**Water Pollution Control Program (WPCP) for CCTV Projects**

**This WPCP is prepared for the following project:**

Click or tap here to enter text.

|  |  |
| --- | --- |
| Contract EA: | Project ID: |

**Contractor’s Information**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Name | Contact Title |
| Contractors' Email | Contractor's Phone |

**Contractor’s WPC Manager**

|  |  |
| --- | --- |
| WPC Manager's Name | WPC Manager's Title |
| WPC Manager's Phone |  |

**Contractor’s Alternate/Substitute WPC Manager**

|  |  |
| --- | --- |
| Alternate/Substitute WPC Manager's Name | Alternate/Substitute WPC Manager's Title |
| Alternate/Substitute WPC Manager's Phone |  |

**Resident Engineer**

|  |  |
| --- | --- |
| RE's Name |  |
| RE's Email | RE's Phone Number |

**WPCP Applicability**

**This WPCP boilerplate is only for specific CCTV projects. The use of this WPCP is limited to projects which have little or no soil disturbance (only minimal for incidental disturbance such as at contractor’s yard, construction area signs, etc.).**

**If the project is subject to a Water Quality Certification (CWA 401) or other environmental requirements (Permit, License, Agreement, and Certifications, PLACs) forego this boilerplate and use the standard Caltrans WPCP template. Moreover, this boilerplate does not cover ADL nor contaminated soil/hazardous waste; if any of these apply to the project- use the WPCP template and not this boilerplate.**

WPCP Attachments:

Attachment A: WPCM Stormwater related Certifications

WPCP Appendices:

Appendix A: CEM -2008 Amendment Certification and Acceptance

Appendix B: WPC Drawings

Appendix C: WPC Schedule

Appendix D: CEM-2030 Stormwater Site Inspection Report

Appendix E: CEM-2035 Corrective Action Summary Report

**Acknowledgement and Acceptance**

I, WPC Manager's Name, have fully read and understand the conditions stated in this WPCP. I meet the requirements of Caltrans Standard Specifications Section 13. I am at a minimum a Qualified SWPPP Practitioner (QSP) and have completed the 8-hour Caltrans WPCM training. Both certificates are included in Attachment A. This WPCP shall be implemented throughout the construction project life.

My responsibilities and duties shall include, but are not limited to, the following as enumerated in Standard Specification 13-1:

* Ensuring compliance with the WPCP
* Implementing all elements of the WPCP and contract specifications, including but not limited to implementing:
  + prompt and effective erosion and sediment control measures
  + non-stormwater management, and materials and waste management activities such as: monitoring

discharges (dewatering, diversion devices); general site clean-up; vehicle and equipment cleaning, fueling and maintenance; spill control; ensuring that no materials other than stormwater are discharged in quantities, which will have an adverse effect on receiving waters or storm drain systems, etc.

* Overseeing and ensuring that the following site inspections and visual monitoring is conducted and documented on CEM-2030:
  + daily required BMP inspections
  + weekly routine stormwater site BMP inspections
  + quarterly non-stormwater site inspections
  + pre-storm inspections for forecasted storm events
  + daily inspections during forecasted storm events
  + post-storm inspections for qualified rain events that produce project site runoff
* Monitoring NWS Forecast Office forecasts for storm events; defined as follows:
  + a forecasted storm event is defined as a 50% or greater likelihood that 0.10 inches or more of precipitation will fall within a 24-hour period
* Preparing Amendments to the WPCP when required
* Ensuring elimination of all unauthorized discharges
* Mobilizing crews in order to make immediate repairs to the control measures
* Coordinating with the Resident Engineer to assure all of the necessary corrections/repairs are made immediately, and project complies with the WPCP and approved plans at all times
* Preparing and submitting Notices of Discharge Reports
* Preparing and submitting Illegal Connections or Illicit Discharge Reports
* Section 13-1.01D(4)(c) “Responsibilities,” of the Standard Specifications

I am aware that the Water Pollution Control Drawings and Water Pollution Control Schedule, which are prepared by the contractor, must be attached for this WPCP to be implemented.

|  |  |
| --- | --- |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: Signature Date |

WPC Manager's Name

The Alternate/Substitute WPCM is at a minimum a QSP and has completed the 8-hr Caltrans WPCM Training; training and certification documentation is included in Attachment A.

