



MARSHALL UNIVERSITY

CONSTRUCTION SITE RUN-OFF CONTROL PROGRAM

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SECTION I. OVERVIEW

Stormwater runoff from construction activities can have a significant impact on water quality. As stormwater flows over a construction site, it picks up pollutants like sediment, debris and chemicals. Polluted stormwater runoff can harm or kill fish and other wildlife. Sedimentation can destroy aquatic habitat and high volumes of runoff can cause stream bank erosion.

The WV NPDES Stormwater Program requires operators of construction sites that disturb one (1) acre or greater, including smaller sites that are part of a larger common plan of development, to obtain authorization to discharge stormwater under an NPDES Construction Stormwater General Permit.

SECTION II. PERMIT REQUIREMENTS

It is the responsibility of Marshall University to obtain coverage for planned construction activities **prior** to the commencement of work. The WV Department of Environmental Protection (DEP) has developed and issued an NPDES Construction Stormwater General Permit to regulate sediment laden stormwater flowing into the waters of the State from discharges associated with construction activities.

Marshall University shall submit a Site Registration Application (SRA) Form and supporting documents 45 days prior to commencing the operation for construction activities three (3) acres or greater of land disturbance in size or are one to less than three acres but will have construction activities one year or longer.

Marshall University must submit a Notice of Intent (NOI) and supporting documents at least ten (10) days prior to starting earth disturbing activities for projects that will disturb one (1) acre and less than three (3) acres.

A Stormwater Pollution Prevention Plan (SWPPP) and a Groundwater Protection Plan (GPP) shall be developed for each project covered by the permit. These two plans may be combined into one plan if all of the requirements for both plans are met. Alternatively, they may be developed and maintained as separate stand-alone documents. Sites that require an SRA must submit the SWPP during the application process. Sites requiring an NOI need to only have the SWPP on site at all times.

The SWPPP shall be prepared in accordance with good engineering practices. The plan shall identify potential sources of pollution that may reasonably be expected to affect the quality of stormwater discharges associated with construction activity. In addition, the plan shall describe and ensure the implementation of practices that are to be used to reduce the pollutants in stormwater discharges associated with construction activity and to assure compliance with the WVDEP Erosion and Sediment Control BMP Manual.

A GPP shall be prepared in accordance with the requirements of 47CSR58-4.11. et seq (Groundwater Protection Regulations). The GPP shall identify all operations that may reasonably be expected to contaminate the groundwater resources with an indication of the potential for soil and groundwater contamination from those operations. In addition the GPP shall provide a thorough and detailed description of procedures designed to protect groundwater from the identified potential contamination sources. The GPP is not required to be submitted to the Division of Water and Waste Management for review. Guidance in the completion of a GPP is available from the Division of Water and Waste Management.

When the construction activity is completed and all disturbed areas are stabilized, Marshall University must submit a Notice of Termination (NOT) in order to end coverage under the General Permit.

Within 24 hours of filing an NOI or a SRA all projects shall display a sign for the duration of the construction project near the entrance of the project or, for linear projects, at a location near an active part of the project that is accessible by the public which contains the following information using the template found in the instructions:

1. Registrants name or the name of a contact person along with a telephone number;
2. A brief description of the project
3. A statement indicating that the NOI or SWPPP, as applicable, has been filed with the DWWM;
4. The address and telephone number of the agency where the NOI or SWPPP is maintained; and
5. That any person may obtain a copy of the NOI or SWPPP by contacting the DWWM at (800) 654-5227.

The sign shall be a minimum of two feet by two feet and at least three feet above ground level, clearly visible and legible from a public roadway or right-of-way.

SECTION III. CONSTRUCTION SITE REQUIREMENTS

The requirements listed below are deemed necessary to be in compliance with the NPDES Construction Stormwater General Permit. The on-site contractor is to properly use stated BMPs in the SWPPP and to properly maintain the construction site by addressing the following requirements to maintain compliance.

A. SWPPP/BMPs

Construction site contractor will follow stormwater guidelines established in the SWPPP or WV Erosion Control BMP Manual, whichever is more stringent. Failure to comply with site BMPs is cause for non-compliance and subject to enforcement actions.

B. Disposal of Construction Materials

Concrete, stuccos, mortars, Portland cement products, lime/fly ash treatment, gypsum and drywall materials are toxic to fish and the aquatic environment and require proper handling and disposal to minimize or eliminate discharges to gutters, storm drains, and watercourses. Concrete washout water, even though void of concrete sediment, typically contains heavy metals and high levels of pH, which are highly toxic to fish and aquatic life. Materials need to be covered and contained to protect them from rainfall and prevent toxic runoff.

C. Process Discharge Containment

Utilizing Marshall University's drainage system for residual discharge from boring equipment, saw-cutting, or grinding operations without the required measures is prohibited. This type of polluted water, if allowed to enter into surface waters, is a violation of the Clean Water Act. Discharges from construction activities will need to be contained, pumped or vacuumed into

tanks or barrels, removed from the site and properly disposed of. The intention of this section is to address all site water, which is discharged by mechanical means.

