

**CITY OF PLANO PROJECTS
CONTRACTOR INSTRUCTIONS FOR SW3Ps
FOR SMALL CONSTRUCTION SITES
(1 ACRE TO LESS THAN 5 ACRES)**

CITY PROJECT PROCESS: For City of Plano construction projects with more than one acre of disturbed land area the City is the Owner Operator and is required to obtain TPDES General Permit coverage for the project. This item cannot be assigned solely to the Contractor. The Contractor is normally the day-to-day Operator and is also required to obtain permit coverage for the project.

The Standard SW3P Narrative Sheet for City CIP Projects will be prepared by the City's Design Consultant for the City project and be included in the construction drawing set. The SW3P Narrative Sheet with the construction erosion control plans, the project bid manual and the Construction Site Notices (CSN_{SM}) will comprise the SW3P for the project.

The City of Plano will utilize a shared SW3P on each City project that requires TCEQ General Permit coverage, which means the City and the Contractor responsible for implementing the SW3P on a day-to-day basis will use the same SW3P with identified responsibilities.

The City and the contractor shall provide each other with a copy of their CSN_{SM} at the pre-construction meeting. The City will provide one copy of the construction plans and bid manual at the pre-construction meeting that will be designated as the "SW3P Record Set".

The Contractor and the City of Plano will each be responsible for providing qualified inspectors for the project to perform required SW3P inspections on a weekly basis. The TPDES General Permit requires all primary Operators on a project to perform SW3P inspections.

Inspection reports for sites that are in full compliance with the TPDES General Permit must be properly certified by the Operator. Inspectors cannot certify inspection reports unless they are authorized in writing by the Operator and this authorization is copied to TCEQ and the City.

EPA and TCEQ consider the SW3P for a construction site as a "living document" that should be modified and kept up-to-date as the project progresses. Both entities have jurisdiction within the State of Texas and will enforce the TPDES General Permit in response to complaints.

The Part and Section references on the following instructions refer to the 2018 TPDES Construction General Permit where the actual requirements for the SW3P are spelled out.

The Contractor's instructions for keeping the SW3P Narrative Plan Sheet up-to-date are as follows:

SW3P NARRATIVE SHEET INSTRUCTIONS

Part III, Sec. A.1 – Operators

At the pre-construction meeting the Contractor shall write in the Contractor's company name, mailing address, contact person's name and phone number on the SW3P Narrative Sheet of the SW3P Record Set.

Part III, Sec.F.1.c – Intended Schedule of Land Disturbing Activity

As the project construction proceeds, the Contractor shall write in the Actual Start Dates and Actual End Dates on the SW3P Record Set as the phases are started and completed.

Part III, Sec.F.1.h – Construction Support Activities

If during construction, the City agrees to add a support activity for the project to the SW3P, the checkbox for the type and also the location information for any construction support activities may be revised. **Please note that by adding a new activity to the project the disturbed land area for the SW3P must be adjusted and may prevent this SW3P form from being used.**

If a support activity is used on the project and does not qualify to be included in the SW3P, the support activity may have to obtain its own separate TPDES Construction General Permit coverage in accordance with City of Plano and TCEQ requirements.

Part III, Sec.F.2 & 4 – Best Management Practices (BMPs)

The temporary BMPs selected for the project may be changed due to existing conditions or requests by the contractor and approval by the City. If changes are made, the contractor shall modify the checkboxes in this Section of the SW3P Record Set to reflect those actually used for the project.

In this Section of the SW3P record set, the contractor will also write the date that stabilization practices are initiated on the construction site.

Part III, Sec.F.7 – Inspections of Controls

At the pre-construction meeting in this Section of the SW3P record set, the Contractor shall write in the City's and their inspector's names, company name and phone numbers. It is recommended that two inspectors for each operator be designated to cover vacations, emergencies or other absences.

In coordination with the City inspector, the Contractor shall mark the appropriate checkbox for the selected inspection day for the Contractor and the City. Check the calendar for the contract period to avoid holidays if at all possible.

Part III, Sec.F.7(c)iv – Water Use Restrictions

The section on water use restrictions in the SW3P record set shall be completed by the Contractor for the project **when the only work remaining on the**

project is the establishment of permanent ground cover.

The Contractor shall write in the date when the project has reached the above status and will mark the checkbox that reflects the City's water use restriction level on that date. The water use restriction level can usually be found on the City's web site or by contacting the Engineering Department.

If there are no water use restrictions in place or they are in Stage 1 or 2, the checkbox is marked and no further information is needed.

If the water use restrictions are in Stage 3 or 4, the checkbox is marked to reflect the current level. The Operator(s) have the option to modify the BMPs being used on site in accordance with City of Plano procedures and may select an alternative inspection interval. If either option is to be used then the Contractor will mark the checkbox of the selection(s) used. ****If the alternative inspection schedule option is used, a record of measured rainfall at the construction site shall be kept with the SW3P records.**

When the Stage 3 or 4 water use restrictions are lifted to a lesser stage, the Contractor will write in that date in the area provided on the SW3P record set and the alternative options will no longer be available.

Part II, Sec. E.2(d) – Obtaining Authorization to Discharge

All Operators covered by this SW3P are required to notify the operators of the municipal separate storm sewer systems (MS4s) that directly receive runoff from the project site by sending them a copy of their CSN_{SM}.

The City of Plano checkbox will always be marked and the City will require copies of the Contractor's CSN_{SM} at the pre-construction meeting prior to the start of construction.

If another checkbox has been marked, the Contractor and the City of Plano shall submit a copy of their CSN_{SM} to the address listed for the other MS4 Operator(s).