

SAMPLE FORMAT OF WRITTEN BEST MANAGEMENT PRACTICES PLAN
REMEMBER – THIS IS WHAT YOU AS THE CONTRACTOR PROPOSE TO DO. YOU WILL BE EXPECTED TO CONFORM TO THE MEASURES PROPOSED IN THIS PLAN. FAILURE TO CONFORM MAY BE BASIS FOR REVOCATION OF THE PERMIT TO PERFORM WORK UPON STATE HIGHWAYS.

Project Name: _____

Highways Division I.D. No.: _____

Contractor's Name: _____

A. Waste Disposal:

1. Waste Materials

All waste materials will be collected and stored in a securely lidded metal dumpster. The dumpster will meet all City and State solid waste management regulations. All trash and construction debris from the site will be deposited in the dumpster. The dumpster will be emptied a minimum of twice per week or more often if deemed necessary. No construction waste materials will be buried onsite. The Contractor's superintendent will be instructed regarding the correct procedure for waste disposal. Notices stating these practices will be posted in the office trailer and the Contractor's superintendent will be responsible for ensuring that these procedures are followed.

2. Hazardous Waste

All hazardous waste materials will be disposed of in the manner specified by local or State regulation or by the manufacturer. The Contractor's site personnel will be instructed in these practices and will be responsible for seeing that these practices are followed.

3. Sanitary Waste

All sanitary waste will be collected from the portable units a minimum of once per week, or as required.

B. Offsite Vehicle Tracking:

A stabilized construction egress will be provided to help reduce vehicle tracking of sediment. This stabilized egress will be constructed of filter fabric under a twelve-inch thick layer of 3-inch nominal-sized aggregate. The Contractor will ensure that aggregate is not tracked onto the adjacent roadway. The paved road adjacent to the site entrance will be cleaned daily, or as required, using wet sweeping with a mechanical sweeper to remove any excess mud, dirt or rock tracked from the site. No hosing down or water trucks will be used to wash debris from the roadway. Dump trucks hauling material to and from the construction site will be covered with a tarpaulin or other cover to prevent material and debris from being ejected during hauling operations. The Contractor will remove the aggregate and filter fabric upon completion of the project, and will restore the area to a condition equal to, or better than, prior to disturbance.

C. Erosion and Sediment Control Measures

1. Silt Fence

- The Contractor will install silt fence downslope of all excavated trenches and disturbed areas. Silt fence will be pre-fabricated with non-woven fabric and 2" x 2" stakes. The bottom of the fabric will be embedded a minimum of six inches below grade.
- Built-up sediment will be removed from silt fences when it has reached one-third the height of the fence.
- Silt fences will be inspected for depth of sediment and tears, to ensure that the fabric is securely attached to the fence posts and embedded, and to ensure that fence posts are firmly in the ground.

2. Material Storage and Handling Areas, Staging Areas

The Contractor will store materials such as oil, grease, form-release agents, concrete curing compounds, etc. under a covered shed. Secondary-containment devices will be utilized for appropriate fluids, per State and Federal regulations. Drip pans will be placed under vehicles and equipment to capture potential drips and spills, and the material will be disposed of properly.

Vehicle/Equipment Fueling and Maintenance

The Contractor will not perform fueling or maintenance activities of vehicles or large equipment on the project site. These fueling and maintenance activities will occur at the Contractor's baseyard. Any equipment which breaks down at the project site will be transported to the Contractor's baseyard for repair. Fueling and maintenance of smaller equipment such as "jumping jacks" will be performed on-site. The Contractor's personnel have been trained in proper fueling, spill containment, and clean-up practices.

3. Concrete Truck Washout

Concrete trucks will be allowed to washout drums on-site only at a designated location adjacent to the work area. A concrete washout bin that is designed to securely contain concrete wash water and solids will be used. The Contractor will remove the concrete washout bin once the wash water has evaporated and the solids have hardened or as deemed acceptable by the Engineer.

4. Concrete Sawcut Slurry

The Contractor will vacuum, with a wet-dry vacuum, the slurry generated from sawcutting operations and dispose of properly.

5. Form-Release Agents, Concrete Curing Compounds, Paint and Other Similar Items

The Contractor will ensure that these materials are not overapplied, and will ensure that these materials do not run-off during rainfall.

7. Prime Coat, Tack Coat and Other Similar Items

The Contractor will ensure that these materials are not overapplied, and will ensure that these materials do not run-off during rainfall.

8. Dust Control

A binder (RoadBond) will be applied to the soil per the manufacturer's instructions and will be reapplied, as necessary, to suppress dust.

