

CHAPTER 13

STORMWATER POLLUTION PREVENTION PLAN

13.1 INTRODUCTION

A Stormwater Pollution Prevention Plan (SWPPP) is a required component of the General Virginia Pollutant Discharge Elimination System Permit for Discharges of Stormwater from Construction Activities. This permit is referred to as the General Construction Permit (GCP) and is described in Chapter 12 of this Manual. The SWPPP includes the steps and techniques that will be used to reduce pollutants leaving a construction site and must identify all potential pollution sources as well as measures that will be implemented to reduce pollutants from these sources. SWPPPs must be developed and implemented in accordance with the requirements of this chapter.

13.2 APPLICABILITY

In accordance with Sec. 10-38 of the Henrico County Code, the requirements of this chapter apply to all VSMP land-disturbing activities. For help determining the land disturbance activity type, please refer to Chapter 3 of this Manual.

13.3 REQUIRED SWPPP COMPONENTS

1. General Information

- a. A signed copy of the registration statement for coverage under the GCP;
- b. A copy of the notice of coverage under the GCP (i.e., notice of coverage letter);
- c. A copy of the GCP;
- d. A narrative description of the nature of the construction activity, including the function of the project (e.g., low density residential, shopping mall, highway, etc.);
- e. A legible site plan identifying:
 - 1) Directions of stormwater flow and approximate slopes anticipated after major grading activities;
 - 2) Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed;
 - 3) Locations of major structural and nonstructural control measures including sediment basins and traps, perimeter dikes, sediment barriers, and other measures intended to filter, settle, or similarly treat sediment that will be installed between disturbed areas and the undisturbed vegetated areas, in order to increase sediment removal and maximize stormwater infiltration;
 - 4) Locations of surface waters;

- 5) Locations where concentrated stormwater is discharged;
 - 6) Locations of support activities, when applicable and when required by the VSMP authority, including but not limited to: (i) areas where equipment and vehicle washing, wheel wash water, and other wash water is to occur; (ii) storage areas for chemicals such as acids, fuels, fertilizers and other lawn care chemicals; (iii) concrete wash out areas; (iv) vehicle fueling and maintenance areas; (v) sanitary waste facilities, including those temporarily placed on the construction site; and (vi) construction waste storage; and
 - 7) When applicable, the location of the on-site rain gauge, or the methodology established in consultation with the VSMP authority, used to identify measurable storm events for inspection purposes.
2. An Erosion and Sediment Control (ESC) Plan developed and approved in accordance with Chapter 8 of this manual.
 3. A Stormwater Management (SWM) Plan developed and approved in accordance with Chapter 9 of this manual.
 4. A Pollution Prevention Plan (PPP) developed and implemented in accordance with Chapter 10 of this manual.
 5. Information demonstrating compliance with the Total Maximum Daily Load (TMDL) requirements described in section Chapter 11 of this manual.
 6. Qualified Personnel
Qualified personnel responsible for conducting on-site and off-site inspections required by the GCP shall be identified by the Operator in the SWPPP. The Operator is responsible for insuring that the qualified personnel conduct inspections.
 7. Delegation of Authority
The SWPPP must identify individuals or positions with delegated authority to sign inspection reports and/or amend or modify the SWPPP in accordance with Section 13.5.
 8. SWPPP Signature
The SWPPP shall be signed and dated in accordance with the signatory requirements described in Section 13.5.
 9. SWPPP Amendments/Modifications
The SWPPP must contain documentation of all amendments, modifications, and updates made in accordance with Section 18.8. A blank SWPPP amendment/modification form has been included in the SWPPP template/binder described in Section 13.4.
 10. SWPPP Inspections
The SWPPP must include documentation of inspections conducted in accordance with the inspection requirements described in Section 18.7. A blank inspection form has been provided in the SWPPP template/binder described in Section 13.4.

11. Corrective Actions

The SWPPP must contain documentation of corrective actions taken in accordance with the requirements described in Section 18.9.

