



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

C000					
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Background: This checklist is used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews. It is provided as an additional resource intended for SWPPP designers for construction projects to assure all required elements of a SWPPP are included. Use of this checklist will help you to determine if your SWPPP is complete, though not all checklist items are applicable to all projects. This checklist can be used for all size projects; however, the guidance document "Stormwater Compliance Assistance Toolkit for Small Construction Operators," contains a SWPPP template designed specifically for small site projects. This guidance is available on the MPCA Construction Stormwater webpage at: <http://www.pca.state.mn.us/wfhya5b>.

Note - This checklist is for your information and use is voluntary. The checklist does not need to be returned to the MPCA.

Review Information

Applicant: _____ Project name: _____
Application date: _____ Reviewer name: _____

Reason for review:

Yes	N/A		Notes
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory (over 50 acres and discharging to a special or impaired water)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Random audit	_____
<input type="checkbox"/>	<input type="checkbox"/>	Enforcement case	_____
Case lead: _____			_____

SWPPP contains a combination of:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Narrative
<input type="checkbox"/>	<input type="checkbox"/>	Plan sheets
<input type="checkbox"/>	<input type="checkbox"/>	Standard detail sheets (where appropriate)

SWPPP Information (does the Narrative contain the following)

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Describe the nature of the construction activity?
<input type="checkbox"/>	<input type="checkbox"/>	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
<input type="checkbox"/>	<input type="checkbox"/>	Identify the person who will oversee the SWPPP implementation?
<input type="checkbox"/>	<input type="checkbox"/>	Identify the entity responsible for long term Operations and Maintenance (O&M) of the permanent stormwater management system?
<input type="checkbox"/>	<input type="checkbox"/>	List the chain of responsibility for SWPPP implementation for all operators on the site?
<input type="checkbox"/>	<input type="checkbox"/>	Identify the training requirements are satisfied.
<input type="checkbox"/>	<input type="checkbox"/>	Describe installation timing for all Erosion Sediment Control (ESC) Best Management Practices (BMPs)?
<input type="checkbox"/>	<input type="checkbox"/>	Describe procedures to establish additional temporary ESC BMPs as necessary for site conditions?
<input type="checkbox"/>	<input type="checkbox"/>	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
<input type="checkbox"/>	<input type="checkbox"/>	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
<input type="checkbox"/>	<input type="checkbox"/>	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
<input type="checkbox"/>	<input type="checkbox"/>	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?

Comments: _____

Do plan sheets identify:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Existing and final grades.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and types of all temporary and permanent ESC BMPs.
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.

Do plan sheets identify (continued):

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Impervious areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil types. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of areas not to be disturbed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tabulated quantities of all erosion prevention and sediment control BMPs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Limits of construction phases. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of all wetlands and surface waters that will receive pre- or post-construction site runoff. (If they do not fit on the plan sheets, use an arrow to note the direction and distance. |

Comments: _____

Standard plates or specifications:

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are standard plates or specifications included where appropriate? |

Part III - Stormwater Discharge Design Requirements

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are Temporary Sediment Basins required on site? (10 acres draining to common location) |

If Yes, are they:

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Adequately sized – 2-year, 24-hour storm, minimum 1,800 feet ³ /acre; or no calculative minimum 3,600ft ³ /acre? |
| <input type="checkbox"/> | <input type="checkbox"/> | Designed to prevent short circuiting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are outlets designed to remove floating debris? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are outlets designed to allow complete drawdown? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do outlets have energy dissipation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a stabilized emergency spillway? |

Comments: _____

- | Yes | N/A | | | | | | | | | | | | | |
|--------------------------|--------------------------|--|-----|-----|--|--------------------------|--------------------------|----------------|--------------------------|--------------------------|---------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent Stormwater Management System | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is calculation of new impervious surface included in SWPPP? | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are calculations for permanent stormwater management system included (water quality volume of one-half inch of runoff)? | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there areas of the project where typical treatment methods are not feasible? (Up to one percent of project size or three cumulative acres or proximity to bedrock or road projects lacking of right of way.) | | | | | | | | | | | | |
| | | If yes, has effort been made to provide some treatment using alternatives? | | | | | | | | | | | | |
| | | <table border="0"><thead><tr><th>Yes</th><th>N/A</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Grassed swales</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Smaller ponds</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Grit chambers</td></tr></tbody></table> | Yes | N/A | | <input type="checkbox"/> | <input type="checkbox"/> | Grassed swales | <input type="checkbox"/> | <input type="checkbox"/> | Smaller ponds | <input type="checkbox"/> | <input type="checkbox"/> | Grit chambers |
| Yes | N/A | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Grassed swales | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Smaller ponds | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Grit chambers | | | | | | | | | | | | |

Comments: _____

Which method of permanent stormwater treatment has been selected?

