



2020 Construction General Permit Stormwater Pollution Prevention Plan (SWPPP) Checklist

In accordance with Arizona’s Stormwater Construction General Permit (CGP-2020), Part 6.1, an operator is to develop a Stormwater Pollution Prevention Plan (SWPPP) before submitting the Notice of Intent (NOI) for permit coverage and prior to conducting any construction activity. For construction projects initiated under CGP-2013, this checklist may also be used to update an existing SWPPP for an ongoing construction project to meet the requirements of CGP-2020.

Although the use of this SWPPP checklist is not required, operators are encouraged to use this checklist to help ensure the site SWPPP meets the requirements of Arizona’s CGP-2020 (AZG2020-001). The “Descriptions” provided below do not necessarily reflect the exact wording used in the permit; rather these are stated in simplified language to provide additional guidance. (Note: If any inadvertent conflict exists between this document and the permit, the permit language prevails). The “Permit Citation” column shows you where each particular requirement is found in the CGP-2020. Use the “Location in the SWPPP” column to note the page where the requirement is addressed in your SWPPP or use "N/A" (not applicable) if your project does not include the activity or information described. Please leave the “For ADEQ Use Only” column blank. Using this SWPPP checklist will help you ensure that all the permit requirements are addressed in your SWPPP and will assist the Department in conducting a more efficient review of your SWPPP if it is required to be submitted.

Please note that your SWPPP does not have to follow the format of this checklist; the purpose of this checklist is to help ensure that your SWPPP contains all required components. This checklist includes information and guidance for preparing your initial SWPPP, as well as information to include throughout the duration of your construction project, including control measures, inspections, corrective actions, and other pertinent information.

Stormwater Pollution Prevention Plan Checklist	Permit Citation	Location in SWPPP	For ADEQ Use Only
SWPPP Contents			
All operator(s) shall sign and certify the SWPPP.	6.1(3)		
Identify the name, title, contact information and a description of the qualifications and a copy of any training certificates of each operator, or group of operators, including inspector(s), as well as the areas and phases over which each operator has control.	6.3(1); 6.3(2)		
Describe the nature of construction activities, including the size of the property, the total area expected to be disturbed by the construction activities, the construction support activity areas covered by this permit and the maximum area expected to be disturbed at any one time.	6.3(4)		
Sequence and Estimated Dates of Construction Activities			
Installation of stormwater control measures.	6.3(3)(a)		
Commencement and duration of construction activities.	6.3(3)(b)		
Cessation, temporarily or permanently, of construction activities on the site, or in designated portions of the site including the beginning and ending dates of inactive/unstaffed status, when applicable.	6.3(3)(c)		
Final or temporary stabilization of areas of exposed soil. The dates for stabilization must reflect the applicable deadlines.	6.3(3)(d)		
Removal of temporary stormwater conveyances / channels and other stormwater control measures, removal of construction equipment and vehicles, and cessation of any pollutant-generating activities.	6.3(3)(e)		

A description of the intended sequence of construction activities, including a schedule of the estimated start dates and the duration of the activity.	6.3(3)		
Site Description			
Construction site description.	6.3(4)(a)		
Describe the site and its intended use after the Notice of Termination is filed (e.g. low density residential, shopping mall, highway, etc.).	6.3(4)(a)		
The total area of the site and an estimate of the total area of the site expected to be disturbed by construction activities.	6.3(4)(b)		
The percentage of the site that is impervious (e.g., paved, roofed, etc.) before and after construction.	6.3(4)(c)		
A description of site soils including potential for erosion.	6.3(4)(d)		
For areas where it is infeasible to maintain a 50-foot buffer describe selected alternative(s).	6.3(4)(e)		
Identify and describe all material storage areas (including on-site and offsite overburden and stockpiles of dirt, borrow areas, etc.).	6.3(4)(f)		
Provide general location map (e.g., a portion of an USGS quadrangle map, a city or county map or other map) – with enough detail to identify the location of the construction site and one mile radius and the waters of the U.S. including tributaries within a one mile radius of the site.	6.3(4)(g)		
Site Maps			
Provide a site map or series of maps completed to scale showing the entire site that identifies:	6.3(5)		
<ul style="list-style-type: none"> Topography of the site, existing types of cover (e.g., forest, pasture, pavement, structures), and drainage pattern(s) of flow onto, over, and from the site property before and after major grading activities. 	6.3(5)(a)		
<ul style="list-style-type: none"> Drainage divides and direction of stormwater flow (i.e., use arrows to show which way stormwater will flow). 	6.3(5)(b)		
<ul style="list-style-type: none"> Areas of soil disturbance and areas that will not be disturbed. Boundaries of the property and of the locations where construction activities will occur, noting any phasing of construction activities; locations where sediment or soil will be stockpiled; locations of any crossings of surface waters; designated points on the site where vehicles will exit onto paved roads and locations of construction support activity areas covered by this permit. 	6.3(5)(c) (i – v)		
<ul style="list-style-type: none"> Locations of temporary and permanent stormwater control measures identified in the SWPPP. 	6.3(5)(d)		
<ul style="list-style-type: none"> Locations where stabilization control measures are expected to be implemented. 	6.3(5)(e)		
<ul style="list-style-type: none"> Areas protected by buffers (i.e., either the 50-foot buffer or other buffer areas retained on site when within 50 feet of a perennial water), including the boundary line of all such buffers. 	6.3(5)(f)		
<ul style="list-style-type: none"> Locations of on-site material, waste, borrow areas, or equipment storage areas, and other supporting activities. 	6.3(5)(g)		
<ul style="list-style-type: none"> Locations of all potential pollutant-generating activities 	6.3(5)(h)		

