepared by: _____ **Submitted by:** _____

Date: _____

1.0 PERMITS

The following permits may apply to the project and may affect the SSBMP Plan or SWPPP. Please indicate which permits apply to the project and fill out the date that the permit was acquired. If multiple permits are required for the project, ensure that BMPs are consistent for all permits.	Permit Applicable?	Date Acquired
1.1 NGPC for Storm Water Associated with Construction Activities (NPDES Form C)?	<input type="checkbox"/>	
1.2 NGPC for Discharge of Hydrotesting Waters (NPDES Form F)?	<input type="checkbox"/>	
1.3 NGPC for Construction Activity Dewatering Effluent (NPDES Form G)?	<input type="checkbox"/>	
1.4 Individual NPDES Permit?	<input type="checkbox"/>	
1.5 Section 401 Water Quality Certification (WQC)?	<input type="checkbox"/>	
1.6 Section 404 Department of the Army (DA) Permit?	<input type="checkbox"/>	
1.7 Coastal Zone Management (CZM) Permit?	<input type="checkbox"/>	
1.8 Special Management Area (SMA) Permit?	<input type="checkbox"/>	
1.9 Stream Channel Alteration Permit (SCAP)?	<input type="checkbox"/>	
1.10 City and County Grading Permit?	<input type="checkbox"/>	

DOT-HWYs Comments:

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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 SSBMP Plan or SWPPP fully meet the requirements of the following:		Yes	No	NA	DOT-HWYS Verified?
2.1	HDOT Construction Best Management Practices Field Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	HDOT's Standard Specifications and Special Provisions (Sections 107.17 and 209)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Water Pollution and Erosion Control Notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	NPDES Requirements for Permit Projects Within State Highway Right-of-Way Notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	General Construction Activities Storm Water Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Other applicable requirements of the Hawaii NPDES Permit program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 SITE-SPECIFIC BEST MANAGEMENT PRACTICE PLAN OR STORM WATER POLLUTION PREVENTION PLAN

A SSBMP Plan or SWPPP will 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.

3.1 Existing and Proposed Site Features

The following site features should be included on the plans, if deemed necessary based on project type, size, and scope:		Yes	No	NA	DOT-HWYS Verified?
3.1.1	Existing and proposed topography and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2	Limits of disturbance, size in square feet (if revised from plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3	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"/>
3.1.4	Location of internal swales, ditches, and other drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5	Flow paths for both existing and proposed topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6	Areas that need special consideration due to soil type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7	Boundaries of existing predominant vegetation and proposed limits of clearing and grubbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8	Existing and proposed utilities and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.9	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"/>

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If the project or site includes, is adjacent to, or otherwise may impact any of the following, they should be shown on the plans:	Yes	No	NA	DOT-HWYS Verified?
3.1.10 Perennial and intermittent streams or other surface water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.11 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"/>
3.1.12 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"/>
3.1.13 Location of features outside the project limits that may be affected by storm water discharges from the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.14 Identify non-storm water potential pollutants on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT-HWYS Comments:	DOT-HWYS Verification Date:			

3.2 Scheduling (Construction Phases)				
The SSBMP Plan or SWPPP should address and include the following:	Yes	No	NA	DOT-HWYS Verified?
3.2.1 Schedule that includes sequencing of construction activities which interrelate with BMP activities. Does the schedule take into account all phases of all BMP activities including installation, inspection and maintenance of appropriate BMP measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.3 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"/>
3.2.4 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"/>
DOT-HWYS Comments:	DOT-HWYS Verification Date:			

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3.3 Construction Site BMPs		
3.3.1 Soil Stabilization Practices		
3.3.1.1 Which of the following Soil Stabilization Practices are being used for this project?		
<input type="checkbox"/> Preservation of existing vegetation?	<input type="checkbox"/> Stabilized construction entrance?	
<input type="checkbox"/> Protection of stockpiles?	<input type="checkbox"/> Bank stabilization?	
<input type="checkbox"/> Topsoil management?	<input type="checkbox"/> Mulching, seeding, and/or planting	
<input type="checkbox"/> Velocity reduction devices in flow path?	<input type="checkbox"/> Slope drains, subsurface drains?	
<input type="checkbox"/> Geotextiles, plastic covers, turf reinforce mats, and/or erosion control blankets/mats		
<input type="checkbox"/> Temporary drains, swales, earth dikes, and/or lined ditches?		
<input type="checkbox"/> Top and toe of slope diversion ditches/berms?		
3.3.1.2 Do the plans address or include the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>
3.3.1.3 Do the plans include installation/application procedures and requirements for the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>
3.3.1.4 Do the plans include installation/application timelines for the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>
DOT-HWYS Comments:	DOT-HWYS Verification Date:	