- | Yes | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--------------------------|---|-----|-----|--|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Wet sedimentation basin: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0"><thead><tr><th>Yes</th><th>N/A</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Permanent volume of 1,800 feet³ below outlet pipe for each acre draining</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Minimum depth of 3 feet; maximum depth of 10 feet</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Configured so scour or resuspension is minimized</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Water quality volume is one-half inch of runoff from new impervious surfaces</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Basin outlets designed to discharge at less than 5.66 cubic feet per second (cfs) per acre of pond</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Basin outlets designed to prevent short circuiting</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Basin outlets designed to prevent discharge of floatables</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Stabilized emergency overflow</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Is adequate maintenance access provided</td></tr></tbody></table> | Yes | N/A | | <input type="checkbox"/> | <input type="checkbox"/> | Permanent volume of 1,800 feet ³ below outlet pipe for each acre draining | <input type="checkbox"/> | <input type="checkbox"/> | Minimum depth of 3 feet; maximum depth of 10 feet | <input type="checkbox"/> | <input type="checkbox"/> | Configured so scour or resuspension is minimized | <input type="checkbox"/> | <input type="checkbox"/> | Water quality volume is one-half inch of runoff from new impervious surfaces | <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to discharge at less than 5.66 cubic feet per second (cfs) per acre of pond | <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to prevent short circuiting | <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to prevent discharge of floatables | <input type="checkbox"/> | <input type="checkbox"/> | Stabilized emergency overflow | <input type="checkbox"/> | <input type="checkbox"/> | Is adequate maintenance access provided |
| Yes | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent volume of 1,800 feet ³ below outlet pipe for each acre draining | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum depth of 3 feet; maximum depth of 10 feet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Configured so scour or resuspension is minimized | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Water quality volume is one-half inch of runoff from new impervious surfaces | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to discharge at less than 5.66 cubic feet per second (cfs) per acre of pond | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to prevent short circuiting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Basin outlets designed to prevent discharge of floatables | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Stabilized emergency overflow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is adequate maintenance access provided | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Comments: _____

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Infiltration/filtration:
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Is infiltration/filtration appropriate to the site and land uses?
<input type="checkbox"/>	<input type="checkbox"/>	Is infiltration system not excavated to final grade until drainage area constructed and stabilized?
<input type="checkbox"/>	<input type="checkbox"/>	Are rigorous sediment and erosion controls used to keep sediment and runoff away?
<input type="checkbox"/>	<input type="checkbox"/>	Is a pretreatment device used?
<input type="checkbox"/>	<input type="checkbox"/>	Is the system sufficient to infiltrate or filter the appropriate water quality volume?
<input type="checkbox"/>	<input type="checkbox"/>	Can water quality volume be discharged in 48 hours or less?
<input type="checkbox"/>	<input type="checkbox"/>	If not, are they routed through stabilized discharge point?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a way to visually verify the system is operating as designed?
<input type="checkbox"/>	<input type="checkbox"/>	Has appropriate testing been conducted to ensure a minimum of 3 feet of separation?
<input type="checkbox"/>	<input type="checkbox"/>	Are calculations and computer model results included to demonstrate the design adequacy of the infiltration system?
<input type="checkbox"/>	<input type="checkbox"/>	Is adequate maintenance access provided?
<input type="checkbox"/>	<input type="checkbox"/>	Does the maintenance plan identify who will perform future maintenance?

Comments: _____

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Regional ponds:
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Is written authorization from owner of regional pond included in SWPPP?
<input type="checkbox"/>	<input type="checkbox"/>	Is there no significant degradation of waterways between project and regional pond?
<input type="checkbox"/>	<input type="checkbox"/>	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Comments: _____

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Combination of practices:
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Is the entire water quality volume be accounted for?
<input type="checkbox"/>	<input type="checkbox"/>	Are computer models and/or calculations included in the SWPPP?

Comments: _____

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Alternative method:
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	SWPPP, including the Alternative Method documentation, to MPCA for review and approval at least 90 days prior to the proposed starting date of construction activity.

Comments: _____

Part IV - Construction Activity Requirements

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Addresses erosion prevention measures:
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Are areas not to be disturbed delineated on plans?
<input type="checkbox"/>	<input type="checkbox"/>	Has appropriate construction phasing been implemented?
<input type="checkbox"/>	<input type="checkbox"/>	Do exposed soils have erosion protection/cover within 14 days?
<input type="checkbox"/>	<input type="checkbox"/>	Are wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hrs?
<input type="checkbox"/>	<input type="checkbox"/>	Do pipe outlets have energy dissipation within 24 hours of connecting?

Comments: _____

Yes N/A

☐ ☐ Addresses **sediment control** measures:

Yes N/A

- ☐ ☐ Are slopes with a 3:1 grade broken up into lengths less than 75 feet?
- ☐ ☐ Are sediment control practices established on down gradient perimeters?
- ☐ ☐ Are all inlets protected?
- ☐ ☐ Do stockpiles have sediment control and placed in areas away from surface waters?
- ☐ ☐ Do construction site entrances minimize street tracking?

