



State of Oregon
Department of
Environmental
Quality

Construction Stormwater Permit Guidance

**1200-C NPDES General Permit:
Disturbance of One Acre or More**

July 2011



1200-C Construction Stormwater Permit Registration Guidance

This report prepared by:

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General Information

Areas inside the jurisdiction of those Agents listed in Table 1:

The Agent will administer the construction project under the NPDES 1200-C Permit. If your site disturbs one acre or more and has the potential for discharging storm water to surface waters or to conveyance systems which discharge to surface waters, you should submit your application for coverage under the NPDES 1200-C Permit to the appropriate Agent listed in Table 1.

Disturbed sites one acre to less than five acres, local government entity administered areas:

If your site is in this size range, is located within those jurisdictions located in Table 2, and has the potential to discharge stormwater to surface waters or to conveyance systems which discharge to surface waters, then you need to contact the local government entity (city, service district, county, etc.) for information on what they will require. The local government entity will administer the construction project under their local codes and the site is automatically covered under the NPDES 1200-CN Permit.

Note: If a dewatering treatment system is to be used it must be approved by DEQ or Agent. Use of a filtering media alone during the November through May period is insufficient in many soils.

Areas not covered by those Agents in Table 1 or by those government entities in Table 2:

DEQ will administer the construction project under the NPDES 1200-C Permit. If your site disturbs one acre or more and has the potential for discharging storm water to surface waters or to conveyance systems which discharge to surface waters, you should submit your application for coverage under the NPDES 1200-C Permit to the appropriate DEQ Regional Office shown in Figure 1.

Table 1. Cities or Districts Acting as DEQ Agents

City/District	Contact Name and Telephone	Address
Eugene	Ginger Perales 541-682-5249 ginger.m.perales@ci.eugene.or.us	City of Eugene 858 Pearl Street Eugene, OR 97401
Hermiston	Mike Ward 541-667-5025 mward@hermiston.or.us	City of Hermiston 215 E Gladys Ave. Hermiston, OR 97838
Troutdale	Amy Pepper (503) 665-5175 apecpper@ci.troutdale.or.us	City of Troutdale 104 SE Kibling Troutdale, OR 97060
Clean Water Services (cities within CWS Service District)	Jackie Humphreys 503-681-5101 humphreysj@cleanwaterservices.org	Clean Water Services 2550 SW Hillsboro Hwy Hillsboro, OR 97124
Rogue Valley Sewer Services (cities of Talent, Phoenix, Central Point, and parts of Jackson County)	Maynard Flohaug (541) 353-4594 mflohaug@rvss.us	Rogue Valley Sewer Services P.O. Box 3130 Central Point, OR 97502
Clackamas County Water Environmental Services (Outside of incorporated cities except for Gladstone and Rivergrove)	John Nagy 503-353-4594 johnnagy@co.clackamas.or.us	Water Environment Services 150 Beaver creek Rd. Oregon City, OR 97045

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Table 2. Local Government Entities

Permit Issuance Government Entities for Construction Sites of 1 to 5 Disturbed Acres (1200-CN Permit)		
<p>City of Wilsonville Luke F. Bushman 29799 SW Town Center Loop E Wilsonville, OR 97070 (503) 570-1552 bushman@ci.wilsonville.or.us</p>	<p>City of Milwaukie Rob Livingston 6101 SE Johnson Creek Blvd. Milwaukie, OR 97206 (503) 786-7691 livingstonr@ci.milwaukie.or.us</p>	<p>City of West Linn Boris Piatski 22500 Salamo Road West Linn, OR 97068 (503) 722-5519 bpiatski@westlinnoregon.gov</p>
<p>Clean Water Services Jackie Humphreys 2550 SW Hillsboro Highway Hillsboro, OR 97123 (503) 681-5101 humphreysj@cleanwaterservice.org</p> <p>Municipalities & portions of Washington Co. within the service district)</p>	<p>Water Environmental Services John Nagy 150 Beaver Creek Road Oregon City, OR 97045 (503) 742-4594 johnnagy@co.clackamas.or.us</p> <p>(Includes Gladstone, Rivergrove, and portions of northwestern Clackamas Co.)</p>	<p>Multnomah County Adam Barber 1600 SE 190th Ave Portland, OR 97233-5910 (503) 988-5050 ext. 22599 adam.t.barber@multco.us</p> <p>(Includes unincorporated portions of Multnomah Co.)</p>
<p>City of Albany – Public Works Jeff Blaine 333 Broadalbin Street SW Albany, OR 97321 541-917-7633 jeff.blaine@cityofalbany.net</p>	<p>City of Corvallis Jason Tacchini P.O. Box 1083 Corvallis, OR 97339-1083 (541)766-6929 ext. 5023 jason.tacchini@ci.corvallis.or.us</p>	<p>City of Eugene – Public Works Billy Curtiss 99W. 10th Avenue Eugene, OR 97401 (541) 682-5297 billy.r.curtiss@ci.eugene.or.us</p>
<p>City of Springfield - Public Works Engineering Division Todd Singleton 225 Fifth Street Springfield, OR 97477 (541) 726-5931 tsingleton@ci.springfield.or.us</p>	<p>Rogue Valley Sewer Services Maynard Flohaug P.O. Box 3130 Central Point, OR 97502 (541) 353-4594 mflohaug@rvss.us</p> <p>(Cities of Talent, Phoenix, Central Point, parts of Jackson Co.)</p>	<p>Lane County - Public Works, Waste Management Division Dan Hurley 3100 E. 17th Avenue, Eugene, OR 97403 541-682-3811 Daniel.hurley@co.lane.or.us Within the MS4 boundary</p>

Introduction

This guidance is intended to provide you with information about the federal stormwater regulations as they pertain to construction activities in Oregon. It is not intended to give you any detailed information on erosion and sediment control measures.

Background

In November 1990, the federal Environmental Protection Agency (EPA) adopted regulations pertaining to stormwater discharges into surface water bodies ([40 Code of Federal Regulations §122](#)). At this time, the regulations required that National Pollutant Discharge Elimination System (NPDES) permits be obtained for construction activities, including clearing, grading, and excavation, that disturb five (5) or more acres of land. Permits were also required for developments that disturb at least five acres over a period of time.

On December 8, 1999, EPA adopted the Phase II regulations that require NPDES permits for construction activities that disturb one or more acres of land, including smaller sites that are less than one acre that are part of a larger common plan of development. For more information on these regulations, please visit EPA's Stormwater website at:

http://cfpub1.epa.gov/npdes/regs.cfm?program_id=6.

The Department of Environmental Quality (DEQ) has developed NPDES Stormwater Discharge General Permit No. 1200-C to cover these activities. Oregon Administrative Rules (OAR) 340-045-0015 and 0033(5) require all owners or operators responsible for these activities to register under this permit or obtain an individual permit.

On December 1, 2010, DEQ revised the 1200-C Permit that was adopted pursuant to Oregon Revised Statute (ORS) 468B.050 and Section 402 of the Federal Clean Water Act. You may obtain a copy of the permit from a DEQ regional office (see Tables 1 through 3: DEQ Main Regional Offices, p. iii through v.) or visit: <http://www.deq.state.or.us/wq/wqpermit/docs/general/npdes1200c/permit.pdf>

This permit does not authorize in-water or riparian work regulated by the Federal Clean Water Act Section 404-permit program. These types of activities are regulated by the Oregon Department of State Lands, website: <http://www.oregon.gov/DSL/index.shtml>, U.S. Army Corp of Engineers, website: <https://www.nwp.usace.army.mil/op/g/home.asp> and the Department of Environmental Quality Section 401 certification program, website: <http://www.deq.state.or.us/wq/sec401cert/sec401cert.htm>.

Unless specifically authorized by this permit, by another National Pollutant Discharge Elimination System (NPDES) or Water Pollution Control Facilities (WPCF) permit, or by OAR, any other direct or indirect discharge to waters of the state is prohibited, including discharges to an underground injection control (UIC) system.

Does Your Construction Site Need a Permit?

Please answer the following questions:

1. Does your construction project disturb one or more acres of land through clearing, grading, excavating, or stockpiling of fill material, does it disturb less than one acre but is part of a larger common plan of development or sale (for example, a subdivision that was developed after November 30, 2010) that ultimately disturbs one acre or more? Remember to count the acreage of the entire project whether in a single or in a multiphase project. This applies even if you are responsible for only a small portion (less than one acre per phase) of the larger project planned over time.

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2. Is there any possibility that stormwater could run off your site during construction and into surface waters or conveyance systems leading to surface waters of the state? In many cases, the answer to this question is *yes*. However, if the topography and location (such as an area where the conveyance system discharges to drywells) of your site is such that there is no possibility that rainfall or snowmelt could leave the site or enter a waterway, you do not need permit coverage.

If you answered “yes” to both of these questions, your construction site needs permit coverage. Coverage may be available through the 1200-CN (see General Information section, page i).

Which Agricultural and Forestry Construction Activities Need a Permit

Following EPA guidelines (as stated in 40 CFR 122.3(e)), pollutants from nonpoint source agricultural and silvicultural activities, including runoff from orchards, cultivated crops, pastures, range lands, and forest lands, with the exception of Confined Animal Feeding Operations (CAFOs) as defined at: http://www.oregon.gov/ODA/NRD/cafofaq.shtml#What_is_the_definition_of_a_CAFO, are exempt under the stormwater regulations. CAFOs must register for the Oregon CAFO National Pollutant Discharge Elimination System General Permit 01-2009. Information on Oregon’s CAFO program is available at http://www.oregon.gov/ODA/NRD/cafo_front.shtml.

This exemption does not extend to the construction of buildings. Construction of any building, areas around the building, and access roads to those buildings that disturbs 1 acre or more of agricultural or agriculture-related operations must obtain coverage under a construction permit for stormwater discharges.

Please visit EPA’s website at http://www.epa.gov/npdes/pubs/sw_qanda_construction.pdf.

What Does the 1200-C Permit Require?

The 1200-C permit requires permittees to prepare an Erosion and Sediment Control Plan (ESCP) and incorporate Best Management Practices (BMPs) into their land disturbing construction work. BMPs are used on the project site to prevent or minimize erosion and control sediment runoff from the site.

The permit focuses on preventing pollution from erosion and runoff. In addition, the permit requires permittees to inspect and maintain their controls to ensure they are working properly to prevent erosion and sediment runoff from leaving the site. In addition, permittees must meet with the following requirements:

- Do not cause a violation of the state’s in-stream surface water quality standards (Schedule A.10)
- If your construction project has the potential to discharge to a portion of a waterbody that is listed for turbidity or sedimentation on the most recently EPA-approved Oregon 303(d) list or that have an established Total Maximum Daily Load (TMDL) for sedimentation or turbidity (available at www.deq.state.or.us/WQ/assessment/assessment.htm), you must implement one or more of the BMPs listed below to control and treat sediment and turbidity. The selected BMP(s) must be identified in the ESCP as addressing this condition of the permit, and the rationale for choosing the selected BMP(s) must also be provided. (Schedule A.11)
 - a. Compost berms, compost blankets, or compost socks;
 - b. Erosion control mats;
 - c. Tackifiers used in combination with perimeter sediment control BMPs;
 - d. Established vegetated buffers sized at 50 feet (horizontally) plus 25 feet (horizontally) per 5 degrees of slope;
 - e. Water treatment by electro-coagulation, flocculation, or filtration; and/or
 - f. Other substantially equivalent sediment or turbidity BMP approved by DEQ or Agent.