<ul style="list-style-type: none"> Locations of all surface waters and any impaired waters or OAWs within 1/4 mile of the facility. 	6.3(5)(i)		
<ul style="list-style-type: none"> Stormwater outfall(s), using arrows to indicate discharge direction. Include location(s) where stormwater and/or allowable non-stormwater discharges are discharged to surface waters, and location(s) of any discharges to municipal separate storm sewer systems (MS4s) from the construction site. Note: Where surface waters and/or MS4s receiving stormwater will not fit on the plan sheet, they shall be identified with an arrow indicating the direction and distance to the surface water and/or MS4. 	6.3(5)(j) (i & ii)		
<ul style="list-style-type: none"> Locations and registration numbers of on-site drywells and drywells on adjacent properties that have the potential to receive stormwater from the site, if available. 	6.3(5)(k)		
<ul style="list-style-type: none"> Areas where final stabilization has been established and no further construction permit requirements apply. 	6.3(5)(l)		
<ul style="list-style-type: none"> Location and boundaries of buffer zones to be preserved. 	6.3(5)(m)		
Receiving Waters			
<ul style="list-style-type: none"> identify the nearest surface water that may receive stormwater discharges, including ephemeral and intermittent streams, dry washes, and arroyos. If applicable, the SWPPP shall also identify and describe any wetlands near the site that could be disturbed or that could potentially receive discharges from disturbed areas of the site. Indicate if the receiving surface water is listed as impaired, not-attaining or an OAW. 	6.3(6)		
Stormwater Control Measures			
Describe all control measures that will be implemented and maintained as part of the construction project to control pollutants in stormwater and allowable non-stormwater discharges.	3.1 – 3.8 and 6.3(7)		
Erosion and sediment controls for the following: <ul style="list-style-type: none"> Volume and velocity Peak flow rates and total discharge To minimize exposed soils and disturbance on steep slopes To minimize sediment discharges from the site Maintain natural buffers Minimize soil compaction 	3.3		
Site stabilization <ul style="list-style-type: none"> Temporary stabilization Final stabilization Alternative stabilization 	3.4		
Pollution prevention <ul style="list-style-type: none"> Minimize the discharge of pollutants Construction site egress Good housekeeping Spill prevention and response 	3.5		

For each major activity identified at Part 6.3 in the project sequence of activities a description of: the control measures, including controls to minimize or eliminate non-stormwater discharges; the general sequence during the construction process or schedule that the control measures will be implemented; and which operator is responsible for the implementation of which control measures.	6.3(7)(a) (i – iii)		
Provide drawings and/or specifications for the structural control measures.	6.3(7)(b)		
Describe how sediment controls will be installed and made operational prior to conducting earth-disturbing activities.	6.3(7)(c)		
For site egress points, document the control measures that are intended to minimize tracking of pollutants from vehicles leaving the site.	6.3(7)(d)		
Summary of Potential Pollutant Sources			
Identify the location and describe any pollutant sources, including any non-stormwater discharges expected to be associated with the project, from areas other than construction (i.e., support activities including stormwater discharges from dedicated asphalt or concrete plants and any other non-construction pollutant sources such as fueling and maintenance operations, materials stored on-site, waste piles, equipment staging yards, etc.).	6.3(8)		
Describe control measures to minimize pollutant discharges.	6.3(8)		
If within 1/4 mile of an impaired water, identify sources of the pollutants of concern listed on the 303(d) list that may potentially be discharged from the construction site and describe additional or enhanced control measures to minimize discharges of these pollutants.	6.3(8)		
Use of Treatment Chemicals			
If polymers, flocculants, or other cationic treatment chemicals will be used at the site, the SWPPP shall include:	6.3(9)		
<ul style="list-style-type: none"> Justification for the need for such chemicals and an assessment of potential water quality impacts. 	6.3(9)(a)		
<ul style="list-style-type: none"> Description of the training specific personnel have or will receive on the use and storage of any cationic treatment chemicals and/or chemical treatment systems at the construction site. 	6.3(9)(b)		
<ul style="list-style-type: none"> Listing of all treatment chemicals to be used at the site, a description of how the chemicals will be stored, and why the selection of these chemicals is suited to the soil characteristics of the site. 	6.3(9)(c)		
<ul style="list-style-type: none"> Dosage of all treatment chemicals that will be used at the site or the methodology that will be used to determine dosage. 	6.3(9)(d)		
<ul style="list-style-type: none"> Copy(ies) of any applicable Safety Data Sheets (SDS). 	6.3(9)(e)		
<ul style="list-style-type: none"> Schematic drawings of any chemically enhanced stormwater controls or chemical treatment systems to be used for application of the treatment chemicals. 	6.3(9)(f)		