**Amendments (for WPC schedule and drawings)**

The WPCP shall be amended whenever there is a change in construction or operations that may cause the discharge of significant quantities of pollutants to surface waters, groundwater, municipal storm drain systems, or when deemed necessary by the Resident Engineer. The WPCP must be amended when:

● Changes in work activities could affect the discharge of pollutants

● WPC practices are added by contract change order

● WPC practices are added at the contractor’s discretion

Amendments shall be documented in letter format and include revised Water Pollution Control Drawing sheets, as appropriate. WPCP amendments shall be certified by the contractor and require acceptance by Caltrans Resident Engineer. Documentation of WPCP amendment certification, acceptance will be documented using CEM-2008 SWPPP/WPCP Amendment Certification and Acceptance form in Appendix A.

Amendment description and date:

|  |  |
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**Section 20 Project and Contractor Information**

**20.1 Project Description:** Click or tap here to enter text.

**20.2 Unique Site Features:** This project has only minimal disturbance of soil. Other site features include (not limited to receiving waterbody, staging areas):

**20.3 Contact Information:**

|  |  |
| --- | --- |
| **WPC Manager:** | **Alternate/Substitute WPCM:** |
| WPC Manager's Name | Alternate/Substitute WPC Manager's Name |
| WPC Manager's Phone | Alternate/Substitute WPC Manager's Phone |

**20.4 Training:**

Contractor or subcontractor employees responsible for water pollution control best management practices (BMPs) installation, maintenance and repair have received the following training:

Contractor and subcontractor employees (including the WPCM) shall be trained prior to working on the site in the following subjects:

* Water pollution control rules and regulations.
* Implementation and maintenance for:

|  |  |  |
| --- | --- | --- |
| * temporary soil stabilization | * non-storm water management | * + waste management |
| * + temporary sediment control | * + wind erosion control | * + tracking control |
| * + material pollution prevention control |  |  |

* Identifying and handling hazardous substances
* Potential dangers to humans and the environment from spills and leaks or exposure to toxic or hazardous substances

Informal employee training shall include tailgate site meetings to be conducted weekly and address the following topics:

* Water pollution control BMPs deficiencies and corrective actions
* BMPs that are required for work activities during the week
* Spill prevention and control
* Material delivery, storage, use, and disposal
* Waste management
* Non-stormwater management

**20.5 Weather Forecast Monitoring**

The Water Pollution Control Manager (WPC Manager) shall have primary responsibility to monitor the National Weather Service Forecast Office for forecasted precipitation based on project site location. Precipitation forecast information shall be obtained from the National Weather service Forecast Office available at: http://www.srh.noaa.gov/ The project site location to be used for obtaining forecast from National Weather Forecast Office website is (include site location along with latitude and longitude):

**Section 30 Pollution Sources and Control Measures**

**30.1 Pollutant Sources**

**30.1.1 Inventory of Materials and Activities that May Pollute Stormwater**

The following is a list of construction materials that will be used and activities that will be performed that will have the potential to contribute pollutants, other than sediment, to stormwater runoff:

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| --- | --- | --- |
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Additional materials that may pollute stormwater:

The following is a list of construction activities that have the potential to contribute sediment to stormwater discharges include:

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| --- | --- |
|  |  |
|  |  |
|  |  |

Additional construction activities:

**30.1.2** **Potential Pollutants from Site Features or Known Contaminants**

Existing site features that, as a result of past usage, may contribute pollutants to stormwater (e.g., toxic materials that are known to have been treated, stored, disposed, spilled, or leaked onto the construction site) include:



Additional site features:

The following contaminants are known to exist at the project site locations identified:



Additional contaminants:

**30.2 Applicable Soil Stabilization, Sediment Control and Wind Erosion BMPs**

The following BMPs shall be implemented on the construction site. Implementation and locations of temporary BMPs are shown on the WPCDs and described in this section. The following list of BMPs and narrative explain how the selected BMPs will be incorporated into the project. This list does not preclude the WPCM and appropriate stormwater implementation staff to consult the Caltrans Construction Site BMP Manual and the WPCP and field implementation must comply with standard specification section 13 for materials and implementation requirements.