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- Prevent significant amounts of sediment from entering surface waters (Schedule A.8.b). The following conditions describe significant amounts of sediment:
 - Earth slides or mud flows;
 - Concentrated flows of stormwater such as rills, rivulets or channels that cause erosion when such flows are not filtered or settled to remove sediment;
 - Turbid flows of stormwater that are not filtered or settled to remove turbidity;
 - Deposits of sediment at the construction site in areas that drain to unprotected stormwater inlets, or catch basins that discharge to surface waters. Inlets and catch basins with failing sediment controls due to lack of maintenance or inadequate design are considered unprotected;
 - Deposits of sediment from the construction site on public or private streets outside of the permitted construction activity; or
 - Deposits of sediment from the construction site on any adjacent property outside of the permitted construction activity.

- If significant amounts of sediment or turbidity are visibly detected in: 1) the discharge to a conveyance system leading to surface waters; 2) the discharge to surface waters 50 feet downstream; or 3) the discharge in surface waters at any location where more than one-half of the width of the receiving surface waters is affected, the permit registrant must take following corrective action (Schedule A.13.b):
 - Immediately, but no later than 24 hours after initial detection, take corrective actions or implement additional effective BMPs until the significant amounts of sediment or turbidity are no longer visually detectable.
 - Evaluate the ESCP to determine the cause of the discharge. Submit a report to DEQ or Agent within ten (10) calendar days of the discharge that includes a description of the discharge, the correction actions taken to cease the discharge, and other items as described in Schedule A.13.b.
 - Submit to DEQ or Agent ESCP revisions, if revisions were required to prevent and control erosion and sediment discharges.
 - Document in the inspection records the corrective actions taken.

- The permit registrant is authorized to discharge the following stormwater discharges subject to compliance with the terms and conditions of this permit (Schedule A.4):
 - Stormwater associated with construction activity, from support activities at the construction site (e.g., concrete or asphalt operations, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas) provided:
 - The support activity is directly related to the construction site and with construction activity; not a commercial operation serving multiple unrelated construction projects, and does not operate beyond the completion of the construction activity; and
 - Appropriate controls and measures are identified in an ESCP covering the discharges from the support activity areas.

- The following non-stormwater discharges to surface water are authorized provided they are identified in the ESCP and all necessary controls are implemented to minimize sediment transport (Schedule A.5):
 - Potable water including uncontaminated water line flushing (refer to DEQ guidance);
 - Vehicle washing that does not use detergents or hot water;

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- External building wash down that does not use detergents or hot water;
- Pavement wash waters where stockpiled material, spills or leaks of toxic or hazardous materials have not occurred (unless all stockpiled and spilled material has been removed) and where detergents or hot water are not used;
- Construction dewatering activities (including groundwater dewatering and well drilling discharge associated with the registered construction activity), provided that:
 - i. the water is land applied in a way that results in complete infiltration with no potential to discharge to a surface water of the state, or
 - ii. Best Management Practices (BMPs) or an approved treatment system is used to ensure compliance with discharge and water quality requirements;
- Foundation or footing drains where flows are not contaminated with process materials such as solvents; and
- Landscape irrigation.

For other non-stormwater discharges, a separate permit may be needed. The disposal of wastes to surface waters or on-site is not authorized by this permit. The permit registrant must submit a separate permit application for such discharges.

- Prepare an ESCP that contains the required plan elements (Schedule A.12). *See information on preparing ESCP on pg. 15.*
- Implement the BMPs in the ESCP according to sequence of construction events (Schedule A.8.c and Schedule A.9).
- If there are changes to project design, conditions, schedule, BMPs or other elements of the project, revise the ESCP and submit the revisions to DEQ or Agent (Schedule A.12.c).
- Visually inspect BMPs daily when stormwater runoff, including runoff from snowmelt, is occurring and at least once every two (2) weeks, regardless of whether stormwater runoff is occurring. (Schedule B.1.b. of the permit).
- Document all monitoring and inspections, and keep documentation on-site and updated (Schedule B).

Permit Application Guidance

Who Needs to Apply for Permit?

The “operator” needs to apply for permit. The operator is the person or entity that has operational control over the construction plans or day-to-day activities that are necessary to implement erosion and sediment control measures and other Best Management Practices (BMPs).

Operators may include:

- Owners
- General contractors
- Subcontractors
- Local government entity

It is the responsibility of the operator to develop and implement an Erosion and Sediment Control Plan (ESCP) and maintain all BMPs during each stage of the project when the site has unstable soil that may erode and discharge turbid or sediment laden stormwater runoff to surface waters of the State (Schedule A.8.a. & b). Note: If permit conditions are violated, DEQ may take enforcement action against the permit applicant (Schedule F.A.1).

Obtaining a Permit Application

To obtain permit coverage you must contact your local DEQ office, or go to DEQ’s website: <http://www.deq.state.or.us/wq/stormwater/docs/forms/1200CApplication.pdf>. Instructions are provided with the form.

Application Steps

Note: DEQ has contracted with several local jurisdictions known as “Agents” or “local government entities” to make it easier for developers and builders to apply for a permit. If your project is located in one of the areas (see Tables 1 to 3), please contact the Agent or local government entity for their application forms, fees, and procedures.

These jurisdictions have chosen to act as DEQ's Agent or, in the case of those sites that are less than five acres, to permit them per their local stormwater codes and issue the 1200-C or 1200-CN permit as applicable, to make it easier for developers and builders to comply with the regulations. In most cases, the Agent or local government entity will be using DEQ’s application form (Appendix I), but please check with them first. Please note that a Service District or County may or may not cover the municipalities within their boundaries and may cover multiple counties in the case of Service Districts. Please check with the County or Service District or other government entity before submitting the application materials to verify where to send the materials.

1. Read the 1200-C Construction Stormwater General Permit and local government construction regulations. For a copy of the permit, contact DEQ (Figure 1) or visit DEQ’s website at: <http://www.deq.state.or.us/wq/wqpermit/docs/general/npdes1200c/permit.pdf>
2. Develop an Erosion and Sediment Control Plan (ESCP) for your construction project/site.
3. Complete the DEQ NPDES #1200-C Permit Application Form or the equivalent local jurisdiction form and Land Use Compatibility Statement (LUCS).
4. Obtain signoff of the LUCS by the local planning authority.

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5. Submit the completed Permit Application form, LUCS, and ESCP to the appropriate DEQ regional office for the county where your project is located or to the Agent office or local government entity as applicable.

Permit Fees

You must submit the appropriate permit fees to DEQ or Agent or local government entity as applicable at the time you apply for new permit coverage.

If you are submitting your application to DEQ, please visit DEQ's website at:

<http://www.deq.state.or.us/wq/wqpermit/stminfo.htm> for the current fees. Make checks payable to the Department of Environmental Quality. If you send your application to a DEQ Agent or other local government entity, you must pay the specific application fee charged by the Agent or entity. Make checks payable to the Agent or entity. Please contact the Agent or local government entity to determine the fee.

After you receive your permit coverage, DEQ will invoice you for annual permit fees for the NPDES 1200-C permit only each additional year after the first year that your permit coverage is effect. Please note that you will be invoiced these fees even if your project is finished unless you notify DEQ and terminate your coverage under the permit. Please see *Section C, Transfer or Termination of Permit Coverage* for more information.

Submitting a Complete Application

For your application to be accepted, you need to submit the following *at least thirty (30) days* before beginning any soil disturbance:

- ✓ Completed Application Form including the Narrative Part I, & II if applicable
- ✓ Approved Land Use Compatibility Statement (LUCS)
- ✓ Erosion and Sediment Control Plan (ESCP); two hard full sized copies and one pdf electronic copy
- ✓ Fees

Processing the Application

Once you submit the application packet (application form, Land Use Compatibility Statement, Erosion and Sediment Control Plan, fees), DEQ or its Agent or the local government entity will review the forms to make sure the application is complete. DEQ will return any incomplete application with a list of missing information.

Is My Project Subject to Public Review?

All projects disturbing five (5) or more acres are subject to public review. A public review period of 14-calendar days will begin after DEQ or its Agent has determined that your application is complete.

What is the Public Review Process?

DEQ will post a notification on its website that the application and ESCP are available for public review at a DEQ regional office depending on where the project is located. Please note that some Agents may also make these materials available for public review at their office. The public will have 14 calendar days to submit comments to DEQ about the application and plan.

After the public comment period, DEQ will review the comments and determine if the ESCP is adequate and whether or not the NPDES 1200-C Permit should covered this project. Based on public comments received, DEQ or its Agent may request you to change the ESCP or apply for coverage under an individual permit.

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Note: Comments regarding local land use issues need to be addressed in a local land use public notice and hearing and are outside the jurisdiction of DEQ. The public comment period is to provide the opportunity for the public to address potential water quality issues related to the construction phase of this particular site only.

Tracking Application Status

You may track your application status at: <http://www.deq.state.or.us/permittracker>. You can search by using your permit's Facility Number (DEQ File #) or the Facility Name (Common Name of the site). Once assignment of permit coverage occurs, this website will no longer provide valid information to changes in the permit coverage.

How do I Maintain Permit Coverage if My Project will Extend Past the November 30, 2015 Expiration Date of the 1200-C Permit?

Prior to permit expiration, DEQ will notify you of the appropriate procedures, including submitting a permit renewal application and a revised ESCP, if applicable to continue permit coverage. Because permit coverage may expire if a renewal application is not received, it is imperative that you keep your contact information (particularly your e-mail address and telephone number) up to date. Failure to pay the annual fee may result in permit coverage termination.

Contacts for Questions

If you have any questions regarding the information provided here, please contact the appropriate Regional DEQ Office or DEQ Agent Office (Figure 1 and Table 1) and ask for stormwater staff in the case of the DEQ offices.

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Transfer of Termination of Permit Coverage

Can I Transfer My Permit to Another Operator?

Permit coverage may be transferred from one operator to another provided the new operator assumes legal responsibility for the entire project (Permit Registration, Condition 3). Both the previous operator and new operator must complete and submit the “Name Change and/or Permit Transfer” form and applicable fee to DEQ. This form may be found at:

<http://www.deq.state.or.us/wq/stormwater/constappl.htm>

When and How do I Terminate Permit Coverage?

You may submit a “Notice of Termination” form (Attachment III) after completion of construction activities and final stabilization of the site (Schedule A.3.a.-b.). This form and additional instructions may be found at: <http://www.deq.state.or.us/wq/stormwater/constappl.htm>

Can I Terminate Coverage Before the Entire Project is Finished?

You can submit a Notice of Termination form for your portion of a site providing:

1. You have achieved final stabilization (see below); or
2. Another operator has assumed control of any remaining areas that have not been stabilized and has obtained permit coverage.

Final Stabilization Requirements

Before termination of the permit coverage, all soil disturbance activities must be complete and the site must have undergone final stabilization (no bare soil, vegetation is established). Removal and disposal of all temporary erosion and sediment controls must have occurred unless a local ordinance requires otherwise. No further soil disturbances will occur in conjunction with the registrant’s project work.