<ul style="list-style-type: none"> Copies of applicable manufacturers specifications regarding the use of specific treatment chemicals and/or chemical treatment systems and references to state or local requirements affecting the use of these chemicals. 	6.3(9)(g)		
Pollution Prevention Procedures			
Describe procedures to prevent and respond to spills, leaks, and other releases including procedures for plainly labeling containers; preventative measures between material storage and traffic areas; secondary containment provisions; procedures for material storage and handling; procedures for responding to releases - include the name or position of the employee(s) responsible for detection and response and procedures for notification of appropriate parties when a release occurs.	6.3(10)(a) (i – iv)		
Describe procedures for handling and disposing of wastes generated at the site.	6.3(10)(b)		
Documentation and Reporting Requirements (as applicable - either include in SWPPP or include a placeholder for if/when these documents are generated.)			
<ul style="list-style-type: none"> A copy of CGP-2020 (AZG2020-001). 	6.4(1)		
<ul style="list-style-type: none"> A copy of the NOI submitted to ADEQ, including any correspondence related to coverage under this permit. 	6.4(2)		
<ul style="list-style-type: none"> A copy of the authorization certificate from ADEQ. 	6.4(3)		
<ul style="list-style-type: none"> Identification of any municipality that received a copy of the authorization certificate. 	6.4(4)		
<ul style="list-style-type: none"> Copies of any other environmental agreements (such as 404 permits, local grading permits, etc.) with any state, local, or federal agencies. 	6.4(5)		
<ul style="list-style-type: none"> Descriptions and dates of any incidences of significant spills, leaks, or other releases. 	6.4(6)		
<ul style="list-style-type: none"> Provide a written account or other documentation of repairs of structural control measures, including date(s) of discovery and when repairs were made. 	6.4(7)		
<ul style="list-style-type: none"> Describe which buffer alternative was selected for the site for activities located within 50 feet of a perennial water. 	6.4(10)		
<ul style="list-style-type: none"> Provide documentation to support the change of active to inactive and unstaffed (for inspection purposes) 	6.4(11)		
<ul style="list-style-type: none"> Provide a listing and description of permanent, post-construction stormwater management control measures that will be installed during the construction process to control pollutants in stormwater discharges after construction activities are complete. 	6.4(13)		
Inspections, Maintenance and Corrective Action			
Identify the Qualified Personnel responsible for conducting inspections.	6.8(1)		
Identify the schedule the site will be inspected (routine, reduced, impaired/OAW schedule, inactive/unstaffed schedule, etc).	6.8(2)		
If reducing the inspection frequency, the beginning and ending dates of the reduced inspection period.	6.8(3)		
Include copies of inspection or maintenance checklists	6.8(4)		
Include copies of EACH completed inspection form.	6.4(8)		

Provide a description of any corrective action taken at the site, including triggering event and dates when problems were discovered and revisions occurred.	6.4(9)		
Include copies of corrective action report(s) with the SWPPP.	5.3		
Monitoring (for sites with outfalls located within 1/4 mile upstream of an impaired water or Outstanding Arizona Water)	1.5(3), 1.5(4), 7.0		
Provide justification / rationale as to why analytical monitoring is not necessary, if appropriate.	7.0, 7.1		
Sampling and Analysis Plan (as Appendix to SWPPP or separate document) if required	7.2		
• Location of outfalls	7.2(1)		
• Name of personnel who will perform monitoring	7.2(2)		
• Map showing areas with possibility of pollutant discharges	7.2(3)		
• Water quality parameters to be sampled	7.2(4)		
• Citation and description of sampling protocols to be used	7.2(5)		
• Identification of analytical methods and method detection limits, if applicable	7.2(6)		
• For impaired or OAW Lakes: site specific sampling proposal	7.3(4)(d)		
• Written procedures for sample collection, preservation; tracking, handling.	7.3(5)(b)		
• Identify the ADHS Licensed Laboratory used for analysis	7.3(5)(c)		
• DMR reports	7.3(5)(d)		