For a CCTV type of project, there are minimal soil stabilization and sediment control BMPs that apply since there is little to no soil disturbance.

* SS-1 Scheduling: Construction scheduling shall consider the amount and duration of soil exposed to erosion by wind, rainfall, and vehicle tracking and other construction activities (such as paving, Sawcutting, and grinding) that may pollute the waters of the state and will seek to minimize disturbed soil areas during the rainy season.
* SS-2 Preservation of Property/Preservation of Existing Vegetation: The contractor shall monitor the work site and surrounding area for any damage to existing property for the term of the contract. Preserve existing vegetation to the maximum extent possible to eliminate erosion. Report any disturbance of property or existing vegetation to the project Resident Engineer immediately.
* SC-10 Temporary Drain Inlet Protection: This work includes constructing, maintaining, and removing temporary drainage inlet protection. Drainage inlet protection settles and filters sediments before stormwater runoff discharges into storm drain systems. Temporary drainage inlet protection shall be provided to meet the changing conditions around drainage inlets. Storm drain inlet protection is the last line of sediment control defense prior to stormwater leaving the construction site. An evaluation of the storm drain conveyance system must be done to ensure no sediment or other contaminants are discharged, whether via curb, storm drain, slope drain, overside drain or other conveyance systems.
* SC-12 Flexible Sediment Barrier- The contractor can utilize the flexible barrier as a check dam, inlet protection for paved surfaces or as linear control around stockpiles. Flexible barriers come in sections and can be connected depending on the length desired. This BMP must comply with Sections 13-10.02I and 13-10.03H of the Standard Specifications.

Additional BMPs that are applicable to this WPCP either as line items to this contract or due to site conditions include (the WPCM has reviewed the plans, standard specifications, special provisions and the Caltrans Construction Site BMP Manual to ensure all appropriate BMPs are included):

* Click or tap here to enter text.

**30.3 Job Site Management**

The following BMPs shall be implemented on the construction site. Implementation and locations of temporary BMPs are shown on the WPCDs and described in this section including the construction yard and equipment storage/parking. The following list of BMPs and narrative explain how the selected BMPs will be incorporated into the project. This list does not preclude the WPCM and appropriate stormwater implementation staff to consult the Caltrans Construction Site BMP Manual and must comply with standard specification section 13 for materials and implementation requirements.