For projects which have sold off some of the lots (common plan of development for subdivisions where new permit coverage occurred after November 31, 2010)

- (1) All portions of the original common plan of development or sale that have been sold must either meet final stabilization criteria (1200-C Permit Schedule D.3.c.i – D.3.c.vi) or be covered by the 1200-C or 1200-CN; and
- (2) The permittee must submit an update of the ESCP depicting new site boundaries (based on the sale of portions of the common plan) for the stabilized remaining area covered by the permit for which the permittee is requesting termination of permit coverage.

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Erosion and Sediment Control Plan Requirements

What is an Erosion and Sediment Control Plan (ESCP)?

The ESCP provides detailed information about the construction site and the erosion and sediment control measures. Installation of these measures are to control or limit sediment and turbidity from leaving the site as required in Schedule A of the permit.

There are two options for submitting a complete ESCP:

Option 1: Fill out DEQ ESCP forms (Parts I-III) and provide ESCP Drawings

- Complete ESCP Part I: Narrative description of the site and soils present, inspector qualifications, etc.
- Complete ESCP Part II: Best Management Practices (BMPs) Implementation Schedule.
- Complete ESCP Part III and ESCP Drawings: Prepare drawings that include a site (project location) map and site drawing(s) showing location and details of the BMPs to be used. Use ESCP Part III to verify that you placed the required information on the drawings.
- Include the Standard Notes on the drawings.

The forms for completing Parts I-III of the ESCP are located in Appendix II.

Option 2: Consolidating all of the required information (Parts I-III) into the ESCP Drawings

- Complete the ESCP Drawings and include the following information on the drawings:
 - Site location map.
 - Site description and soils present, inspector qualifications.
 - BMP implementation schedule initialed by the engineer of architect.
 - The Standard Notes, plus construction notes on the drawings which show pre-construction and post-construction contours or surface flow directions.
 - BMP locations and installation and/or construction details.

An example set of drawings that meet these requirements is located on DEQ’s website at: <http://www.deq.state.or.us/wq/stormwater/constappl.htm>. Also, ESCP Part III may be used as a tool to verify that you placed the required information on the drawings.

Who Must Prepare the ESCP?

Table 4. Identifies the preparation requirements as required in Schedule A.4.b.i-ii

Site Description	Preparation Requirement
Construction sites disturbing 20 or more acres	Prepared and stamped by one of the following: <ul style="list-style-type: none"> • Oregon Registered Professional Engineer • Oregon Registered Landscape Architect • Oregon Certified Engineering Geologist • Certified Professional in Erosion and Sediment Control (Soil and Water Conservation Society)
Any size site with engineered facilities for erosion or sediment controls (i.e., settling ponds, diversion structures, etc.)	Oregon Registered Professional Engineer
All other sites	Person with knowledge of the site and training or experience in the design, installation, maintenance and/or inspection of erosion and sediment controls.

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When Must the ESCP be Submitted?

You must submit a complete ESCP to DEQ or its Agent **at least 30 days before starting the construction project**. Please include two full sized hard copies and one electronic (PDF) copy of the ESCP with your permit application. If the ESCP is incomplete, the DEQ or Agent will notify you and you will be required to submit the missing information. DEQ or the Agent will not grant you coverage under the permit if the ESCP is incomplete.

Please note that ESCP for projects 5 acres or larger may require changes after public comment period. Issuance of the 1200-C Permit coverage by DEQ or its Agent will signify acceptance of the ESCP.

If an Agent is assigning the 1200-C permit coverage for DEQ, you must check with that office to determine if additional information is required to meet local government requirements and the submittal schedule. If you have any questions, please call the DEQ office in your region or DEQ's Agent and ask to speak to available stormwater staff (Figure 1 and Table 1).

Guidance for Preparation of the Plan

The ESCP must contain the following elements: (NPDES 1200-C Permit Schedule A.12.b)

- Local Government Requirements.
- Inspection information including inspector(s) and qualification(s).
- Narrative Site Description.
- Implementation Schedule and Description of BMPs
- Site Map and Drawings.
 - (1) The site map and drawings must be kept on site and must represent the actual BMP controls being used onsite, particularly those BMPs identified in the most recent ESCP;
 - (2) The site map must show sufficient roads and features for DEQ or Agent to locate and access the site;
 - (3) The site map and drawings must include (but is not limited to) the following features (as applicable):
 - (a) Total property boundary including surface area of the development;
 - (b) Areas of soil disturbance (including, but not limited to, showing cut and fill areas and pre- and post-development elevation contours);
 - (c) Drainage patterns before and after finish grading;
 - (d) Discharge points;
 - (e) Areas used for the storage of soils or wastes;
 - (f) Areas where vegetative practices are to be implemented;
 - (g) All erosion and sediment control measures or structures;
 - (h) Impervious structures after construction is completed (including buildings, roads, parking lots and outdoor storage areas);
 - (i) Springs, wetlands and other surface waters on site or adjacent to the site;
 - (j) Temporary and permanent stormwater conveyance systems;
 - (k) Onsite water disposal locations (for example, for dewatering);
 - (l) Storm drain catch basins depicting inlet protection, and a description of the type of catch basins used (for example, field inlet, curb inlet, grated drain and combination);
 - (m) Septic drain fields;
 - (n) Existing or proposed drywells or other UICs;
 - (o) Drinking water wells on site or adjacent to the site;
 - (p) Planters;
 - (q) Sediment and erosion controls including installation techniques; and
 - (r) Detention ponds, storm drain piping, inflow and outflow details.

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PART I: ESCP Narrative Form

There is information about your project that may be best provided in a text form rather than on the ESCP Drawings. If you submit the information on the Narrative Form (Option 1), do not also include this information on the drawings (Option 2) per the Example Drawings. Please fill out the Narrative Form Part I.

PART II: BMPs AND ESCP Implementation Schedule Form

1. BMPs Table

The table below is a complete list of BMPs to be included in your ESCP. However, your project may only require some of these BMPs to effectively manage erosion and sediment control. DEQ expects each project to use BMPs that are appropriate for specific conditions, such as project type (residential, commercial or industrial), local site conditions (rainfall, soils types, slopes, presence of streams, wetlands, ditches and other waters of the state, drinking water wells, UICs, etc.) or surrounding properties. Some of BMPs, such as sediment fences, will require construction; some require maintenance or site inspections and reporting. List BMPs that require construction in the drawings and include installation details or drawing notes as appropriate.

Use Part II form “BMPs and ESCP Implementation Schedule” in Appendix IV to identify your selected BMPs for the project and a schedule for implementing these BMPs.

For a more detailed description of the BMPs below, please refer to **DEQ’s Erosion and Sediment Control Manual** at: <http://www.deq.state.or.us/wq/stormwater/escmanual.htm>. This manual provides detailed descriptions of each BMP, their effectiveness, and design, construction, maintenance and inspection requirements. Also, refer to EPA’s Stormwater BMPs website for more information on these BMPs including engineering and design guidelines: <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>.

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1200-C Permit ESCP Best Management Practices (BMPs)
Before Construction:
Protect (by fencing or other means) Critical Riparian Areas, Trees, and Vegetation
Provide Vegetative Buffer Zones
Pre-Construction Personnel Meeting with Inspector
During Construction:
Stabilize soils at end of shift, before weekends and holidays
Slope Drains
Energy Dissipaters
Run-on Diversion
Grass-lined Channel (Turf Reinforcement Mats)
Check Dams
Temporary Seeding and Planting
Permanent Seeding and Planting
Mulches
Compost Blankets
Erosion Control Blankets and Mats
Soil Tackifiers
Sodding Vegetative Buffer Strips
Protection of Trees with Protective Construction Fences.
Clearing and Grading Phased
Preserve Existing Vegetation
Re-vegetate Open Areas Before and After Grading or Construction
Sediment Fencing
Earth Dikes (Stabilized)
Drainage Swales
Check Dams
Pipe Slope Drains
Rock Outlet Protection
Sediment Trap
Compost Berm/Compost Sock
Straw Wattles
Storm Drain Inlet Protection
Temporary or Permanent Sedimentation Basins
Graveled Entrances, Exits, & Parking Areas
Paved Entrances, Exits, & Parking Areas
Construction Entrances
All Unpaved Roads Onsite Graveled or Other Effective BMPs
Wheel Wash
Concrete Truck Washout
Dewatering Treatment Procedure
Trucking Saturated Soils Offsite Must be Water-Tight Trucks or Loads Drained On-site
Paving Operations Controls
No Illicit Connection
No Illegal Discharge
Plastic Sheeting
Stockpile Sediment Fencing

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2. Plan Implementation Schedule by Project Phases

Include a BMP implementation schedule in the ESCP. Implement the BMPs according to the following sequence*:

- a. Before Construction
 - i. Hold a pre-construction meeting of project construction personnel that includes the inspector to discuss erosion and sediment control measures and construction limits.
 - ii. Have appropriate local development approvals and permits for each phase of construction.
 - iii. Identify, mark, and protect (by fencing off or other means) critical riparian areas and vegetation including important trees and associated rooting zones and vegetation areas to be preserved.
 - iv. Identify vegetative buffer zones between the site and sensitive areas (e.g., wetlands), and other areas to be preserved, especially in perimeter areas.
- b. During Construction
 - i. Site Access Areas (construction entrances, roadways, equipment-parking areas, etc.). Stabilize site entrances and access roads prior to earthwork.
 - ii. Install Sediment Control Measures.
Install perimeter sediment control, including storm drain inlet protection and all sediment basins, traps, and barriers that must be in place before disturbing vegetation.
 - iii. Non-Stormwater Pollution Control Measures.
Concurrent with establishing construction access controls and sediment controls, the permit registrant must establish material and waste storage areas, concrete truck and other concrete equipment washout areas and other non-stormwater controls prior to the start of construction activities.
 - iv. Runoff Control.
Stabilize stream banks and construct the primary runoff control measures to protect areas from concentrated flows.
 - v. Land Clearing, Grading and Roadways.
 1. Begin land clearing, excavation, trenching, cutting or grading after installing applicable sediment and runoff control measures.
 2. Provide appropriate erosion and sediment control BMPs for all roadways including gravel roadways.
 3. Install additional control measures as work progresses as needed.
 - vi. Surface Stabilization (temporary and permanent seeding, mulching).
Apply temporary or permanent soil stabilization measures immediately on all disturbed areas as grading progresses.
 - vii. Construction and Paving (install utilities, buildings, paving, etc.).
Erosion and sediment control measures must remain in place for the duration of construction, including protection for active storm drain inlets and appropriate non-stormwater pollution controls.
- c. After Construction.
 - i. Final Stabilization and Landscaping: Provide permanent erosion prevention measures on all exposed areas and remove all temporary control measures as areas are stabilized, unless doing so conflicts with local requirements.

*** Failure to implement the BMPs according to this schedule is a violation of the permit.**

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CHECKLIST OF REQUIRED ELEMENTS OF ESCP DRAWINGS

1. Information Required on ESCP Drawings

The following items must be depicted on ESCP drawings as applicable.

