



**SITE-SPECIFIC BEST MANAGEMENT PRACTICES (SSBMP) PLAN REVIEW
CHECKLIST**

This checklist may be used by contractors in development of Site-Specific Best Management Practice (SSBMP) Plans for DOT-HWYS projects. DOT-HWYS will use this checklist to review the SSBMP 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 SSBMP 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.: _____

Contractor: _____

Prepared by: _____

Submitted by: _____

Date: _____

Fill out the checklist, as applicable.

1 RESPONSIBLE PARTIES

Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Identify Responsible Parties that are part of the Storm Water Team.	☐	☐	☐	☐	
List the responsibilities for each personnel on the Storm Water Team	☐	☐	☐	☐	
List the position, telephone number, and email address for each personnel on the Storm Water Team.	☐	☐	☐	☐	

2 Project Description

Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?	Comments
List and describe the function of the construction activity.	☐	☐	☐	☐	

2.1 Nature of Construction Activity

Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Describe what is being constructed.	☐	☐	☐	☐	
Describe the fill materials to be used during construction.	☐	☐	☐	☐	
Describe the scope of work and major construction activities of the project.	☐	☐	☐	☐	
Describe the location of the project.	☐	☐	☐	☐	

2.2 Construction Site Estimates						
Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?		Comments
Describe the total size (acres) of the project, including project disturbed areas and staging areas.	☐	☐	☐	☐		
Describe the locations of where soil and construction materials will be stockpile and stored.	☐	☐	☐	☐		
Describe if staging areas will be used, including figures/reference drawings describing staging area locations, if applicable.	☐	☐	☐	☐		
Describe if construction activities will be phased, including a description if appropriate, and reference drawings that show limits of each phase.	☐	☐	☐	☐		

2.3 State Receiving Water Locations						
Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?		Comments
Describe nearby waterbodies.	☐	☐	☐	☐		
Describe distance from nearest waterbody.	☐	☐	☐	☐		
Describe project drainage discharge point(s) coordinates.	☐	☐	☐	☐		

3 Best Management Practices						
3.1 Potential Pollutants						
Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?		Comments
List pollutant-generating activities.	☐	☐	☐	☐		
List pollutant sources/materials associated with pollutant-generating activities.	☐	☐	☐	☐		
Describe how potential pollutant sources will be prevented from discharging with storm water runoff.	☐	☐	☐	☐		
List non-storm water pollutant sources associated with pollutant-generating activities.	☐	☐	☐	☐		
Describe how potential non-storm water pollution sources will not be discharged to state waters.	☐	☐	☐	☐		

3.2 Construction BMP Selection						
Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?		Comments
List the type of construction operation(s) for the project.	☐	☐	☐	☐		
List the BMPs used for the construction operation(s).	☐	☐	☐	☐		
List the potential pollutants associated with the construction operation(s).	☐	☐	☐	☐		
Identify and describe additional BMP devices/measures not listed in Table 5 that are applicable to the project.	☐	☐	☐	☐		

3.3 Schedule for Construction and BMP Implementation					
Does the SSBMP Plan list the implementation date and description for the following construction and BMP activities?	Yes	No	N/A	DOT-HWYS Verified?	Comments
SSBMP Plan and BMP implementation.	☐	☐	☐	☐	
Installation of storm water control measures.	☐	☐	☐	☐	
Commencement of earth-disturbing activities.	☐	☐	☐	☐	
Cessation, temporary or permanently of construction activities on the site.	☐	☐	☐	☐	
Final or temporary stabilization of exposed soil.	☐	☐	☐	☐	
Removal of temporary storm water BMPs.	☐	☐	☐	☐	
Estimated completion date.	☐	☐	☐	☐	

3.4 Stabilization Requirements					
Does the SSBMP Plan meet the requirements of the following?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Describe if the project consists of earth-disturbing activities.	☐	☐	☐	☐	
Describe methods used to initiate stabilization after the temporary/permanent cessation of earth-disturbing activities.	☐	☐	☐	☐	
Describe installation/implementation timelines for the methods used to initiate and complete stabilization.	☐	☐	☐	☐	

