

## WEATHER PROTECTION & STORMWATER POLLUTION PREVENTION PLAN FOR CONSTRUCTION SITES

### NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CONSTRUCTION SITE COMPLIANCE PLAN PROTECTION AND STORMWATER POLLUTION PREVENTION PLAN

THE PRIME CONTRACTOR (CONTRACTOR) HAS ULTIMATE RESPONSIBILITY FOR THE SAFETY OF CONSTRUCTION SITE; THIS RESPONSIBILITY INCLUDES COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA) REQUIREMENT FOR **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** COMPLIANCE. THIS PROJECT MANAGEMENT GUIDE (PMG) IS PROVIDED AS A GUIDELINE TO EVALUATE THE CONTRACTOR'S WEATHER PROTECTION PLAN AND PROTECTION OF STORMWATER POLLUTION PREVENTION PLAN (PSWPPP). THIS PMG **APPLIES TO ALL PROJECTS THAT POTENTIALLY DISTURB SITE CONDITIONS** UNLESS WAIVED BY **USF-FM** OFFICE. IN ADDITION, CONSTRUCTION SITES GREATER THAN 1 ACRE REQUIRE THE CONTRACTOR'S FORMAL SUBMISSION OF THE STATE NPDES NOI FORM 62-621.300(4)(B) TO THE DEP.

#### **PART I. USF PROJECT MANAGER (USF PM) RESPONSIBILITY:**

##### **A. PRIOR TO SITE MOBILIZATION BY THE CONTRACTOR:**

1. Obtain and review the Contractor's heavy weather/windstorm protection plan for construction site (**Weather Protection Plan**) and Stormwater Pollution Prevention Plan (**SWPP Plan**).
  - a. The Contractor's **Weather Protection Plan** and **SWPP Plan** should identify:
    - Planning for prior to weather event protection of site
    - Plan of action for post weather event recovery
    - **SWPP Plan BMP's** appropriate for site activities.
  - b. Check for comparability and equivalency to this PMG.
2. Inspect and review all elements of the NPDES conforming **SWPP Plan** with the Contractor (and University Civil Engineer when complexity of site conditions warrant). Ensure onsite provisions are in full conformance with the approved **SWPP Plan**.
3. Review Contractor's initial conditions **Construction Site Stormwater Inspection Report (CSSI Report)** with the Contractor during onsite observation.
4. Verify that the initial conditions and all subsequent **CSSI Reports** are maintained at the construction trailer available for **USF-FM** review; and must be bound and submitted to **USF PM** as part of Substantial Completion deliverable at the completion of all site work. The Contractor may utilize either the EPA sample inspection report form (EPA, Appendix B: Sample Inspection Report) or equivalent Contractor's own report form.

##### **B. DURING CONSTRUCTION PHASE:**

1. Ensure that the Contractor review local weather reports & FEMA weather alerts and check the Contractor's daily site weather log weekly at Owner, Architect, Contractor (**OAC**) meetings.
2. Review **CSSI Reports** weekly at **OAC** meetings.
3. Review **SWPP Plan** elements on site weekly and after each weather event, even if magnitude does not warrant triggering the Contractor's or USF-FM heavy weather provisions. Ensure that the Contractor utilizes the **CSSI Report** form to document the alterations and or restored conditions of all elements of the **SWPP Plan** provisions.

##### **C. WHEN HEAVY WEATHER IS IMMINENT:**

1. Ensure Contractor performs daily weather monitoring, especially during Florida's official hurricane season (Early June through late November)
2. Ensure Contractor initiates timely the heavy weather provisions in accordance with the Contractor's **Weather Protection Plan**.
  - a. Ensure that all **SWPP Plan** required site storm water mitigation elements are repaired or reinforced as deemed prudent by the Civil Engineer of Record and AHJ (Authority Having Jurisdiction).
  - b. Ensure that the Contractor utilizes the **CSSI Report** form to document the conditions of all elements of the **SWPP Plan** provisions.
3. Cancel all job site meetings and conferences scheduled during the anticipated heavy weather period.