- a. Total property boundary including surface area of the development; (Sch. A.12.b.v.3.a)
- b. Areas of soil disturbance (including, but not limited to, showing cut and fill areas and pre- and post-development elevation contours); (Sch. A.12.b.v.3.b)
- c. Drainage patterns before and after finish grading; (Sch. A.12.b.v.3.c)
- d. Discharge points; (Sch. A.12.b.v.3.d)
- e. Areas used for the storage of soils or wastes; (Sch. A.12.b.v.3.e)
- f. Areas where vegetative practices are to be implemented; (Sch. A.12.b.v.3.f)
- g. All erosion and sediment control measures or structures; (Sch. A.12.b.v.3.g)
- h. Identify the type of seed mix (percentages of the various seeds of annuals, perennials and clover) and other plantings. (Sch. A.7.b.iii.3)
- i. Sediment fences, vegetative buffer strips, sediment traps, rock filters, compost berms/compost socks, fiber rolls/ loose non-compacted straw wattles, storm drain inlet protection, and temporary or permanent sedimentation basins (Sch. A.7.d.i)
- j. Diversion of uncontaminated flows around stockpiles, use of cover over stockpiles, and installation of sediment fences (or other barriers that will prevent the discharge of sediment or turbidity) around stockpiles. (Sch. A.7.e.ii.(3))
- k. Stabilized site entrances and access roads including, but not limited to construction entrances, roadways and equipment parking areas (for example, using geotextile fabric underlay). (Sch. A.8.c.i.(4))
- l. Perimeter sediment control, including storm drain inlet protection as well as all sediment basins, traps, and barriers. (Sch. A.8.c.i.(5))
- m. Concrete truck and other concrete equipment washout areas. (Sch. A.8.c.i.(6))
- n. Impervious structures after construction is completed (including buildings, roads, parking lots and outdoor storage areas); (Sch. A.12.b.v.3.h)
- o. Springs, wetlands and other surface waters on site or adjacent to the site; (Sch. A.12.b.v.3.i)
- p. Temporary and permanent stormwater conveyance systems; (Sch. A.12.b.v.3.j)
- q. Onsite water disposal locations (for example, for dewatering); (Sch. A.12.b.v.3.k)
- r. Storm drain catch basins depicting inlet protection, and a description of the type of catch basins used (for example, field inlet, curb inlet, grated drain and combination); (Sch. A.12.b.v.3.l)
- s. Septic drain fields; (Sch. A.12.b.v.3.m)
- t. Existing or proposed drywells or other UICs; (Sch. A.12.b.v.3.n)
- u. Drinking water wells on site or adjacent to the site (Sch. A.12.b.v.3.o)
- v. Planters; (Sch. A.12.b.v.3.p)
- w. Sediment and erosion controls including installation techniques; (Sch. A.12.b.v.3.q)
- x. Detention ponds, storm drain piping, inflow and outflow details (Sch. a.12.b.v.3.r)

1200-C Construction Stormwater Permit Registration Guidance

2. Required ESCP Drawing Standard Notes

Inspection Frequency:	
Site condition	Minimum Frequency
1. Active Period	Daily when stormwater runoff, including runoff from snowmelt, is occurring. At least once every two weeks, regardless of whether or not runoff is occurring.
2. Prior to the site becoming inactive or in anticipation of site inaccessibility.	Once to ensure that erosion and sediment control measures are in working order. Any necessary maintenance and repair must be made prior to leaving the site.
3. Inactive periods greater than fourteen (14) calendar days.	Once every two (2) weeks.
4. Periods during which the site is inaccessible due to inclement weather.	If practical, inspections must occur daily at a relevant and accessible discharge point or downstream location.

1. Hold a pre-construction meeting of project construction personnel that includes the inspector to discuss erosion and sediment control measures and construction limits. (Schedule A.8.c.i.(3))
2. All inspections must be made in accordance with DEQ 1200-C permit requirements.
3. Inspection logs must be kept in accordance with DEQ's 1200-C permit requirements.
4. Retain a copy of the ESCP and all revisions on site and make it available on request to DEQ, Agent, or the local municipality. During inactive periods of greater than seven (7) consecutive calendar days, retain the ESCP at the construction site or at another location. (Schedule B.2.a)
5. All permit registrants must implement the ESCP. Failure to implement any of the control measures or practices described in the ESCP is a violation of the permit. (Schedule A 8.a)
6. The ESCP measures shown on this plan are minimum requirements for anticipated site conditions. During the construction period, upgrade these measures as needed to comply with all applicable local, state, and federal erosion and sediment control regulations. (Schedule A.8.c.ii.(1)(c))
7. Submission of all ESCP revisions is not required. Submittal of the ESCP revisions is only under specific conditions. Submit all necessary revision to DEQ or Agent. (Schedule A.12.c.iii)
8. Phase clearing and grading to the maximum extent practical to prevent exposed inactive areas from becoming a source of erosion. (Schedule A 8.c.ii.(1)(d))
9. Identify, mark, and protect (by fencing off or other means) critical riparian areas and vegetation including important trees and associated rooting zones, and vegetation areas to be preserved. Identify vegetative buffer zones between the site and sensitive areas (e.g., wetlands), and other areas to be preserved, especially in perimeter areas. (Schedule A.8.c.i.(1) & (2))
10. Preserve existing vegetation when practical and re-vegetate open areas. Re-vegetate open areas when practicable before and after grading or construction. Identify the type of vegetative seed mix used. (Schedule A.7.b.iii(1) and A.7.b.iii(3))
11. Erosion and sediment control measures including perimeter sediment control must be in place before vegetation is disturbed and must remain in place and be maintained, repaired, and promptly implemented following procedures established for the duration of construction, including protection for active storm drain inlets and catch basins and appropriate non-stormwater pollution controls. (Schedule A.7.d.i and A.8.c)
12. Establish concrete truck and other concrete equipment washout areas before beginning concrete work. (Schedule A.8.c.i.(6))
13. Apply temporary and/or permanent soil stabilization measures immediately on all disturbed areas as grading progresses and for all roadways including gravel roadways. (Schedule A.8.c.ii.(2))
14. Establish material and waste storage areas, and other non-stormwater controls. (Schedule A.8.c.i.(7))
15. Prevent tracking of sediment onto public or private roads using BMPs such as: graveled (or paved) exits and parking areas, gravel all unpaved roads located onsite, or use an exit tire wash. These BMPs must be in place prior to land-disturbing activities. (Schedule A 7.d.ii.(1) and A.8.c.i(4))
16. When trucking saturated soils from the site, either use water-tight trucks or drain loads on site. (Schedule A.7.d.ii.(3))

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17. Use BMPs to prevent or minimize stormwater exposure to pollutants from spills; vehicle and equipment fueling, maintenance, and storage; other cleaning and maintenance activities; and waste handling activities. These pollutants include fuel, hydraulic fluid, and other oils from vehicles and machinery, as well as debris, leftover paints, solvents, and glues from construction operations. (Schedule A.7.e.i.(2))
18. Implement the following BMPs when applicable: written spill prevention and response procedures, employee training on spill prevention and proper disposal procedures, spill kits in all vehicles, regular maintenance schedule for vehicles and machinery, material delivery and storage controls, training and signage, and covered storage areas for waste and supplies. (Sch A 7.e.iii.)
19. Use water, soil-binding agent or other dust control technique as needed to avoid wind-blown soil. (Schedule A 7.b.ii)
20. The application rate of fertilizers used to reestablish vegetation must follow manufacturer's recommendations to minimize nutrient releases to surface waters. Exercise caution when using time-release fertilizers within any waterway riparian zone. (Schedule A.9.b.iii)
21. If a stormwater treatment system (for example, electro-coagulation, flocculation, filtration, etc.) for sediment or other pollutant removal is employed, submit an operation and maintenance plan (including system schematic, location of system, location of inlet, location of discharge, discharge dispersion device design, and a sampling plan and frequency) before operating the treatment system. Obtain plan approval before operating the treatment system. Operate and maintain the treatment system according to manufacturer's specifications. (Schedule A.9.d)
22. Temporarily stabilize soils at the end of the shift before holidays and weekends, if needed. The registrant is responsible for ensuring that soils are stable during rain events at all times of the year. (Schedule A 7.b)
23. At the end of each workday soil stockpiles must be stabilized or covered, or other BMPs must be implemented to prevent discharges to surface waters or conveyance systems leading to surface waters. (Schedule A 7.e.ii.(2))
24. Construction activities must avoid or minimize excavation and creation of bare ground during wet weather. (Schedule A.7.a.i)
25. Sediment fence: remove trapped sediment before it reaches one third of the above ground fence height and before fence removal. (Schedule A.9.c.i)
26. Other sediment barriers (such as biobags): remove sediment before it reaches two inches depth above ground height. and before BMP removal. (Schedule A.9.c.ii)
27. Catch basins: clean before retention capacity has been reduced by fifty percent. Sediment basins and sediment traps: remove trapped sediments before design capacity has been reduced by fifty percent and at completion of project. (Schedule A.9.c.iii & iv)
28. Within 24 hours, significant sediment that has left the construction site, must be remediated. Investigate the cause of the sediment release and implement steps to prevent a recurrence of the discharge within the same 24 hours. Any in-stream clean up of sediment shall be performed according to the Oregon Division of State Lands required timeframe. (Schedule A.9.b.i)
29. The intentional washing of sediment into storm sewers or drainage ways must not occur. Vacuuming or dry sweeping and material pickup must be used to cleanup released sediments. (Schedule A.9.b.ii)
30. The entire site must be temporarily stabilized using vegetation or a heavy mulch layer, temporary seeding, or other method should all construction activities cease for 30 days or more. (Schedule A.7.f.i)
31. Provide temporary stabilization for that portion of the site where construction activities cease for 14 days or more with a covering of blown straw and a tackifier, loose straw, or an adequate covering of compost mulch until work resumes on that portion of the site. (Schedule A.7.f.ii)
32. Provide permanent erosion control measures on all exposed areas. Do not remove temporary sediment control practices until permanent vegetation or other cover of exposed areas is established. However, do remove all temporary erosion control measures as exposed areas become stabilized, unless doing so conflicts with local requirements. Properly dispose of construction materials and waste, including sediment retained by temporary BMPs. (Schedule A.7.b.iii(2) and A.8.c.iii)

ESCP Revisions

Conditions That Require Submittal of ESCP Updates

Keep copies of all ESCP revisions on site. Submission of all ESCP revisions is not required. ESCP revisions must be submitted only if they are made for any of the reasons listed below:

1. Changes for Emergency Situations

When immediate correction actions are required to *cease the discharge of significant amounts of sediment* from entering surface waters or nearby properties, the ESCP revisions must identify the correction actions taken to cease the discharge, if such actions require a change to the ESCP or a change in the method(s) of implementing the ESCP, (for example, increased inspection frequency). (Definition of significant amounts of sediment is in permit condition A.8.b). Submit the ESCP revisions to DEQ within ten (10) calendar days of the discharge identifying the correction actions taken to cease the discharge. Approval of the revisions by DEQ or its Agent prior to implementation of corrective actions is not required.

2. Change (increase or decrease) in the size of the project.

Submit revisions to DEQ or its Agent at least 10 days before implementing the revisions. If the permit registrant does not receive a response from DEQ or its Agent within ten (10) days of receipt, the proposed revisions are deemed approved.

3. Change (increase or decrease) in the size or location of disturbed areas.

Submit revisions to DEQ or its Agent at least 10 days before implementing the revisions. If the permit registrant does not receive a response from DEQ or its Agent within ten (10) days of receipt, the proposed revisions are deemed approved.