* NS-3 Paving and Grinding Operations: The contractor will remove and dispose of grindings and waste as work progresses. Inactive paving equipment will be placed on plastic sheeting to capture drips and leaks as required by the specifications. The contractor will not apply seal coat, tack coat, slurry seal, or fog seal if rain is predicted during the application or curing period. Digout operations will not occur during rain events. Cover drainage inlets and manholes until paving, saw cutting, grooving, grinding, and sealing activities are completed and excess material has been removed. Use a vacuum to remove slurry and residue from grooving and grinding operation immediately after it is produced and do not allow slurry and residue to run onto lanes open to traffic or off the pavement.
* NS-6 Illegal Connection and Illicit Discharge: The contractor will monitor the site for illegal discharges, dumping, and connections. The contractor will report anytime if an illicit connection or discharge is discovered or illegally dumped material is found on the construction site.
* NS-8, 9, and 10 Vehicle and Equipment Cleaning, Fueling and Maintenance: Vehicle cleaning will not be performed on site. Vehicles and equipment fueling and maintenance shall be performed off site, or within designated areas. If it must be done on site, BMPs must be utilized to prevent discharges of fuel and other vehicle and equipment fluids. These areas are to be documented on the WPCDs and vehicles should have spill kits.
* WM-1 Material Delivery and Storage: Minimize or eliminate discharge of material into the air, storm drain systems, and receiving waters while taking delivery of, using, or storing site materials listed in this WPCP. An assessment of the location where storage will take place will be done to ensure no potential for discharges can occur.
* WM-2 Material Use: The Material Use BMP applies when materials that are used and include the materials listed in this WPCP. Spill cleanup materials, material safety data sheets, a material inventory, and emergency contact numbers should be maintained and stored by the WPCM.
* WM-3 Stockpile Management: Minimize stockpiling of materials at the job site. Implement water pollution control practices within 72 hours of stockpiling material or before a forecasted storm event, whichever occurs first. If stockpiles are being used, do not allow soil, sediment, or other debris to enter storm drains, open drainages, and watercourses. The BMP will be implemented per the standard plan detail.
* WM-4 Spill Prevention and Control: Keep material or waste storage areas clean, well organized, and equipped with enough supplies for the material being stored. Implement spill leak prevention procedures for chemicals and hazardous substances stored on the job site. Whenever a spill or leak chemicals or hazardous substances occurs at the job site, Contractor is responsible for all associated cleanup costs and related liability. The WPCM is responsible for spill prevention and control and must notify the Resident Engineer immediately. At a minimum, the WPCM and contractor must comply with Section 13-4.03B in the event of minor, semi-significant, and significant/hazardous spills.
* WM-5 Solid Waste Management: To prevent clogging of storm drainage systems and have no discharges off the project limits, littering on the project site is prohibited. These procedures are designed to prevent or reduce the discharge of solid construction waste to storm water through the following steps:

1. Select designated waste collection area on site.

2. Inform trash hauling contractors that you will accept only water tight dumpsters for onsite use and locate containers in a covered area or in secondary containment.

3. Collect site trash daily and remove promptly.

* WM-6 Hazardous Waste Management: This project will be monitored closely for any spilled hazardous material. The material, if found hazardous, will be handled accordingly; the scene will be made safe, any spill will be contained, traffic will be restricted, and the proper authorities will be notified as described in the BMP WM-4 discussion. Materials like fuel, lubricants, etc. will be placed in hazardous waste containers. All hazardous waste operations will conform to BMP NS-6. The contractor shall implement hazardous waste management practices when waste is generated on the construction site. Liquid hazardous wastes shall be stored in watertight drums in either a watertight storage container or outside under a covered containment area with appropriate secondary containment. At a minimum, the contractor shall have one 55-gallon watertight drum on hand in the storage area at all times for storage of any cleanup from minor spills, drips, minor maintenance, etc.

Ensure that the hazardous waste drums/containers are stored in a secured and enclosed location, which prohibits the public or unauthorized personnel from tampering with the hazardous waste containment area.

* WM-8 Concrete Waste Management- The contractor will implement concrete waste throughout the construction area. Temporary concrete washouts will be furnished, maintained, and removed as necessary. The contractor will use portable temporary concrete washouts as a water pollution control practice for any concrete waste that is produced. All concrete washouts will be properly marked, covered before any rain event, and will be maintained properly. Concrete wastes shall not be allowed to leave the project site.
* WM-9 Sanitary / Septic Waste Management: The contractor will have portable restrooms and wash stations located on site at a minimum of 50 feet away from storm drains, receiving waters, and flow lines. They will also not be located near where water collects. The contractor will inspect sanitary/septic waste storage and disposal procedures weekly. The contractor will ensure that the sanitary/septic facilities are maintained in good working order and wastes are transported off site by a licensed service.
* WM-10 Liquid Waste Maintenance: The contractor will ensure any liquid waste will comply with the specifications including limiting quantity of material stored on site and secondary containment implementation.