4 BMP Inspection and Maintenance					
4.1 Spill Prevention and Response Procedures					
Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Identify primary and secondary spill response coordinators.	☐	☐	☐	☐	

4.2 Construction BMP Inspection and Maintenance					
Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Describe the location of blank and completed inspection checklists/forms.	☐	☐	☐	☐	
List personnel responsible for conducting inspections.	☐	☐	☐	☐	
Describe frequency of inspections.	☐	☐	☐	☐	
Provide a blank inspection form in the SSBMP Plan that will be used to record the results of inspections and assessments.	☐	☐	☐	☐	
Describe BMP maintenance activities for site-specific BMP deficiencies found on-site.	☐	☐	☐	☐	

Attachment 1 Project Maps and Plans

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Provide location map(s) including project limits, areas for construction support activity areas, access routes to project site if using unpaved roadways, and nearby landmarks, roads, canals, and surface waters.	☐	☐	☐	☐	
Provide map(s) showing flow pattern/paths for the area, including the location of all storm drains or other drainage structures present in the area and project discharge drainage point(s) coordinates.	☐	☐	☐	☐	
Provide Erosion and Sediment Control Plans, BMP Details/Manufacturing specifications, and Notes with site-specific temporary BMP measures, including areas designated for construction support activities.	☐	☐	☐	☐	

Attachment 2 Training Logs and Records

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Provide training logs/records that document personnel are trained in site-specific BMP implementation and spill response.	☐	☐	☐	☐	

Attachment 3 List of Heavy Equipment and Materials

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Provide a list of heavy equipment that will be used on the project.	☐	☐	☐	☐	
Provide a list of materials that will be used on the project.	☐	☐	☐	☐	

Attachment 4 Spill Control and Prevention/Emergency Spill Response Plan

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Describe procedures of expeditiously stopping, containing, and cleaning up spills, leaks, and other releases.	☐	☐	☐	☐	
Identify the name/position of the employee(s) responsible for detection and response of spills or leaks.	☐	☐	☐	☐	
Describe procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period.	☐	☐	☐	☐	

Attachment 5 Solid Waste Disclosure Form

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Provide a copy of the signed Solid Waste Disclosure Form.	☐	☐	☐	☐	
Describe sources of construction/demolition waste and site clearing debris.	☐	☐	☐	☐	
Describe disposal destination for all solid waste generated on the project.	☐	☐	☐	☐	

Attachment 6 Permanent BMP Selection Form

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Describe site-specific implementation of PBMPs.	☐	☐	☐	☐	
Describe targeted pollutants of concern and how PBMPs will prevent erosion and pollution of storm water following construction.	☐	☐	☐	☐	

Attachment 7 SSBMP Amendment Log

Does the SSBMP Plan meet the following requirements?	Yes	No	N/A	DOT-HWYS Verified?	Comments
Provide a SSBMP Amendment Log to log updates and revisions to the document.	☐	☐	☐	☐	

Additional Comments

DOT-HWYS will not allow construction to commence on any construction project until DOT-HWYS has reviewed the SSBMP Plan to verify that it meets the requirements of the *2005 Hawaii Standard Specifications for Road and Bridge Construction, Special Provisions Section 209 Temporary Water Pollution, Dust and Erosion Control* and DOT-HWYS specifications.

The SSBMP Plan has been reviewed to the best of our knowledge to meet the above criteria.

Reviewed By (DOT Project Engineer's Signature)

Date

* All modifications to the SSBMP Plan require an amendment that shall be submitted to HDOT prior to the implementation and shall be documented in the Amendment Log provided in SSBMP Plan Attachment 8.

* All Certified SSBMP Plan Amendments will be inserted into all copies of the Certified SSBMP Plan.