4. Change to BMPs (for example, type, design or location).

Submit changes in the project design that may affect stormwater discharges, local conditions, or project schedule (for example, schedule delays postpone earthwork to wet weather season so additional controls are needed) must be submitted. In addition, submit changes (such as type or design) to the BMPs identified in the ESCP, their location, maintenance required, and any other revisions necessary to prevent and control erosion and sediment runoff. Submit revisions to DEQ or its Agent at least 10 days before implementing the revisions. If the permit registrant does not receive a response from DEQ or its Agent within ten (10) days of receipt, the proposed revisions are deemed approved.

5. Change in the erosion and sediment control inspector.

Submit name, contact information and qualifications to DEQ or its Agent. If the permit registrant does not receive a response from DEQ or its Agent within ten (10) days of receipt, the inspector(s) are deemed approved.

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6. Changes that DEQ or Agent Requests

DEQ or Agent may require the permit registrant to submit ESCP revisions at any time if the ESCP is inadequate to prevent the discharge of significant amounts of sediment or turbidity to surface waters or to conveyance systems that discharge to surface waters.

There are three ways to inform DEQ or an Agent of revisions to the ESCP:

1. Submit ESCP revisions by email to DEQ or its Agent when revisions to the ESCP are minimal and identify in the email the particular changes. Submit only portions of the ESCP that have changed.
2. Submit the revisions by redlining the copy of the original ESCP or drawings. Submit only drawings that have changed.
3. When the ESCP requires extensive revisions, submit the entire revised ESCP.

Please keep copies of all ESCP revisions on site.

Inspections

Inspections must be conducted by a person who:

- is knowledgeable in the principles and practice of erosion and sediment controls,
- possesses the skills to assess conditions at the construction site that could impact stormwater quality,
- is knowledgeable in the correct installation of the erosion and sediment controls, and
- is able to assess the effectiveness of any sediment and erosion control measures selected to control the quality of stormwater discharges from the construction activity.

Visual Monitoring Requirement

All areas of the site disturbed by construction activity must be inspected to ensure that BMPs are in working order. Locations where vehicles enter or exit the site should be inspected for evidence of off-site sediment tracking as well as areas used for storage of materials that are exposed to precipitation for evidence of spillage or other potential to contaminate stormwater runoff.

In addition, inspect all discharge point(s) identified in the ESCP for evidence of or the potential for the discharge of pollutants, and to ascertain whether erosion and sediment control measures are effective in preventing significant impacts to surface waters. Where discharge points are inaccessible, nearby downstream locations must be inspected to the extent that such inspections are practicable.

All ESCP controls and practices must be inspected according to the following schedule:

Site Condition	Minimum Frequency
1. Active period	Daily when stormwater runoff, including runoff from snowmelt, is occurring At least once every two (2) weeks, regardless of whether stormwater runoff is occurring
2. Prior to the site becoming inactive or in anticipation of site inaccessibility.	Once to ensure that erosion and sediment control measures are in working order. Any necessary maintenance and repair must be made prior to leaving the site
3. Inactive periods greater than 14 consecutive calendar days	Once every two (2) weeks
4. Periods during which the site is inaccessible due to inclement weather	If practical, inspections must occur daily at a relevant and accessible discharge point or downstream location

Recordkeeping Requirements

Document all visual inspections in an on-site logbook. If there are no findings, simply record the inspection date, inspector's name. In addition, record any findings, including:

1. At the designated discharge location(s):
 - a. Where to make observations:
 - (1) At the discharge location if the discharge is to a conveyance system leading to surface waters;
 - (2) From the discharge point to 50 feet downstream if the discharge is to surface waters; and
 - (3) At any location where more than one-half of the width of the receiving surface water is affected.

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b. How to make observations:

- (1) For turbidity and color, describe any apparent color and the clarity of the discharge, and any apparent difference in comparison with the surface waters.
 - (2) Describe any sheen or floating material, or record that it is absent. If present, it could indicate concern about a possible spill or leakage from vehicles or materials storage.
2. If a site is inaccessible due to inclement weather, record the inspections noted at a relevant discharge point or downstream location, if practical.
 3. Location(s) of BMPs that need to be maintained, inspections of all BMPs, including erosion and sediment controls, chemical and waste controls, locations where vehicles enter and exit the site, status of areas that employ temporary or final stabilization control, soil stockpile area, and non-stormwater pollution (e.g., paints, oils, fuels, adhesives) controls.
 4. Location(s) of BMPs that failed to operate as designed or proved inadequate for a particular location;
 5. Location(s) where additional BMPs are needed that did not exist at the time of inspection; and
 6. Corrective action required and implementation dates.

All inspection records and monitoring results must be kept on site and maintained by the permit registrant. The records should list the construction site name as it appears on the registrant's permit and the file or site number. These records must be made available to DEQ, Agent, or local municipality upon request. These records must be delivered or made available to DEQ within three (3) working days of request. These inspection records and monitoring results must be retained for at least three (3) years after project completion.

In addition, a copy of the ESCP and revision(s) must be retained on site and made available on request to the DEQ, Agent, or the local municipality. During inactive periods of greater than seven (7) consecutive calendar days, the ESCP must be retained by the permit registrant but does not need to be at the construction site.

Additional Resources

Erosion and Sediment Control Guidance

If you are not familiar with methods used to control erosion and sediment, the following local governments have developed guidance manuals that you may find useful:

- Clackamas County & Clean Water Services, *Erosion Prevention and Sediment Control Planning and Design Handbook* - (503) 353-4594 and (503) 846-8621 respectively. <http://www.cleanwaterservices.org/> or <http://www.clackamas.us/>.
- DEQ Northwest Region, [Best Management Practices for Storm Water Discharges Associated with Construction Activities](http://www.deq.state.or.us/wq/stormwater/nwrinfo.htm) <http://www.deq.state.or.us/wq/stormwater/nwrinfo.htm>

Information on Soil Types

For information regarding soil types at your site and the erosion potential of these soils, you may contact the U.S. Department of Agriculture Natural Resources Conservation Service field office nearest to your project at (503) 414-3200. The USDA NRCS website at <http://www.or.nrcs.usda.gov> will also provide you with a list of contacts, office maps, and a database of soil information.

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Appendix I: Forms

**Application for New NPDES General Permit 1200-C
Name Change/Permit Transfer Form
Notice of Termination**

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DEQ USE ONLY
File #: _____
Application #: _____
LLID/RM: _____
River Mile: _____
Legal Name Confirmed: <input type="checkbox"/>
Notes: _____

APPLICATION FOR NEW NPDES GENERAL PERMIT 1200-C

For stormwater discharges to surface waters from construction activities disturbing one acre or more that do not meet automatic coverage requirements.*



Oregon Department of Environmental Quality

DEQ USE ONLY
Date Received: _____
Amount: \$ _____
Check Name: _____
Check #: _____
Deposit #: _____
Receipt #: _____
Notes: _____

*A project *may* be eligible for "automatic coverage" under NPDES general permit 1200-CN if stormwater *does not* discharge to a water body with a TMDL or 303(d) listing for sediment or turbidity *and* it meets one of the following criteria (see 1200-CN at <http://www.deq.state.or.us/wq/wqpermit/docs/general/npdes1200cn/1200CNPermit.pdf>):

- 1) Disturbs less than one acre and is located in Gresham, Troutdale, or Wood Village.
- 2) Disturbs less than five acres and is located in Albany, Corvallis, Eugene, Milwaukie, Multnomah Co. (unincorporated areas), Springfield, West Linn, or Wilsonville.
- 3) Disturbs less than five acres and is within the jurisdictions of Clackamas Co. Water Environment Services [Gladstone, areas within Clackamas Co. Service Dist. #1 (excluding Happy Valley), and areas within the Surface Water Management Agency of Clackamas Co. (including Rivergrove)], Clean Water Services (Banks, Beaverton, Cornelius, Durham, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and Washington Co. within Urban Growth Boundary), or Rogue Valley Sewer Services (Central Point, Phoenix, Talent, and portions of Jackson Co. in NPDES MS4 permit area).

PLEASE ANSWER ALL QUESTIONS

A. PROJECT INFORMATION	
<p>1. _____ Applicant (entity legally responsible for permit)</p> <hr/> <p>_____ Contact Name (if different from applicant)</p> <hr/> <p>_____ Address</p> <hr/> <p>_____ City _____ State _____ Zip</p> <hr/> <p>_____ Telephone _____ Email Address</p>	<p>2. _____ Invoice Contact Name (if different from applicant)</p> <hr/> <p>_____ Address</p> <hr/> <p>_____ City _____ State _____ Zip</p> <hr/> <p>_____ Telephone _____ Email Address</p>
<p>3. _____ Architect/Engineering Firm (Erosion & Sediment Control Plan)</p> <hr/> <p>_____ Project Manager</p> <hr/> <p>_____ Telephone _____ Email Address</p>	<p>4. _____ Applicant's Designated Erosion and Sediment Control Inspector</p> <hr/> <p>_____ Company Name</p> <hr/> <p>_____ Telephone _____ Email Address</p>
<p>5. _____ Name of Project</p> <hr/> <p>_____ Address or Cross Street</p> <hr/> <p>_____ City _____ State _____ Zip</p> <hr/> <p>_____ County</p>	<p>6. Nature of Construction Activity:</p> <p><input type="checkbox"/> Single Family (SIC Code 1521)</p> <p><input type="checkbox"/> Multi-Family Residential (SIC Code 1522)</p> <p><input type="checkbox"/> Commercial (SIC Code 1542)</p> <p><input type="checkbox"/> Industrial (SIC Code 1541)</p> <p><input type="checkbox"/> Highway (SIC Code 1611)</p> <p><input type="checkbox"/> Utilities (SIC Code 1623): _____</p> <p><input type="checkbox"/> Other (include SIC Code): _____</p>

A. PROJECT INFORMATION (continued)

7. Approximate location of center of site:

Latitude: _____

Longitude: _____

For assistance: DEQ Location Tool at <http://deqgisweb.deq.state.or.us/llid/llid.html>

8. Project Size:

Total Site Acreage (acres): _____

Total Disturbed Area (acres): _____

9. Stormwater runoff during construction will flow to:

- Infiltration device(s)
- Creek/Stream (provide name):
- Ditch (provide name of receiving stream for ditch):
- Municipal storm sewer or drainage system (provide name of receiving stream for system):
- Other:

10. Stormwater runoff during construction discharges directly to or through a storm sewer or drainage system that discharges to a water body with a Total Maximum Daily Load (TMDL) or 303(d) listing for turbidity or sedimentation

Yes No

For assistance: DEQ Lookup Tool at <http://deq12.deq.state.or.us/tmdl/default.aspx> or DEQ Map/Table at <http://deq12.deq.state.or.us/tmdl/default.aspx>

B. LAND USE COMPATIBILITY STATEMENT

Submit a DEQ Land Use Compatibility Statement (LUCS) form that has been completed by the local land use authority with this application. Attach the *original* LUCS and, if applicable, written findings by the local authority. DEQ will not process the application unless the local land use authority indicates on the LUCS form that the project is compatible with the local acknowledged comprehensive plan and land use regulations.