Additional BMPs that are applicable to this WPCP either as line items to this contract or due to site conditions include (the WPCP has reviewed the plans, standard specifications, special provisions and the Caltrans Construction Site BMP Manual to ensure all appropriate BMPs are included):



**30.4 Water Pollution Control Drawings (WPCDs)**

The Water Pollution Control Drawings (WPCDs) show the necessary BMPs by project phase/stage for the project to be in compliance with water pollution control requirements. The WPCDs provide field staff with the information on where to install BMPs so that they are effective. The WPCDs and Water Pollution Control Schedule provide the necessary tools for a contractor to plan and implement BMPs to meet the requirements of the project WPCP in accordance with Caltrans requirements.

WPCDs are provided for all areas that are directly related to the construction activity, including but not limited to staging areas, storage yards, material borrow areas and storage areas, access roads, etc., whether or not they reside within the Caltrans rights-of-way.

The WPCDs shall show the following site information:

* Discharge points from the project to offsite storm drain systems or receiving waters
* Outline of all areas of planned soil disturbance (disturbed soil areas, DSAs)
* Known location(s) of contaminated or hazardous soils

any potential non-stormwater discharges and activities, such as dewatering operations, concrete saw-cutting or coring, pressure washing, waterline flushing, diversions, cofferdams, and vehicle and equipment cleaning.

The WPCDs show proposed locations of all construction site BMPs. Additional detail drawings are provided if necessary to convey site-specific BMP configurations. The WPCDs shall show construction site BMPs including the

following:

* Temporary soil stabilization and temporary sediment control BMPs that will be used during construction.
* Construction entrances used for site ingress and egress entrance and exit points
* BMPs to mitigate or eliminate non-stormwater discharges
* BMPs for waste management and materials pollution control, including, but not limited to storage of soil or waste; construction material loading, unloading, storage and access areas; and areas designated for waste handling and disposal
* BMPs for vehicle and equipment storage, fueling, maintenance, and cleaning

The WPCDs are included in this WPCP as Appendix B.

**30.5 Water Pollution Control Schedule**

The Water Pollution Control Schedule (WPCS) is the component of the project WPCP that shows the timeline for when BMPs will be installed so that the project is in compliance with water pollution control requirements. The WPCS provides field staff with the information necessary to plan for adequate materials and crews to install BMPs at the right time so that they are effective. The Water Pollution Control Schedule and Water Pollution Control Drawings provide the necessary tools for a contractor to plan and implement BMPs to meet the requirements of the project WPCP.

The WPCS shall contain an adequate level of detail to show major activities sequenced with implementation of construction site BMPs, including:

* Project start and finish dates, including each stage of the project
* WPCP review and acceptance
* Mobilization dates
* Clearing and grubbing/roadside clearing dates
* Dates named in other regulatory permits such as Fish and Game

The WPCS shall show implementation dates by location for deployment of the BMPs listed in this WPCP under Appendix C. The WPCS shall include:

* Paving, saw-cutting, and any other pavement related operations
* Major planned stockpiling operations
* Dates for other significant long-term operations or activities that may cause non-stormwater discharges such as dewatering, grinding, etc.

The WPCS when updated shall be filed in WPCP File Category 20.03 Water Pollution Control Schedule Updates.

**Section 40 WPCP Implementation and Documentation**

**40.1** **Stormwater Site Inspections and Site Visual Monitoring**

Stormwater site inspections and visual monitoring are necessary to ensure that the project is in compliance with WPCP. They serve to demonstrate that BMPs are properly installed, what BMPs need maintenance to operate effectively; what BMPs have failed and what BMPs could fail to operate as intended

Routine stormwater site inspections shall be conducted by the Contractor’s WPC Manager at the following minimum frequencies:

•Daily for required BMPs and for projects within the Lake Tahoe Hydrologic Unit.

•Weekly

Stormwater site inspections will be documented on CEM-2030 Stormwater Site Inspection Report in Appendix D. Completed inspection reports shall be submitted to the RE within 24hours of inspection. Deficiencies identified in site inspection reports and correction of deficiencies will be tracked on CEM-2035 Stormwater Site Inspection Report Corrective Actions Summary, in Appendix E.