##### **D. POST HEAVY WEATHER EVENT ASSESSMENT AND RECOVERY PLAN:**

1. Expedite Owner review and approval of the Contractor's Work Recovery and Schedule Recovery plans.
2. Review Contractor's assessment of regional impact of the weather event in fabrication and delivery of materials.
3. Review Contractor's request to adjust project budget and schedule; ensure Contractor provides a narrative summary for USF review and record.
4. Ensure that the Contractor utilizes the **CSSI Report** form to document the restoration efforts and conditions of all elements of the **SWPP Plan** provisions.

## **PART II. PRIME CONTRACTOR RESPONSIBILITY:**

### **A. ON SITE MOBILIZATION:**

1. Inspect and review all elements of the [SWPP Plan](#) with the Architect of Record and Civil Engineer of Record. Comply with all modifications as directed by the AHJ. Ensure full conformance with the approved [SWPP Plan](#).
2. Prepare the initial conditions [Construction Site Stormwater Inspection Report \(CSSI Report\)](#) utilizing either the EPA sample inspection report form (EPA, Appendix B: Sample Inspection Report found on EPA webpage: [www.epa.gov](http://www.epa.gov)) or equivalent Contractor's report form.
3. Review with the USF Project Manager (and University Civil Engineer when complexity of site conditions warrant) the initial conditions [CSSI Report](#) during onsite observation.

### **B. DURING CONSTRUCTION:**

1. Comply fully with **FM-QM Building Envelope Commissioning** requirements to protect installed work from weather.
  - a. Roofs: comply with USF roofing commissioning program requirement for daily protection of installed work (night termination of installed work) and stored materials.
  - b. Provide dams, re-contour site grading, and provide curbs and other temporary barriers at all unprotected thresholds to keep water out.
  - c. Provide wind screens, water shields and rain diverters, etc. to protect all above grade openings.
2. [Comply fully requirement to maintain NPDES conforming SWPP Plan provisions.](#)
  - a. [Conduct minimum weekly inspection of SWPP Plan provisions on site and document on CSSI Report.](#)
  - b. [Complete CSSI Report form to document the restoration efforts and conditions of all elements of the SWPP Plan provisions.](#)

### **C. BEFORE A WEATHER EVENT:** (provisions should be made in consideration of anticipated wind speed and expected impact on campus storm system. The list below is not all inclusive.)

1. [Review NPDES conforming SWPP Plan and make all corrections/repairs.](#)
  - a. [Complete CSSI Report form to document the restoration efforts and conditions of all elements of the SWPP Plan provisions.](#)
  - b. Repair and restore all erosion controls: landscaped areas, storm retention embankments, etc.
  - c. Strengthen, replace or otherwise make heavy weather resistant all temporary stormwater erosion control such as, silt fence, hay bales, soil dams, etc.
  - d. Document site conditions with photographs.
2. **USF EOP Annex B1, Hurricane Preparedness Plan** requires **all campus construction to be secured** when named hurricane is within 48 hours Cone of Uncertainty. For any weather event of significance (other than named hurricanes) the Prime Contractor shall make provisions to secure the site within 24 hours of the anticipated weather event.
  - a. Confirm with landscaper whether newly planted trees require additional bracing or trimming.
  - b. Remove or empty dumpsters.
  - c. Clean site and remove all debris that can become windblown and airborne (in particular any items with proportionately large sail areas).
  - d. Remove or secure portable chemical toilets.
  - e. Remove or secure all temporary equipment on site.
  - f. Remove or secure (strap, weigh down and tarp) all materials on site.
  - g. Remove all materials on roof deck not permanently adhered or fastened to roof.
  - h. Remove or provide additional vents to the wind screens on construction fence.
  - i. Remove or store flat & tie down all portable fencing; do not rely on weighing down with sandbags or other weights.
  - j. Remove or secure any temporary free standing signage or mounted on construction fence.
  - k. Clean all debris in storm system inlets.
  - l. Inspect job trailer tie downs.
  - m. If there are any low spots on site or within building prone to flooding, arrange for pumps and hoses to be available.
  - n. Ensure all cranes and other heavy equipment is secured in full compliance with regulatory requirements.
  - o. Cancel all job site meetings and deliveries that are scheduled during the anticipated heavy weather period.

