
	<p><b>STANDARD OPERATING PROCEDURE</b>  <b>DEPARTMENT OF PUBLIC WORKS</b></p> <p><b>PROGRAM:</b>  Land Disturbance</p>		<p><b>ISSUE DATE:</b>  11/24/2021</p>
<p><b>APPROVED BY:</b></p> <hr/> Public Works Director			
<p><b>PERMIT REQUIREMENT:</b>  4.2.4.1 adopt an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. 4.2.4.1.1 the regulatory mechanism shall, at minimum, require operators to prepare a SWPPP to protect water quality such as, but not limited to: sediment, discarded building materials, concrete washout, chemicals, litter, and sanitary waste that may cause adverse impacts to water quality.</p>		<p><b>TARGETED POLLUTANTS:</b>  Sediment  Nutrients  Heavy Metals  Toxic Materials  Organics  Oil &amp; Grease  Fugitive Dust</p>	
<p>General:  THIS SOP IS NOT EXPECTED TO COVER ALL NECESSARY PROCEDURE ACTIONS. OPERATORS ARE ALLOWED TO ADAPT SOPs TO UNIQUE SITE CONDITIONS IN GOOD JUDGMENT WHEN IT IS NECESSARY FOR SAFETY, AND THE PROPER, AND EFFECTIVE CONTAINMENT OF POLLUTANTS. HOWEVER, ANY CHANGES OF ROUTINE OPERATIONS MUST BE AMENDED IN THIS SOP.</p> <p><b>1. RATIONAL:</b>  a) Facilitate those involved in construction activities to consciously prevent pollutants from leaving the construction site by education and by requirement, with the intention to influence the construction industry to ultimately govern themselves.</p> <p><b>2. AUDIENCE:</b>  a) Property owners, Riverton City Staff, Land disturbance permit managers, inspectors, contractors, engineers, architects, developers, utility companies</p> <p><b>3. APPLICATION:</b>  a) This SOP applies to land disturbance permit(LDP) regulated work, including but not limited to: Private and public CGP regulated activity.  b) This SOP also applies to non-CGP activity in accordance to RCC and projects warranting LDP oversight. It is necessary for minor projects with exposure and operations that will generate more than de-minimis pollutants.</p> <p><b>4. PROCEDURE:</b>  a) Take pictures prior to project; look for anything that could correlate with the anticipated construction activity, including but not limited to: existing trash, dirt and debris, structural condition of sidewalk, curb and road and other ROW infrastructure, etc  b) Hold a preconstruction meeting; Assess understanding and provide instruction for any requirements needing emphasis. Obtain contacts and confirm line of communication</p>			



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etc.

- Commercial Projects: Precon is held with all Departments and Divisions and the applicant schedules this with the Development Division. Conduct a separate pre BMP inspection before any other land disturbance.
  - Residential Projects: Generally hold the precon on site and conduct a pre BMP inspection for any other land disturbance.
- c) Inspections; Conduct inspections with the intention to educate but also to provide documentation for enforcement actions for recalcitrance permit holders.
- Written inspections; Use state inspection form and conduct inspections in accordance to GCP requirements.  
Generally this is:
    1. 1/month but can be more often when necessary to insure compliance and to prevent damage.
    2. Inspect priority sites per permit. Generally this is sites with high risk for impacting water resources, risk to public right of way and challenging applicants.
    3. Inspect for damage or eminent damage to water quality, public infrastructure and private property.
    4. Ensure all elements the SWPPP are followed in order to prevent the damages aforementioned. Including but not limited to:
      - Installation of BMPs per SWPPP
      - Regular inspections, Appendix E
      - Site corrections identified by the inspections, Appendix F
      - SWPPP Amendment Log, Appendix G
      - Grading and Stabilization Activities, Appendix I
      - Training Appendix J
    5. Include SEV and RCC codes. Keep (1) state inspection form for each month period. See inspection report example: <http://goo.gl/Or6oJ> and <http://goo.gl/5kRiy>
  - Regular inspections(observation). Visit the site regularly during the monthly inspection period. Watch for the presence of BMPs, their performance and of any site maintenance and record each inspection by date. This is to ensure construction activity is not causing damage and to determine if LDP regulations are followed. To obtain support documentation if enforcement action is required. Regular inspections are also intended to educate and encourage to the contractor to self govern. Use this information in a constructive way to educate and inform the permit hold of his/her obligations. Record these inspections on the "Additional Comments and Corrective Actions for SWPPP Compliance page" by date. When significant issues exist before the monthly inspection is due, complete the inspection and issue to the operator.
  - Follow up inspections. Conduct follow-up inspections and record status for the purpose in compliance and documentation for enforcement actions. Also record these inspections on the "Additional comments and corrective actions for SWPPP compliance page" by date.



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- d) Observation; Review for over all intent and effort, including but not limited to:
- BMP Implementation
  - BMP performance
  - Effort given to good housekeeping , including clean up at end of workday and prior to wet and windy conditions?
  - Are operator inspections conducted with real intent.
  - Watch for regular maintenance. This may require driving by early in the morning to verify clean up happened at end of work day.
- e) Communication; use all forms of communication but put emphasis with verbal communication. Generally follow up email communication with verbal confirmations and ensure understanding.

**5. FEES:**

- a) Fees are determined by the fee schedule
- b) Permits linked to a building permit will be paid with the building permit.
- c) Permits not linked to a building permit will be collected at the building or billing offices and deposited in the Land Disturbance Permit Account. See Fee Schedule

**6. DOCUMENTATION:**

- a) The State inspection form should be written so it will stand as a independent record of compliance status. It should also be formatted to act as the documentation for enforcement action by the State and for the City.
- b) Record daily communication and correspondence in interlocking. Organize the data into Interlocking for the primary purpose of end of year reporting. Also organize it to support enforcement actions.
- c) Maintain the LDP SWPPP and Enforcement Tracking in Appendix I, BMP 4.3.