9. Graded and Dressed Areas

- The Contractor will hydromulch and cover with a straw/coconut blanket for all graded and dressed area within fourteen calendar days of the

area being graded or dressed. Mulch and seed will be applied per the manufacturer and/or specifications.

- Temporary and permanent seeding and planting will be inspected for bare spots, washouts, and healthy growth.

C. Erosion and Sediment Control Inspection and Maintenance Practices

These are the inspection and maintenance practices that will be used to maintain erosion and sediment controls.

- All control measures will be inspected at least once daily and following any rainfall event of 0.25 inches or greater.
- All measures will be maintained in good working order. If a repair is necessary, it will be initiated and completed within twenty-four hours of the inspection.
- The Contractor will maintain the inspection and maintenance report on file. The inspection and maintenance report will be made available when requested by State DOT.
- The Contractor will select a minimum of three personnel who will be responsible for inspections, maintenance and repair activities, and completing the inspection report.
- Personnel selected for the inspection and maintenance responsibilities will receive training from the Contractor. They will be trained in all the inspection and practices necessary for keeping the erosion and sediment controls used onsite in good working order.
- All incidents shall be reported and documented.

D. Inventory for Pollution Prevention Plan

The following potential pollutant materials or substances listed below are expected to be present onsite during construction. Other materials and substances not listed below will be added to the inventory as applicable.

Concrete	Fertilizers
Paints (Enamel/Latex)	Gasoline
Grease	

E. Spill Prevention

1. Material Management Practices

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of materials and substances to storm water runoff.

a. Good Housekeeping:

The following good housekeeping practices will be followed onsite during the construction project

- An effort will be made to store only enough product required to do the job.
- All materials stored onsite will be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
- Products will be kept in their original containers with the original manufacturer's label.
- Substances will not be mixed with one another unless recommended by the manufacturer.
- Whenever possible, all of a product will be used up before disposing of the container.
- Manufacturers' recommendations for proper use and disposal will be followed.
- The Operator will conduct a daily inspection to ensure proper use and disposal of materials onsite.

b. Hazardous Products:

These practices are used to reduce the risks associated with hazardous materials.

- Products will be kept in original containers unless they are not resealable.
- Original labels and materials safety data sheets will be retained as they contain important product information.

- If surplus product must be disposed of, manufacturers', or local and State recommended methods for proper disposal will be followed.

2. Product Specific Practices

The following product specific practices will be followed onsite:

a. Petroleum Products:

All onsite vehicles will be monitored for leaks and receive regular preventive maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used onsite will be applied according to the manufacturer's recommendations.

b. Fertilizers:

Fertilizers used will be applied only in the minimum amounts recommended by the manufacturer. Once applied, fertilizer will be worked into the soil to limit exposure to storm water. Storage will be in a covered shed. The contents of any partially used bags of fertilizer will be transferred to a sealable plastic bin to avoid spills.

c. Paints:

All containers will be tightly sealed and stored when not required for use. Excess paint will not be discharged to the highway drainage system but will be properly disposed of according to manufacturers' instructions or State and local regulations.

d. Concrete Trucks:

Concrete trucks will be allowed to wash out or drum wash water only at designated sites. Water will not be discharged in the highway drainage system or waters of the United States.

3. Spill Control Practices

In addition to the good housekeeping and material management practices discussed in the previous sections of this plan, the following practices will be followed for spill prevention and cleanup:

- Manufacturers' recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.
- Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite.
- All spills will be cleaned up immediately after discovery, and spilled and cleanup material will be disposed of properly.
- The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
- Spills of toxic or hazardous material will be reported to the appropriate State or local government agency, regardless of the size.
- The spill prevention plan will be adjusted to include measures to prevent this type of spill from recurring and how to clean up the spill if there is another one. A description of the spill, what caused it, and the cleanup measures will also be included.
- The Contractor's Superintendent will be the spill prevention and cleanup coordinator. He will designate at least three site personnel who will receive spill prevention and cleanup training. These individuals will each become responsible for a particular phase of prevention and cleanup. The names of responsible spill personnel will be posted in the material storage area and in the office trailer onsite.

Certification:

"I certify under a penalty of law that this document and all attachments were prepared under my direction or supervision to develop a system designed to ensure that pollutants generated as a result of our company's operations will be eliminated or minimized to the maximum extent practicable. I will be responsible for the implementation of the program and am aware that there are significant penalties for failure to adhere to the attached plan and/or to allow illegal discharges. Furthermore, I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature

Date

Name and Title

Contractor's License No.

Company

Business Phone No.

Address

Emergency Phone No.

City, State, Zip