### **D. POST WEATHER EVENT ASSESSMENT AND WORK RECOVERY PLAN:**

1. **Rapid Assessment Phase:** Time is of the essence to minimize schedule impact.
  - a. Develop a project specific post event damage assessment team/process and placed work recovery plan of action to restore site conditions and installed work.
    - [Review and assess whether stormwater pollution prevention measures are still intact and functioning properly per the SWPP Plan, Identify restoration measures needed.](#)

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- b. Review work recovery plan with the Owner.
  - c. Document any and all damage by photography.
  - d. Execute **Work Recovery Plan**.
    - [Repair and restore SWPP Plan measures identified needing corrective action.](#)
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2. **Schedule Recovery Phase:** at completion of Rapid Assessment phase:
- a. Assess regional impact of the weather event in fabrication and delivery of materials; assess such impact on schedule.
  - b. Develop a schedule recovery plan for Owner review.
  - c. Execute **Schedule Recovery Plan**.
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## CONSTRUCTION SITE STORMWATER INSPECTION REPORT

GENERAL INFORMATION	
PROJECT NAME	
NPDES TRACKING NO.	LOCATION
DATE OF INSPECTION	START/END TIME
INSPECTOR'S NAME(S)	
INSPECTOR'S TITLE(S)	
INSPECTOR'S CONTACT INFORMATION	
INSPECTOR'S QUALIFICATIONS	Insert qualifications or add reference to the SWPPP.
DESCRIBE PRESENT PHASE OF CONSTRUCTION	
<b>Type of INSPECTION:</b> <input type="checkbox"/> REGULAR <input type="checkbox"/> PRE-STORM EVENT <input type="checkbox"/> DURING STORM EVENT <input type="checkbox"/> POST-STORM EVENT	
WEATHER INFORMATION	
<b>HAS THERE BEEN A STORM EVENT SINCE THE LAST INSPECTION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF YES, PROVIDE:</b> STORM START DATE & TIME: _____ STORM DURATION (HRS): _____ APPROXIMATE AMOUNT OF PRECIPITATION (IN): _____	
<b>WEATHER AT TIME OF THIS INSPECTION?</b> <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> RAIN <input type="checkbox"/> SLEET <input type="checkbox"/> FOG <input type="checkbox"/> SNOWING <input type="checkbox"/> HIGH WINDS <input type="checkbox"/> OTHER: _____ TEMPERATURE: _____	
<b>HAVE ANY DISCHARGES OCCURRED SINCE THE LAST INSPECTION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, describe:</b>	
<b>ARE THERE ANY DISCHARGES AT THE TIME OF INSPECTION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, describe:</b>	