13.4 PREPARATION OF THE REQUIRED SWPPP COMPONENTS

A SWPPP template/binder, as well as the standard pollution prevention plan sheet identified in Chapter 10, has been prepared by Henrico County to help facilitate the preparation, approval, and implementation of the SWPPP. By developing the template/binder and plan sheet, the County has attempted to identify the most appropriate parties (plan preparer-operator) to successfully prepare the various components of the SWPPP and to carry out its implementation. The roles and responsibilities of the plan preparer and operator are outlined in Table 13.1.

A SWPPP template has been provided by DEQ to address the required SWPPP components for single-family construction.

13.5 SWPPP SIGNATORY REQUIREMENTS

1. All registration statements shall be signed as follows:
 - a. For a corporation: by a responsible corporate officer. For the purpose of this chapter, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
 - b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - c. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this chapter, a principal executive officer of a public agency includes: (i) the chief executive officer of the agency or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

2. All reports required by this general permit, including SWPPPs, and other information requested by the board or the department shall be signed by a person described in Section 13.5, Item 1 or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - a. The authorization is made in writing by a person described in Section 13.5, Item 1;
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the operator. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
 - c. The signed and dated written authorization is included in the SWPPP. A copy must be provided to the department and VSMP authority, if requested.
3. If an authorization under Section 13.5, Item 2 is no longer accurate because a different individual or position has responsibility for the overall operation of the construction activity, a new authorization satisfying the requirements of Section 13.5, Item 2 shall be submitted to the VSMP authority as the administering entity for the board prior to or together with any reports or information to be signed by an authorized representative.
4. Any person signing a document under Section 13.5, Item 1 or 2 must make the following certification:

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Table 13.1 SWPPP Requirements		Where to find:		Responsible Party:	
		Plan Sheet	SWPPP Binder	Plan Preparer	Operator
General Information					
1.	Copy of Registration for Coverage under General Permit		✓		✓
2.	Copy of Notice of Coverage under General Permit		✓		✓
3.	Copy of the General Permit		✓		✓
4.	Narrative description of the nature of the construction activity	✓		✓	
5.	Site plan identifying:				
	a) Directions of stormwater flow and appropriate slopes anticipated	✓		✓	
	b) Limits of land disturbance, including steep slopes and natural buffers around surface waters that will not be disturbed	✓		✓	
	c) Locations of major structural and nonstructural control measures	✓		✓	
	d) Locations of surface waters	✓		✓	
	e) Locations where concentrated stormwater is discharged	✓		✓	
	f) Location of the on-site rain gauge OR description of the methodology to identify measureable storm events		✓		✓
	g) Locations of on-site and off-site:				
	i. Equipment and vehicle washing, wheel wash water, other wash water is to occur	✓	✓	✓	✓
	ii. Storage area of chemicals	✓	✓	✓	✓
	iii. Concrete wash out areas	✓	✓	✓	✓
	iv. Vehicle fueling and maintenance areas	✓	✓	✓	✓
v. Sanitary waste facilities	✓	✓	✓	✓	
vi. Construction waste storage	✓	✓	✓	✓	
6.	Previously covered construction activities				

Table 13.1 (Continued) SWPPP Requirements	Where to find:		Responsible Party:	
	Plan Sheet	SWPPP Binder	Plan Preparer	Operator
Erosion and Sediment Control (ESC) Plan (in accordance with Chapter 5)	✓		✓	
Stormwater Management Plan (in accordance with Chapter 9)	✓	✓	✓	
Pollution Prevention Plan (in accordance with Chapter 10)	✓	✓	✓	✓
TMDL Requirements (in accordance with Chapter 11)	✓	✓	✓	✓
Effluent Limit Guidelines are met (in accordance with Chapter 8)	✓		✓	
Record of Inspection		✓		✓
Amendments of SWPPP		✓		✓
SWPPP Certifications		✓		✓