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3.3.2 Sediment Control Practices			
3.3.2.1 Which of the following Sediment Control Practices are being used for this project?			
<input type="checkbox"/> Location of potential sediment sources?	<input type="checkbox"/> Flared culvert end sections?		
<input type="checkbox"/> Dust fence?	<input type="checkbox"/> Outlet protection?		
<input type="checkbox"/> Does on-site drainage enter into off-site drainage?	<input type="checkbox"/> Temporary stream crossing		
<input type="checkbox"/> Silt fence, wattles, and matting rolls?	<input type="checkbox"/> Slope roughening / terracing / rounding?		
<input type="checkbox"/> Watering?	<input type="checkbox"/> Stabilized construction entrance / exit?		
<input type="checkbox"/> Soil binders, including acrylic polymers?	<input type="checkbox"/> Entrance / exit equipment tire wash?		
<input type="checkbox"/> Storm drain inlet protection?	<input type="checkbox"/> Sand bag barrier?		
<input type="checkbox"/> Temporary sediment basin?	<input type="checkbox"/> Brush or rock filter?		
<input type="checkbox"/> Sediment trap?	<input type="checkbox"/> Shoveling, sweeping and disposing?		
3.3.2.2 Do the plans address or include the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified	<input type="checkbox"/>
3.3.2.3 Do the plans include installation/application procedures and requirements for the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified	<input type="checkbox"/>
3.3.2.4 Do the plans include installation/application timelines for the practices and situations selected above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOT-HWYS Verified	<input type="checkbox"/>
DOT-HWYS Comments:		DOT-HWYS Verification Date:	

3.3.3 Non-Storm Water Management Practices				
Do the plans address or include the following practices and situations:	Yes	No	NA	DOT-HWYS Verified?
3.3.3.1 Employee training?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3.3.3.2 Vehicle and equipment cleaning, refueling, and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3.3.3.3 Dewatering operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.4 Hydrotesting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.5 Paving operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.6 Structure construction and painting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.7 Goodhousekeeping practices?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DOT-HWYS Comments:		DOT-HWYS Verification Date:		

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3.3.4 Waste Management and Pollution Control Practices				
Do the plans address or include the following practices and situations:	Yes	No	NA	DOT-HWYS Verified?
3.3.4.1 Material delivery and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.2 Pollution prevention for material used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.3 Spill prevention control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.4 Solid waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.5 Hazardous waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.6 Sanitary / septic waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.7 Liquid waste management with storage containment devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.8 Contaminated soil management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.9 Concrete washout procedure and management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.10 Concrete waste management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.11 Fertilizer management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.12 Herbicide / fungicide management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.13 Pesticide application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3.3.5 Construction Staging and Storage Areas					
3.3.5.1	Is location of Construction Staging and Storage Areas shown on the plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>	
3.3.5.2	Are there Construction Staging and Storage Areas located outside of the project limits? If Yes, indicate where located:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>	
3.3.5.3	Does Construction Staging and Storage Areas meet all applicable BMP requirements? If No, explain why:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DOT-HWYS Verified <input type="checkbox"/>	
Are the following practices and situations included on the plans for all Construction Staging and Storage Areas on the project?		Yes	No	NA	DOT-HWYS Verified?
3.3.5.4	Perimeter Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.5	Stockpile Locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.6	Stabilized construction site entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.7	Material storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.8	Sanitary / septic waste management and secondary containment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.9	Vehicle and Equipment Storage and Maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5.10	Hazardous Materials Handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT-HWYS Comments:		DOT-HWYS Verification Date:			

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3.3.6 Solid Waste			
Do the plans address or include the following practices and situations:	Yes	No	DOT-HWYS Verified?
3.3.6.1 Is a Solid Waste Disclosure Form included in the BMP Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.6.2 Does the plan indicate where all solid waste generated on the project will be disposed of? This includes dirt, sediment, green waste, rocks, concrete, concrete slurry, asphalt, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT-HWYS Comments:	DOT-HWYS Verification Date:		

3.4 Inspection and Maintenance Responsibility					
Do the plans address or include the following practices and situations:	Yes	No	NA		DOT-HWYS Verified?
3.4.1.1 Person responsible for inspection identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1.2 Frequency of maintenance identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1.3 Record keeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1.4 Schedule and/or triggers for inspection and maintenance of BMP measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1.5 Rain gauge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1.6 Incident reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT-HWYS Comments:	DOT-HWYS Verification Date:				

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4.0 PROJECT TRACKING DATA (DOT ONLY)

Please file the cover letters, memorandums, meeting minutes, or e-mails related to the development and acceptance of the Site-Specific BMP Plan with this review checklist or complete this section to assist in tracking relevant submittals and dates.

Site-Specific BMP Plan/Storm Water Pollution Prevention Plan Submittals

Submittal No.	Date of Submittal	Submittal Reference or Description	Date Received by DOT	Date DOT Review Comments Returned to Contractor	DOT Transmittal Reference

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Additional Comments

DOT-HWYS will not allow construction to commence on any contract, in-house, or encroachment permit project until DOT-HWYS has reviewed the Site-Specific BMP Plan/Storm Water Pollution Prevention Plan to verify that it meets the requirements of the NPDES program and permit conditions, DOT-HWYS specifications, and Plan NPDES notes.

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

Reviewed By (DOT Project Engineer's Signature)

Date