**40.2 Site Visual Monitoring**

Stormwater site visual monitoring inspections shall be conducted at the following minimum frequencies:

•Prior to a forecasted storm event

•At 24-hour intervals during extended forecasted storm events

•Post qualifying rain event that generated site runoff

•Quarterly for non-stormwater discharges

If visual monitoring of the site is unsafe because of dangerous weather conditions, such as flooding and electrical storms, the stormwater site inspector shall document the reason for the exception. Documentation that the site visual monitoring inspection could not be performed shall be filed in WPCP File.

**40.3 Visual Monitoring Prior to a Forecasted Storm Event**

Visual monitoring of the project site is required when the forecast for precipitation is greater than 50 percent within the next 24, 48, 72, or 96 hours and the amount of precipitation forecasted for any 24-hour period during the forecasted storm event is 0.10 inch or greater.

The pre-storm site visual monitoring inspection shall visual observe:

•All drainage areas to identify any spills, leaks, or uncontrolled pollutant sources

•All BMPs for proper installation and adequate maintenance

Observations of the site and any recommended corrective actions will be documented on CEM-2030 Stormwater Site Inspection Report.

**40.4 Visual Monitoring During Extended Forecasted Storm Event**

Stormwater visual monitoring site inspections shall be conducted at least once each 24-hour period during extended forecasted storm events. Observations of the site and any recommended corrective actions will be documented on CEM-2030 Stormwater Site Inspection Report. Required corrective actions will be initiated within 72 hours after they are identified.

**40.5 Visual Monitoring Within 48 Hours After A Storm Event**

Site visual monitoring post precipitation events shall be conducted within 48 hours of any rain event that causes site runoff. The post-storm site visual monitoring inspection shall visual observe:

•Stormwater discharges at all discharge locations

**40.6 Visual Monitoring Non-Stormwater Discharges**

Visual monitoring and observations for non-stormwater discharges will be conducted for the presence or indications of prior unauthorized and authorized non-stormwater discharges and their sources. The presence or absence of non- stormwater discharges based on site observations will be documented on CEM-2030 Stormwater Site Inspection Report. Documentation of observed non-stormwater discharges will include presence or absence of floating and suspended materials, sheen on the surface, discolorations, turbidity, odors, and source(s) of any observed pollutants.

**Section 50 WPCP Reporting Requirements**

**50.1 Record Keeping**

To manage the various documents required to by the WPCP and to provide easy access to the documents the following WPCP file categories will be used to file WPCP compliance documents:

•File Category 20.01 Water Pollution Control Program (WPCP)

•File Category 20.03 Water Pollution Control Schedule Updates

•File Category 20.10 Correspondence

•File Category 20.23 Stormwater Training Documentation

•File Category 20.31 Contractor Stormwater Site Inspection Reports

•File Category 20.33 Site Visual Monitoring Inspection Reports

•File Category 20.34 Best Management Practices Weekly Status Report

•File Category 20.40 Weather Monitoring Logs

•File Category 20.61 Notice of Discharge Reports

Records shall be retained for a minimum of three years for the following items:

Accepted WPCP and Amendments; Stormwater Site Inspection Reports; Site Inspection Report Corrective Actions Summary and Notice of Discharge Reports.

**50.2 Discharge Reporting**

If a discharge or evidence of a prior discharge is discovered by the contractor, the contractor shall notify the Resident Engineer within 6 hours of the discharge event or discovery and file a written report within 48 hours of the discharge event or discovery of evidence of a prior discharge. The written report to the Resident Engineer will contain the following items:

•the date, time, location, and type of unauthorized discharge

•nature of operation that caused the discharge

•initial assessment of any impacts caused by the discharge

•the BMPs deployed before the discharge event

•the date of deployment and type of BMPs deployed after the discharge event, including additional measures installed or planned to reduce or prevent re-occurrence

•steps taken or planned to reduce, eliminate and/or prevent recurrence of the discharge

Reporting of discharges shall be documented on CEM-2061 Notice of Discharge Report. Completed CEM-2061 Notice of Discharge Report shall be submitted to the Resident Engineer within 24 hours of discharge event or discovery of evidence of a prior discharge.