A copy of this form may be found at <http://www.deq.state.or.us/pubs/permithandbook/generallucs.pdf>

C. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

The legally authorized representative *must* sign the application.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-045. This includes a compliance determination fee invoiced annually by DEQ to maintain the permit.

Name of Legally Authorized Representative
(Type or Print)

Title

Signature of Legally Authorized Representative

Date

APPLICATION AND FEE SUBMITTAL

To authorize permit registration, the following must be completed and submitted to the appropriate DEQ regional office or DEQ Agent (see list of offices in application instructions, pp. 3-4):

- DEQ application form signed by the Legally Authorized Representative and meeting the signature requirements below.
- DEQ LUCS by local land use authority indicating the activity is compatible with local acknowledged comprehensive plan and land use regulations. Include the Findings if so stated on the LUCS.
- Stormwater Erosion and Sediment Control Plan Narrative, if applicable.
- Stormwater Erosion and Sediment Control Plan Drawings; full-sized hard copy and electronic PDF files.
- The fee for a new application is \$1,586 payable to Oregon DEQ and you must submit it with this application. Please note that DEQ will also invoice you for an annual fee of \$804 if your project needs permit coverage for more than a year. These fees are subject to change; please visit <http://www.deq.state.or.us/wq/rules/div045/tables.pdf> for current fees. If you are sending your application to a DEQ Agent, check with the DEQ Agent for appropriate fees and make check payable to the DEQ Agent.

NPDES General Permit 1200-C for Construction Activities Application Instructions

A. PROJECT INFORMATION

1. Enter the legal name of the applicant. Permit coverage will be issued to this entity. This is the person, business, public organization, or other entity responsible for ensuring that erosion and sediment controls are in place and in working order through the life of the project.
 - The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division in Salem at 503-378-4752 or http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login, unless otherwise exempted by their rules. If the name of the applicant is not registered with the Corporation Division and the applicant is a business entity, attach legal documents that verify the entity's existence with the application. The applicant may not use an assumed business name.
 - Permit coverage may be transferred from one party to another. For example, a developer may apply for a permit and then transfer the permit to a contractor. Transfer forms are available from DEQ or at <http://www.deq.state.or.us/wq/stormwater/constappl.htm>.
2. Provide invoice contact information for billing of DEQ annual permit fee if different from the applicant in #1 above.
3. Provide contact information for the Architect or Consulting Engineer who designed the Erosion and Sediment Control Plan (ESCP).
4. Provide information on the Erosion and Sediment Control Inspector. This is not a DEQ or DEQ Agent inspector; this is an inspector employed by the applicant. If the inspector has not been selected yet, please provide the name of consultant who prepared the ESCP and their ESC certification. When the inspector is selected, submit to DEQ or to the DEQ Agent, the name, contact information, training and experience (see condition A.12.b.iii of the 1200-C).
5. Provide the common name of the project (for example, the name of the subdivision), the location of the site with respect to crossroads in the area, and, if available, a street address.
6. Check the box that best describes the nature of the construction activity. If "other" is selected, describe the use and include a Standard Industrial Classification Code (visit <http://www.osha.gov/pls/imis/sicsearch.html> for codes).
7. Enter latitude and longitude for the approximate center of the site (DEQ Location Tool at <http://deggisweb.deq.state.or.us/llid/llid.html> or at <http://deqapp1/website/lit/data.asp>).
8. Provide information on the project size as indicated (based on the total project and not just a single phase).
9. Indicate where stormwater runoff during construction will flow. Use your best judgment to determine the name of the receiving water body.
10. Indicate whether stormwater runoff during construction will discharge directly to or through a storm sewer or drainage system that discharges to a Total Maximum Daily Load (TMDL) or 303(d) listed water body for turbidity or sedimentation. To make this determination, the following tools are available on DEQ's website:
 - Map and table: <http://www.deq.state.or.us/WQ/TMDLs/basinmap.htm>
 - Lookup tool: <http://deq12.deq.state.or.us/tmdl/default.aspx>

B. LAND USE COMPATIBILITY STATEMENT

Complete as indicated.

C. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

DEFINITION OF LEGALLY AUTHORIZED REPRESENTATIVE:

Please also provide the information requested in brackets []

- **Corporation** - president, secretary, treasurer, vice-president, or any person who performs principal business functions;
or a manager of one or more facilities that is authorized in accordance to corporate procedure to sign such documents.
- **Partnership** - General partner *[list of general partners, their addresses, and telephone numbers]*.
- **Sole Proprietorship** - Owner(s) *[each owner must sign the application]*.
- **City, County, State, Federal, or other Public Facility** - Principal executive officer or ranking elected official.
- **Limited Liability Company** - Member *[articles of organization]*.
- **Trusts** – Acting trustee *[list of trustees, their addresses, and telephone numbers]*.

(please see 40 CFR §122.22 for more detail, if needed)

NPDES General Permit 1200-C for Construction Activities Application Instructions

APPLICATION AND FEE SUBMITTAL

Submit this application, Narrative Parts I, II & III (if applicable), LUCS, Erosion and Sediment Control Plan(2 full-sized hard copies and 1 PDF copy), and the applicable fee to the appropriate DEQ regional office or DEQ Agent listed below. Contact the appropriate DEQ regional office or DEQ Agent for the best way to submit the electronic version of the ESCP.

- If you are in an area serviced by a DEQ Agent, check with the DEQ Agent for appropriate fees and make check payable to the DEQ Agent.
- If you are sending your application to DEQ, the fee for a new application is \$1,586 payable to the Oregon DEQ. Please note that DEQ will also invoice you for an annual fee of \$804 if your project needs permit coverage for more than a year. These fees are subject to change; visit <http://www.deq.state.or.us/wq/rules/div045/tables.pdf> for current fees.

<p align="center">DEQ Northwest Region 2020 SW 4th Avenue, Suite 400 Portland, OR 97201-4987 503-229-5438 or 1-800-452-4011</p>	<p align="center">DEQ Western Region 165 East 7th Avenue, Suite 100 Eugene, OR 97401 541-687-7326 or 1-800-452-4011</p>	<p align="center">DEQ Eastern Region 700 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 541-278-4605 or 1-800-452-4011</p>
<p align="center">City of Eugene 99 W. 10th Avenue Eugene, OR 97401 541-682-5297</p>	<p align="center">City of Hermiston 215 Gladys Avenue Hermiston, OR 97838 541-667-5025</p>	<p align="center">City of Troutdale 342 SW 4th Street Troutdale, OR 97060 503-674-3300</p>
<p align="center">Clean Water Services 2550 SW Hillsboro Highway Hillsboro, OR 97123 503-681-5101</p> <p><i>Includes Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and portions of Washington Co.</i></p>	<p align="center">Rogue Valley Sewer Services 138 West Vilas Road, PO Box 3130 Central Point, OR 97502 541-664-6300</p> <p><i>Includes Central Point, Phoenix, Talent, White City and portions of Jackson Co.</i></p>	<p align="center">Clackamas County Water Environment Services 150 Beaver Creek Road, Suite 430 Oregon City, OR 97045 503-742-4567</p> <p><i>Unincorporated Clackamas County and areas within the Cities of Rivergrove and Gladstone</i></p>

DEQ USE ONLY	
File #:	_____
Application #:	_____
EPA #:	_____
ACD Fee Paid:	_____
DOC Conf.:	_____
Notes:	_____

**NAME CHANGE
AND/OR
PERMIT TRANSFER
FOR NPDES* OR WPCF** PERMIT**



Oregon Department of Environmental Quality
*National Pollutant Discharge Elimination System
**Water Pollution Control Facilities

DEQ USE ONLY	
Received:	_____
Amount Received:	_____
On-Site Surcharge:	_____
Check #:	_____
Deposit #:	_____
<input type="checkbox"/> IND <input type="checkbox"/> DOM <input type="checkbox"/> OSS <input type="checkbox"/> UIC:	_____
Notes:	_____

A. ACTION TO BE PERFORMED

<input type="checkbox"/> Name Change / Effective or Scheduled Date:	<input type="checkbox"/> Transfer of Permit / Scheduled Date:
---	---

B. PREVIOUS INFORMATION

1. Previous Legal Name:	
2. Previous Common Name:	
3. DEQ Facility ID #: Permit #:	4. Facility Physical Address: City, State, Zip Code:

C. NEW INFORMATION

1. New Legal Name:		
2. New Common Name:		
3. Responsible Official: Mailing Address:	Telephone #: City, State, Zip Code:	Email:
4. Facility Contact: Facility Mailing Address:	Telephone #: City, State, Zip Code:	Email:
5. Invoice to: Billing Address:	Telephone #: City, State, Zip Code:	Email:
6. Will the name change or transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach explanation)		

D. SIGNATURE REQUIRED FOR NAME CHANGE

I hereby authorize the above referenced name change.

_____	_____
Name of Legally Authorized Representative (Type or Print)	Title
_____	_____
Signature of Legally Authorized Representative	Date

E. SIGNATURES REQUIRED FOR TRANSFER OF PERMIT

PREVIOUS OWNER: I hereby acknowledge the pending transfer of the above referenced permit.

_____	_____
Name of Legally Authorized Representative (Type or Print)	Title
_____	_____
Signature of Legally Authorized Representative	Date

NEW OWNER:

I hereby apply for permission to transfer the above referenced permit and certify that I have acquired a property interest in the permitted activity. I agree to fully comply with all terms and conditions of the permit and the rules of the Environmental Quality Commission.

_____	_____
Name of Legally Authorized Representative (Type or Print)	Title
_____	_____
Signature of Legally Authorized Representative	Date

NAME CHANGE AND PERMIT TRANSFER INSTRUCTIONS

A. ACTION TO BE PERFORMED:

Check the appropriate box to indicate a name change and/or permit transfer.

- ◆ For a **name change**, provide the effective or scheduled date of the name change. Please note that for name changes, the Department prefers to process your request after the name has been legally changed to avoid incorrectly modifying its files should the change not occur.
- ◆ To **transfer a permit** to a new owner, provide the date on which you want the transfer to occur. Transfer will not occur until the Department has received the appropriate signatures and fee and reviewed the transfer information. Approval of a transfer may take up to 30 days to process.

B. PREVIOUS INFORMATION:

1. Enter the previous legal name.
2. Enter the common name of this facility or operation if different than the legal name.
3. Enter the DEQ facility identification number (also known as the site or file number; this number may be found on the first page of your permit) and the permit number.
4. Enter the facility's physical address (physical location, not mailing address), including city, state, and zip code.

C. NEW INFORMATION:

1. Enter the new legal name. This name will appear on the permit and must be the **legal** Oregon name (i.e., Acme Products, Inc.) or the **legal** representative of the company if the company operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (503) 378-4752 (<http://www.filinginoregon.com>), unless otherwise exempted by their regulations.
2. Enter the common name of this facility or operation if different than the legal name.
3. Enter the name, telephone number, and e-mail and mailing addresses of the Responsible Official. The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.
4. Enter the name, telephone number, and e-mail and mailing addresses of the Facility Contact if different from the Responsible Official. The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.
5. Enter invoicing information for billing purposes if different from new legal name (e.g., "Invoice To: Business Office").
6. Complete as indicated. Attach an explanation if changes are being made to the discharge regulated by the current permit.

D. SIGNATURE REQUIRED FOR NAME CHANGE:

The signature of a legally authorized representative must be obtained before the Department will change the name of a permittee.