Comments: _____

Yes N/A

☐ ☐ Addresses **dewatering and basin draining**:

Yes N/A

- ☐ ☐ Is there a plan in place for dewatering so as to not cause nuisance conditions, erosion, or inundation?

Comments: _____

Yes N/A

☐ ☐ Addresses **inspections and maintenance**:

Yes N/A

- ☐ ☐ Identifies the person who will oversee the BMP inspection and maintenance?
- ☐ ☐ Inspections performed once every 7 days
- ☐ ☐ Inspections performed within 24 hours of a rain event greater than 0.5 in/24 hours
- ☐ ☐ Inspection and Maintenance records include:

Yes N/A

- ☐ ☐ Date and time of inspection
- ☐ ☐ Name of person(s) conducting inspections
- ☐ ☐ Finding of inspections and recommendations for corrective actions
- ☐ ☐ Date and amount of rainfall events greater than 0.5 in/24 hours

Yes N/A

- ☐ ☐ Maintenance performed

Yes N/A

- ☐ ☐ Silt fence repaired/replaced/supplemented when nonfunctional, or one-third full; within 24 hours
- ☐ ☐ Sediment basins drained and sediment removed when reaches one-half storage volume; within 72 hours
- ☐ ☐ Sediment removed from surface waters within 7 days
- ☐ ☐ Construction site exits inspected, tracked sediment removed within 24 hours

Comments: _____

Yes N/A

☐ ☐ Addresses **pollution prevention** management measures:

Yes N/A

- ☐ ☐ Solid waste disposed properly; comply with MPCA requirements
- ☐ ☐ Hazardous waste stored (secondary containment, restricted access) and disposed in compliance with MPCA requirements
- ☐ ☐ External washing of vehicles limited. Runoff contained and waste properly disposed
- ☐ ☐ No engine degreasing allowed on site
- ☐ ☐ Concrete washout provided (container or lined)

Comments: _____

Yes N/A

☐ ☐ Addresses **final stabilization**:

Yes N/A

- ☐ ☐ Stabilization by uniform perennial vegetative cover (70 percent density)
- ☐ ☐ Drainage ditches stabilized
- ☐ ☐ All temporary synthetic and structural BMPs removed
- ☐ ☐ Clean out sediment from conveyances and sedimentation basins (return to design capacity)
- ☐ ☐ If residential – distribute homeowner factsheet
- ☐ ☐ Submit Notice of Termination (NOT)

Comments: _____

Requirements of Appendix A

Yes N/A

☐
☐

Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	N/A	Which type of special water?	BMP category
<input type="checkbox"/>	<input type="checkbox"/>	Wilderness Areas	C.1, C.2, C.3, C.4
<input type="checkbox"/>	<input type="checkbox"/>	Mississippi River	C.1, C.2, C.3
<input type="checkbox"/>	<input type="checkbox"/>	Scenic or Recreational river	C.1, C.2, C.3
<input type="checkbox"/>	<input type="checkbox"/>	Lake Superior	C.1, C.2, C.3
<input type="checkbox"/>	<input type="checkbox"/>	Lake Trout Lakes	C.1, C.2, C.3, C.4
<input type="checkbox"/>	<input type="checkbox"/>	Trout Lakes	C.1, C.2, C.3, C.4
<input type="checkbox"/>	<input type="checkbox"/>	Scientific and Natural areas	C.1, C.2, C.3, C.4
<input type="checkbox"/>	<input type="checkbox"/>	Trout Streams	C.1, C.2, C.3, C.5

Yes	N/A	Impaired water	BMP category
<input type="checkbox"/>	<input type="checkbox"/>	TMDL and/or WLA not yet approved	C.1, C.2
<input type="checkbox"/>	<input type="checkbox"/>	Approved TMDL and WLA	BMPs in TMDL

TMDL = Total Maximum Daily Loads

WLA = Waste Load Allocations

BMP category Requirement

Yes N/A

☐
☐

C.1

All soils protected in seven days/provide temp basin for five acres draining to common location.

☐
☐

C.2

Treat water quality volume of one inch of runoff with one-half inch infiltrated,

or

Infiltration not possible for the following reason(s):

Yes N/A

☐
☐

Lack of depth to groundwater

☐
☐

D type soils

☐
☐

Runoff from areas with known contaminants (stormwater hotspot)

☐
☐

Proximity to bedrock

☐ Other: _____

☐
☐

C.3

Maintain buffer zone of 100 linear feet from Special Water.

☐
☐

C.4

Post project volume/rate control.

☐
☐

C.5

Temperature controls.

Comments: _____

☐
☐

Does this site discharge to wetlands?

Yes N/A

☐
☐

Has the wetland mitigation sequence been followed?

Comments: _____