D. Site Management

Overall good site management (housekeeping) can make a significant difference on the impact a construction site will have on water quality. General site management includes:

- Water Conservation
- Liquid Pollutant Management
- Sanitary Septic Waste Management
- Vehicle & Equipment-Cleaning, Fueling, and Maintenance
- Hazardous Waste Management
- Solid Waste Management
- Stockpile Management
- Material Use, Delivery and Storage
- Spill Prevention and Control

SECTION IV. PLAN REVIEW PROCESS FOR NEW AND REDEVELOPMENT PROJECTS

Marshall has the authority to review and approve the site plan without public input. The site plan review process begins with the submittal of the SWPPP. The SWPPP shall be submitted to Marshall University in a three ring binder. Only one set is required. Marshall University's Facilities, Planning, & Management and Environmental Health & Safety departments will perform a review of the SWPPP for completeness, general conformance, and adherence for the following objectives:

- All pollutants and their sources, including sources of sediment associated with construction, construction site erosion and all other activities associated with construction activity are controlled;
- All non-stormwater discharges are identified and either eliminated, controlled, or treated;
- Site BMPs are effective and result in the reduction or elimination of pollutants in stormwater discharges and authorized non-stormwater discharges from construction activity to the BAT/BCT standard;
- Calculations and design details as well as BMP controls for site run-on are complete and correct, and
- BMPs installed to reduce or eliminate pollutants after construction are completed and maintained.

The site specific SWPPP shall also include:

- Vicinity Map showing nearby roadways, the construction site perimeter and geographic features and general topography surrounding the site.
- A site map showing the construction project in detail including site layout, construction site boundaries, drainage areas, discharge locations, areas of soil disturbance (temporary or permanent), active areas of soil disturbance (cut or fill), locations of all runoff BMPs, a description of the type and location of erosion control and sediment control BMPs, location of sensitive habitats (if applicable), watercourses (if applicable), or other features which are not to be disturbed, locations of all post-construction BMPs and locations of storage areas for waste,

vehicle service, loading/unloading of materials, access (entrance/exits) points to construction site, fueling, water storage, and water transfer for dust control and compaction practices.

- A detailed, site-specific listing of the potential sources of stormwater pollution.
- The name and telephone number of the Qualified SWPPP Practitioner.

Once Marshall University determines completeness, an acknowledgement sheet will be inserted into the SWPPP binder, as well as a tabbed divider, at the rear of the binder for on-site contractor reference. An additional acknowledgement sheet will be kept with the Environmental Health and Safety department for their records.

SECTION V. PRE-CONSTRUCTION MEETING

A pre-construction meeting will be held to discuss contractor expectations for SWPPP, State, and Local compliance. The SWPPP must be kept on-site for the duration of the entire construction phase of the project. Marshall University will explain their construction stormwater runoff inspection and enforcement procedures during this meeting. Project compliance procedures will include, but are not limited to:

- Keeping the project SWPPP up to date and at the job site
- SWPPP site plan shall be kept current showing changes and updates
- Properly installed and maintained BMPs (All maintenance records to be stored in the tabbed section of the SWPPP)
- Practice good housekeeping (Construction Site Requirements)
- Provide educational and training measures for construction site operators for stormwater management
- Eliminate or minimize tracking from construction entrances and exits by utilizing an all-weather rock entrance.
- Sweep/vacuum streets and obtain clearance from City of Huntington before washing.
- Contain and/or treat wash water from power washing operations and dispose of it appropriately.
- Maintain drain inlet protection liners and bags, and ensure that the area around storm drains is kept clean.

SECTION VI. INSPECTION PROCEDURE

Marshall University will conduct stormwater inspections, via the Environmental Health and Safety department, at least once every seven calendar days and within 24 hours after any storm event of greater than 0.5 inches of rain per 24-hour period. Access cannot be denied. Site visits will consist of completing the standard Stormwater Construction Inspection Form (available on Marshall University's stormwater web page). An electronic copy of the Stormwater Inspection Form will be emailed to the contractor/project site's foreman. The report can be printed and inserted in the tabbed section of the SWPPP binder, or can be filed electronically. Whichever method is used is acceptable as long as the report can be reproduced at the request of the WVDEP. It is the responsibility of the contractor/site foreman to confirm the report has been reviewed, filed appropriately, and corrected reported non-compliance issues weekly or as directed.

SECTION VII. ENFORCEMENT PROCEDURE

If violation(s) are found by an inspection, the project site foreman will be notified of the violation(s). Upon finding of violations a progressive discipline policy will be initiated:

- First Infraction: Verbal Warning-Documentation of such warning will be placed in the SWPPP and in the Environmental Health and Safety file.
- Second Infraction: Written Warning- Documentation of such warning will be placed in the SWPPP and in the Environmental Health and Safety file.
- Third Infraction: Disciplinary action will take place pending Marshall University's decision. Documentation of such action will be placed in the SWPPP and in the Environmental Health and Safety file.
- Fourth Infraction: Removal from construction project. Documentation of such action will be placed in the SWPPP and in the Environmental Health and Safety file.

SECTION VIII. RECORD KEEPING

Inspection, enforcement, and maintenance records will be kept in the SWPPP and at the Environmental Health and Safety department until completion of the construction.