E. SIGNATURES REQUIRED FOR PERMIT TRANSFER:

The signatures of legally authorized representatives from the previous owner and new owner must be obtained before the Department will transfer a permit. If the previous owner is not available, the Department will accept a bill of sale or other proof that the new owner has acquired a property interest in the permitted activity.

Definition of Legally Authorized Representative:
See 40 CFR 122.22 for more detail. Also, please also provide the information requested in brackets []
<ul style="list-style-type: none"> ◆ Corporation — President, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million that is authorized in accordance to corporate procedure to sign such documents ◆ Partnership — General partner <i>[list of general partners, their addresses and telephone numbers]</i> ◆ Sole Proprietorship — Owner(s) <i>[each owner must sign the application]</i> ◆ City, County, State, Federal, or other Public Facility — Principal executive officer or ranking elected official ◆ Limited Liability Company — Member <i>[articles of organization]</i> ◆ Trusts — Acting trustee <i>[list of trustees, their addresses and telephone numbers]</i>

FEE AND APPLICATION SUBMITTAL:

The fee to perform a name change and/or transfer a permit depends on the type of permit. The fees are as follows:

- ◆ **\$128** for WPCF onsite sewage system permit (\$68 Table 9D application filing fee plus \$60 Table 9F department surcharge)
- ◆ **\$78** for any other WPCF or NPDES permit

Send this form and fee to the appropriate DEQ regional office:		
Make your check payable to the Department of Environmental Quality		
<p style="text-align: center;">DEQ Northwest Region</p> <p>2020 SW 4th Ave., Suite 400 Portland, OR 97201-4987 (503) 229-5263 or 1-800-452-4011 inside Oregon</p>	<p style="text-align: center;">DEQ Western Region</p> <p>Stormwater and Onsite Sewage Permits: 165 E. 7th Ave., Ste. 100 Eugene, OR 97401 (541) 686-7838 or 1-800-844-8467 inside Oregon</p> <p style="text-align: center;">All Other Permits: 750 Front St. NE, Suite 120 Salem, OR 97301-1039 (503) 378-8240 or 1-800-379-7677 inside Oregon</p>	<p style="text-align: center;">DEQ Eastern Region</p> <p>700 SE Emigrant, Suite 330 Pendleton, OR 97801 (541) 276-4063 or 1-800-304-3513 inside Oregon</p>



Notice of Termination

For NPDES General Permit to Discharge Stormwater Associated With Construction Activity

Use this form to end permit coverage once all soil disturbance activities have been completed and final stabilization of exposed soils has occurred. Please print in ink or type.

PERMITTEE

Name (authorized person meeting the signature requirements on the application):	Telephone:
---	------------

Company (Legal Name - Permittee):

Mailing Address:	City, State, Zip Code:
------------------	------------------------

E-mail Address:	File Number (located on face page of permit):
-----------------	---

SITE LOCATION/ADDRESS

STATUS OF CONSTRUCTION ACTIVITY

Site Common Name:	<input type="checkbox"/> All soil disturbance activities by or for the permittee have been completed. <input type="checkbox"/> The site has undergone stabilization of all exposed soils through vegetation, paving, or building construction and all stormwater discharges from construction activities that are authorized by this permit are eliminated. <input type="checkbox"/> All temporary erosion and sediment controls have been removed and properly disposed, unless local ordinance requires otherwise in the completion of the project.
Street Address (or Location Description):	
City (or nearest city):	
County:	Date above items were completed: <input style="width: 100px;" type="text"/> <p style="text-align: center;">OR</p> <input type="checkbox"/> Project was cancelled with no disturbance taking place.

CERTIFICATION

Please read the certification statement carefully before signing.

I certify under penalty of law that all stormwater discharges associated with construction activity from this site that are authorized by this NPDES general permit have been eliminated. By submitting this Notice of Termination, I understand that I am no longer authorized to discharge stormwater associated with construction activity under this general permit, and that discharging pollutants to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that submittal of this Notice of Termination does not release a permittee from liability for any violations of this permit or the Clean Water Act.

 Signature of Legally Authorized Representative

 Date

 Name of Legally Authorized Representative (type or print)

INSTRUCTIONS FOR COMPLETING THE NOTICE OF TERMINATION FORM FOR THE NPDES GENERAL PERMIT TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION

This Notice of Termination Form is for a permittee that currently is assigned coverage under Oregon's NPDES general permit for the discharge of stormwater associated with construction activity. Use this form to end permit coverage once all soil disturbance activities have been completed by and for the permittee and stabilization of exposed soils has occurred. **Please print in ink or type.**

I. Permittee

Complete as indicated. The permittee is the name of the company or person as it appears on the permit. Only the permittee or the permittee's legally authorized representative has authority to terminate permit coverage.

Note: If you are not the current permittee but should be, you need to transfer the permit. Please use the Transfer of Ownership form at <http://www.deq.state.or.us/wq/stormwater/constappl.htm> or contact DEQ at one of the offices listed below.

II. Site Address/Location

Complete as indicated. Also provide the city (or nearest city) and county for the construction site.

III. Construction Activity

Check the "boxes" to indicate that all stormwater discharges associated with construction activity have been eliminated, stabilization of the site is complete, and temporary erosion and sediment control measures have been properly disposed unless local codes require that they remain. Also, provide the date of completion for these activities. As an alternative to the preceding, if the site work was never started you can check the last box only. Your permit will not be terminated if these activities have not been completed or the construction activities started but the project was cancelled without completing the activities.

Certification

This statement should be read carefully by the permittee, owner or legally authorized representative. The person signing this form must print or type their name for clarity then sign and date the document on the lines provided.

Definition of Legally Authorized Representative:

See 40 CFR 122.22 for more detail. Also, please also provide the information requested in brackets []

- ◆ **Corporation** —President, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million that is authorized in accordance to corporate procedure to sign such documents
- ◆ **Partnership**— General partner *[list of general partners, their addresses and telephone numbers]*
- ◆ **Sole Proprietorship** - Owner(s) *[each owner must sign the application]*
- ◆ **City, County, State, Federal, or other Public Facility** — Principal executive officer or ranking elected official
- ◆ **Limited Liability Company**— Member *[articles of organization]*
- ◆ **Trusts** — Acting trustee *[list of trustees, their addresses and telephone numbers]*

Form Submittal and For More Information Submit this form to the appropriate regional office. There is no fee required for this action. If you have any questions, please contact one of the regional offices listed below.

Submit photo-documentation that depicts site stabilization, unless the site has been inspected by DEQ or Agent

DEQ Northwest Region	DEQ Western Region	DEQ Eastern Region
2020 SW 4th Avenue, Suite 400 Portland, OR 97201 (503) 229-5263 or (800) 452-4011	165 East 7th Avenue, Suite 100 Eugene, OR 97401 (541) 687-7326 or 1-800-844-8467	700 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 (541) 276-4063 or 1-800-452-4011

DEQ Use Only

Appendix II – ESCP Parts I - III

Forms and Set of Example Drawings

ESCP PARTS I THROUGH III - FORMS AND SET OF EXAMPLE DRAWINGS

The information that is required in the **Part I, and Part II ESCP Narrative Forms** could be included on the required **ESCP Drawings** instead of submittal of the **Narrative Forms**. The **Narrative Part III** is only a checklist for use in making sure that all of the required information is provided in the submittal documents and as such does not need to be submitted to DEQ.

Required ESCP Drawing Standard Notes must be included on the **ESCP Drawings**. The set of **Example Construction Plan Drawings** (examples to be used as an alternative to the Narrative Forms) are provided at: <http://www.deq.state.or.us/wq/stormwater/constappl.htm>.

If an applicant only submits the **ESCP Drawings**, all information in Parts I – II must be included on the drawings.

PART 1: ESCP NARRATIVE FORM

1. Permit Registration Information

Date: _____

Project Name: _____

Prepared By: _____

Company Name: _____

E-mail Address: _____

Please answer the following questions as indicated. If needed, additional space is provided for you at the end of this form. You may also attach any information you feel is pertinent to the project.

2. Oregon Professional Certification Information

Is your Erosion and Sediment Control Plan (ESCP) for an activity that covers 20 acres or more of disturbed land (Schedule A.12.a.i)

Yes No

Does your Erosion and Sediment Control Plan require engineered facilities such as settling basins and/or diversion structures? (Schedule A.12.a.ii)

Yes No

If you answered "Yes" to question #1, the ESCP must be prepared and stamped by an Oregon Registered Profession Engineer, Oregon Registered Landscape Architect, Oregon Certified Engineering Geologist, or Certified Professional in Erosion and Sediment Control (Soil and Water Conservation Society). If you answered "Yes" to question #2, the ESCP must be prepared and stamped by an Oregon Registered Professional Engineer. Please provide the following information and use the space provided to imprint your seal.

Name: _____

Address: _____

Telephone: _____

Imprint Seal Above

3. Inspector Qualification Information

Provide the following information on the Erosion and Sediment Control Inspector. This is a person that works for the applicant and not a government employee. The consultant, general contractor, project manager, or person who prepared the ESCP may be designated with their agreement as the initial or final ESC Inspector. Upon designating an inspector(s), submit to DEQ or Agent their name(s), and contact information. All designated ESC Inspectors must be qualified through certification, training, and/or experience in erosion and sediment control. Please provide the number of hours of training, days, months, and/or years of experience in erosion and sediment control design, installation, maintenance, and/or inspection (specify which or all). (NPDES 1200-C Permit Schedule A.12.b.iii).

The inspector is a person with training and experience in erosion prevention and sediment controls and best management practices and should have one of the following levels of skill. A copy of a certification, training, or

level/hours of experience should be provided to DEQ or Agent in the form below:

Acceptable Certification:

- a. Certified Professional in Erosion and Sediment Control (CPESC); or
- b. Washington Department of Ecology's Certified Erosion and Sediment Control Lead (CESCL) Certification; or

Acceptable Training:

- a. Certification/training program designed for persons involved in any phase of erosion and sediment control work. Areas covered must include information on soils, the erosion process, sedimentation process, standards and specifications for vegetative and structural erosion control practices, laws, regulations, construction inspection and field investigation requirements experience; or
- b. Attendance at a seminar or training class in Erosion and Sediment Control Best Management Practices (BMPs).

Qualified Experience:

- a. Designing Erosion and Sediment Control Plans and/or
- b. Installation of erosion and sediment controls and/or
- c. Maintenance of erosion and sediment controls and/or
- d. Inspection of erosion and sediment controls

Name: _____ Telephone: _____
Address: _____ E-mail: _____

Certification: _____
Training: _____

Experience: _____

4. Local Government Requirements

The ESCP must include any procedures necessary to meet applicable local government erosion and sediment control or stormwater management requirements and should include updates to the ESCP as necessary to reflect any revisions to applicable local requirements for soil and erosion control.(Schedule A.12.b.ii)

Is the project located within a city, town, county or service district that has a local erosion and sediment control or stormwater ordinance or development standards that require the development of and implementation of an erosion and sediment control plan? The ESCP preparer may need to check with the local government agency in order to ensure that this requirement is met.