SITE-SPECIFIC BMPs (BEST MANAGEMENT PRACTICE)				
NUMBER THE STRUCTURAL AND NON-STRUCTURAL BMPs IDENTIFIED IN YOUR SWPPP ON YOUR SITE MAP AND LIST THEM BELOW (ADD AS MANY BMPs AS NECESSARY). CARRY A COPY OF THE NUMBERED SITE MAP WITH YOU DURING YOUR INSPECTIONS. THIS LIST WILL ENSURE THAT YOU ARE INSPECTING ALL REQUIRED BMPs AT YOUR SITE. DESCRIBE CORRECTIVE ACTIONS INITIATED, DATE COMPLETED, AND NOTE THE PERSON THAT COMPLETED THE WORK IN THE CORRECTIVE ACTION LOG.				
	BMP	BMP INSTALLED?	BMP MAINTENANCE REQUIRED?	CORRECTIVE ACTION NEEDED AND NOTES
1		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
5		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
6		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
11		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
14		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
15		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
16		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
17		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
18		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
19		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
20		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OVERALL SITE ISSUES				
Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.				
	BMP/ACTIVITY	IMPLEMENTED?	MAINTENANCE REQUIRED?	CORRECTIVE ACTION NEEDED AND NOTES
1	ARE ALL SLOPES AND DISTURBED AREAS NOT ACTIVELY BEING WORKED PROPERLY STABILIZED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	ARE NATURAL RESOURCE AREAS (E.G., STREAMS, WETLANDS, MATURE TREES, ETC.) PROTECTED WITH BARRIERS OR SIMILAR BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	ARE PERIMETER CONTROLS AND SEDIMENT BARRIERS ADEQUATELY INSTALLED (KEYED INTO SUBSTRATE) AND MAINTAINED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	ARE DISCHARGE POINTS AND RECEIVING WATERS FREE OF ANY SEDIMENT DEPOSITS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	ARE STORM DRAIN INLETS PROPERLY PROTECTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	IS THE CONSTRUCTION EXIT PREVENTING SEDIMENT FROM BEING TRACKED INTO THE STREET?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	IS TRASH/LITTER FROM WORK AREAS COLLECTED AND PLACED IN COVERED DUMPSTERS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	ARE WASHOUT FACILITIES (E.G., PAINT, STUCCO, CONCRETE) AVAILABLE, CLEARLY MARKED, AND MAINTAINED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	ARE VEHICLE AND EQUIPMENT FUELING, CLEANING, AND MAINTENANCE AREAS FREE OF SPILLS, LEAKS, OR ANY OTHER DELETERIOUS MATERIAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	ARE MATERIALS THAT ARE POTENTIAL STORMWATER CONTAMINANTS STORED INSIDE OR UNDER COVER?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	ARE NON-STORMWATER DISCHARGES (E.G., WASH WATER, DEWATERING) PROPERLY CONTROLLED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	(OTHER)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

NON-COMPLIANCE
DESCRIBE ANY INCIDENTS OF NON-COMPLIANCE NOT DESCRIBED ABOVE:

CERTIFICATION STATEMENT
"I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION 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."
PRINT NAME AND TITLE: _____ DATE: _____
SIGNATURE: _____

U.S. EPA: Developing Your Stormwater Pollution Prevention Plan: A Guide for Construction Sites, Appendix B: **Sample Inspection Report**. <http://cfpub.epa.gov/npdes/search.cfm>

**INSTRUCTIONS** This sample inspection report has been developed as a helpful tool to aid you in completing your site inspections. This sample inspection report was created consistent with EPA's Developing Your Stormwater Pollution Prevention Plan. You can find both the guide and the sample inspection report (formatted in Microsoft Word) at [www.epa.gov/npdes/swppguide](http://www.epa.gov/npdes/swppguide). This inspection report is provided in Microsoft Word format to allow you to easily customize it for your use and the conditions at your site. You should also customize this form to help you meet the requirements in your construction general permit related to inspections. If your permitting authority provides you with an inspection report, please use that form. For more information on inspections, please see Developing Your Stormwater Pollution Plan Chapters 6 and 8.

**USING THE INSPECTION REPORT** This inspection report is designed to be customized according to the BMPs and conditions at your site. For ease of use, you should take a copy of your site plan and number all of the stormwater BMPs and areas of your site that will be inspected. A brief description of the BMP or area should then be listed in the site-specific section of the inspection report. For example, specific structural BMPs such as construction site entrances, sediment ponds, or specific areas with silt fence (e.g., silt fence along Main Street; silt fence along slope in NW corner, etc.) should be numbered and listed. You should also number specific non-structural BMPs or areas that will be inspected (such as trash areas, material storage areas, temporary sanitary waste areas, etc.). You can complete the items in the "General Information" section that will remain constant, such as the project name, NPDES tracking number, and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections. When conducting the inspection, walk the site by following your site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been addressed (customize this list according to the conditions at your site). Note any required corrective actions and the date and responsible person for the correction in the Corrective Action Log.