Yes No

5. Narrative Site Description

- a. Describe the nature of the constructin activity and the final use of the site, i.e., what will the site be used for at the completion of the construction. (Schedule A.12.b.iv.1)

- b. Describe the origin and nature of fill material to be used and of the existing soils (Schedule A.12.b.iv.4):

6. Water Quality Requirements for TMDL and 303(d) Listed Waterbodies (skip if not applicable)

If there is a potential for discharge of stormwater to a portion of a waterbody that is listed for turbidity or sedimentation or that has an established Total Maximum Daily Load (TMDL) for sedimentation or turbidity (available at <http://www.deq.state.or.us/wq/tmdls/basinmap.htm>) from the construction site, then one or more of the BMPs listed below must be implemented. Identify the selected BMP(s) in the ESCP as one that addresses

this condition of the permit, and provide the rationale for choosing the selected BMP(s). (Schedule A.11.) The 303 (d) list can be found at: <http://www.deq.state.or.us/wq/assessment/rpt0406/search.asp>.

Will implement on or more of the following BMPs to control and treat sediment and turbidity:

- i. Compost berms, compost blankets, or compost socks;
- ii. Erosion control mats;
- iii. Tackifiers used in combination with perimeter sediment control BMPs;
- iv. Established vegetated buffers sized at 50 feet perpendicular to the slope plus an additional 25 feet perpendicular to the slope per 5 degrees of slope full width of the disturbed slope
- v. Water treatment by electro-coagulation, flocculation, filtration; or
- vi. Other substantially equivalent sediment or turbidity BMP approved by DEQ or Agent

BMP

Rationale

BMP	Rationale
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

PART III: CHECKLIST OF REQUIRED ELEMENTS OF ESCP DRAWINGS

1. Information Required on ESCP Drawings

The following items must be depicted on ESCP drawings, as applicable:	Yes	No	N/A*
a. Total property boundary including surface area of the development; (Sch. A.12.b.v.3.a)			
b. Areas of soil disturbance (including, but not limited to, showing cut and fill areas and pre- and post-development elevation contours); (Sch. A.12.b.v.3.b)			
c. Drainage patterns before and after finish grading; (Sch. A.12.b.v.3.c)			
d. Discharge points; (Sch. A.12.b.v.3.d)			
e. Areas used for the storage of soils or wastes; (Sch. A.12.b.v.3.e)			
f. Areas where vegetative practices are to be implemented; (Sch. A.12.b.v.3.f)			
g. All erosion and sediment control measures or structures; (Sch. A.12.b.v.3.g)			
h. Identify the type of seed mix (percentages of the various seeds of annuals, perennials and clover) and other plantings. (Sch. A.7.b.iii.3)			
i. Sediment fences, vegetative buffer strips, sediment traps, rock filters, compost berms/compost socks, fiber rolls/ loose non-compacted straw wattles, storm drain inlet protection, and temporary or permanent sedimentation basins (Sch. A.7.d.i)			
j. Diversion of uncontaminated flows around stockpiles, use of cover over stockpiles, and installation of sediment fences (or other barriers that will prevent the discharge of sediment or turbidity) around stockpiles. (Sch. A.7.e.ii.(3))			
k. Stabilized site entrances and access roads including, but not limited to construction entrances, roadways and equipment parking areas (for example, using geotextile fabric underlay). (Sch. A.8.c.i.(4))			
l. Perimeter sediment control, including storm drain inlet protection as well as all sediment basins, traps, and barriers. (Sch. A.8.c.i.(5))			
m. Concrete truck and other concrete equipment washout areas. (Sch. A.8.c.i.(6))			
n. Impervious structures after construction is completed (including buildings, roads, parking lots and outdoor storage areas); (Sch. A.12.b.v.3.h)			
o. Springs, wetlands and other surface waters on site or adjacent to the site; (Sch. A.12.b.v.3.i)			
p. Temporary and permanent stormwater conveyance systems; (Sch. A.12.b.v.3.j)			
q. Onsite water disposal locations (for example, for dewatering); (Sch. A.12.b.v.3.k)			
r. Storm drain catch basins depicting inlet protection, and a description of the type of catch basins used (for example, field inlet, curb inlet, grated drain and combination); (Sch. A.12.b.v.3.l)			
s. Septic drain fields; (Sch. A.12.b.v.3.m)			
t. Existing or proposed drywells or other UICs; (Sch. A.12.b.v.3.n)			
u. Drinking water wells on site or adjacent to the site (Sch. A.12.b.v.3.o)			
v. Planters; (Sch. A.12.b.v.3.p)			
w. Sediment and erosion controls including installation techniques; (Sch. A.12.b.v.3.q)			
x. Detention ponds, storm drain piping, inflow and outflow details (Sch. a.12.b.v.3.r)			

2. Required ESCP Drawing Standard Notes

All ESCPs must include the following notes:

1. Hold a pre-construction meeting of project construction personnel that includes the inspector to discuss erosion and sediment control measures and construction limits. (Schedule A.8.c.i.(3))
2. All inspections must be made in accordance with DEQ 1200-C permit requirements.
3. Inspection logs must be kept in accordance with DEQ's 1200-C permit requirements.
4. Retain a copy of the ESCP and all revisions on site and make it available on request to DEQ, Agent, or the local municipality. During inactive periods of greater than seven (7) consecutive calendar days, retain the ESCP at the construction site or at another location. (Schedule B.2.a)
5. All permit registrants must implement the ESCP. Failure to implement any of the control measures or practices described in the ESCP is a violation of the permit. (Schedule A 8.a)
6. The ESCP measures shown on this plan are minimum requirements for anticipated site conditions. During the construction period, upgrade these measures as needed to comply with all applicable local, state, and federal erosion and sediment control regulations. (Schedule A.8.c.ii.(1)(c))
7. Submission of all ESCP revisions is not required. Submittal of the ESCP revisions is only under specific conditions. Submit all necessary revision to DEQ or Agent. (Schedule A.12.c.iii)
8. Phase clearing and grading to the maximum extent practical to prevent exposed inactive areas from becoming a source of erosion. (Schedule A 8.c.ii.(1)(d))
9. Identify, mark, and protect (by fencing off or other means) critical riparian areas and vegetation including important trees and associated rooting zones, and vegetation areas to be preserved. Identify vegetative buffer zones between the site and sensitive areas (e.g., wetlands), and other areas to be preserved, especially in perimeter areas. (Schedule A.8.c.i.(1) & (2))
10. Preserve existing vegetation when practical and re-vegetate open areas. Re-vegetate open areas when practicable before and after grading or construction. Identify the type of vegetative seed mix used. (Schedule A.7.b.iii(1) and A.7.b.iii(3))
11. Erosion and sediment control measures including perimeter sediment control must be in place before vegetation is disturbed and must remain in place and be maintained, repaired, and promptly implemented following procedures established for the duration of construction, including protection for active storm drain inlets and catch basins and appropriate non-stormwater pollution controls. (Schedule A.7.d.i and A.8.c)
12. Establish concrete truck and other concrete equipment washout areas before beginning concrete work. (Schedule A.8.c.i.(6))
13. Apply temporary and/or permanent soil stabilization measures immediately on all disturbed areas as grading progresses and for all roadways including gravel roadways. (Schedule A.8.c.ii.(2))
14. Establish material and waste storage areas, and other non-stormwater controls. (Schedule A.8.c.i.(7))
15. Prevent tracking of sediment onto public or private roads using BMPs such as: graveled (or paved) exits and parking areas, gravel all unpaved roads located onsite, or use an exit tire wash. These BMPs must be in place prior to land-disturbing activities. (Schedule A 7.d.ii.(1) and A.8.c.i.(4))
16. When trucking saturated soils from the site, either use water-tight trucks or drain loads on site. (Schedule A.7.d.ii.(3))
17. Use BMPs to prevent or minimize stormwater exposure to pollutants from spills; vehicle and equipment fueling, maintenance, and storage; other cleaning and maintenance activities; and waste handling activities. These pollutants include fuel, hydraulic fluid, and other oils from vehicles and machinery, as well as debris, leftover paints, solvents, and glues from construction operations. (Schedule A.7.e.i.(2))
18. Implement the following BMPs when applicable: written spill prevention and response procedures, employee training on spill prevention and proper disposal procedures, spill kits in all vehicles, regular maintenance schedule for vehicles and machinery, material delivery and storage controls, training and signage, and covered storage areas for waste and supplies. (Sch A 7.e.iii.)
19. Use water, soil-binding agent or other dust control technique as needed to avoid wind-blown soil. (Schedule A 7.b.ii)
20. The application rate of fertilizers used to reestablish vegetation must follow manufacturer's recommendations to minimize nutrient releases to surface waters. Exercise caution when using time-release fertilizers within any waterway riparian zone. (Schedule A.9.b.iii)
21. If a stormwater treatment system (for example, electro-coagulation, flocculation, filtration, etc.) for sediment or other pollutant removal is employed, submit an operation and maintenance plan (including system schematic, location of system, location of inlet, location of discharge, discharge dispersion device design, and a sampling plan and frequency) before operating the treatment system. Obtain plan approval before operating the treatment system. Operate and maintain the treatment system according to manufacturer's specifications. (Schedule A.9.d)
22. Temporarily stabilize soils at the end of the shift before holidays and weekends, if needed. The registrant is responsible for ensuring that soils are stable during rain events at all times of the year. (Schedule A 7.b)

23. At the end of each workday soil stockpiles must be stabilized or covered, or other BMPs must be implemented to prevent discharges to surface waters or conveyance systems leading to surface waters. (Schedule A 7.e.ii.(2))
24. Construction activities must avoid or minimize excavation and creation of bare ground during wet weather. (Schedule A.7.a.i)
25. Sediment fence: remove trapped sediment before it reaches one third of the above ground fence height and before fence removal. (Schedule A.9.c.i)
26. Other sediment barriers (such as biobags): remove sediment before it reaches two inches depth above ground height. and before BMP removal. (Schedule A.9.c.ii)
27. Catch basins: clean before retention capacity has been reduced by fifty percent. Sediment basins and sediment traps: remove trapped sediments before design capacity has been reduced by fifty percent and at completion of project. (Schedule A.9.c.iii & iv)
28. Within 24 hours, significant sediment that has left the construction site, must be remediated. Investigate the cause of the sediment release and implement steps to prevent a recurrence of the discharge within the same 24 hours. Any in-stream clean up of sediment shall be performed according to the Oregon Division of State Lands required timeframe. (Schedule A.9.b.i)
29. The intentional washing of sediment into storm sewers or drainage ways must not occur. Vacuuming or dry sweeping and material pickup must be used to cleanup released sediments. (Schedule A.9.b.ii)
30. The entire site must be temporarily stabilized using vegetation or a heavy mulch layer, temporary seeding, or other method should all construction activities cease for 30 days or more. (Schedule A.7.f.i)
31. Provide temporary stabilization for that portion of the site where construction activities cease for 14 days or more with a covering of blown straw and a tackifier, loose straw, or an adequate covering of compost mulch until work resumes on that portion of the site. (Schedule A.7.f.ii)
32. Provide permanent erosion control measures on all exposed areas. Do not remove temporary sediment control practices until permanent vegetation or other cover of exposed areas is established. However, do remove all temporary erosion control measures as exposed areas become stabilized, unless doing so conflicts with local requirements. Properly dispose of construction materials and waste, including sediment retained by temporary BMPs. (Schedule A.7.b.iii(2) and A.8.c.iii)