

# Guideline for using the Under-an-Acre Pollution Prevention Plan (UPPP) Template

## Definition of Text:

Black Text is standard text and should be left un-modified.

Red Italic text is instructions and should be followed and then removed from final document. If a section's red text requests certain data (i.e. elevation, average rainfall, etc.) then when the document is reviewed during the Quality Assurance process this data will be expected or an explanation of its absence will be required.

Examples are provided to assist the document preparer in providing all required information. The examples are preceded by the word "EXAMPLE." Please note that the example text may or may not be relevant to any particular project and is not intended to be used as template language. Example text should be removed from the final documents.

Red Text not Italicized is sample language and may be used.

NOTE: Download the Under-an-Acre Pollution Prevention Plan (UPPP) Template from the [DSC Workflows](#) website.

## UPPP Background:

Federal Regulations for controlling discharges of pollutants from municipal separate storm sewer systems, construction sites, and industrial activities, were brought under the National Pollution Discharge Elimination System (NPDES) permit process by the 1987 amendments to the Clean Water Act (CWA), and the subsequent 1990 promulgation of federal stormwater regulations issued by the U.S. Environmental Protection Agency (USEPA). NPDES Phase I regulates discharges from construction sites that disturb 5 acres or more. NPDES Phase II regulations expand the existing General Permit requirements under Phase I to include/regulate discharges from construction sites that disturb land equal to or greater than one (1) acre and less than 5 acres, known as Small Construction Activity. Construction disturbances 1 acre and above typically require a formal NPDES permit and a formal Stormwater Pollution Prevention Plan (SWPPP) must be submitted to the Authority Having Jurisdiction (AHJ) for review and approval.

NPS Internal Standards and Guidelines require that water quality be protected at all times to ensure compliance with the Organic Act. To this end the Denver Service Center (DSC) Line Item Construction Program requires the contractor to prepare a plan for each project resulting in less 1 acre of soil disturbance or not otherwise subject to the requirements of the NPDES program. The UPPP must comply with NPS Section 01 57 23 – Temporary Storm Water Pollution Prevention. The UPPP template can be prepared using material from local SWPPP guidance. If a local standard is used in a UPPP, then it should be fitted to the NPS template.

The contractor shall prepare and submit the completed UPPP to the NPS-DSC Contracting Officer (CO) for review and approval. If revisions are required, as determined by the technical reviewers, the contractor shall revise and resubmit the UPPP. The time frames for UPPP submittal, review, and re-submittal are specified in Section 01 57 23.

## Purpose of the UPPP

The purpose of an UPPP is to develop and implement pollution prevention measures to protect the environment - including surface waters - from pollutants during construction activities. The typical UPPP identifies all potential pollutant sources, including sources of sediment, that may affect the quality of stormwater discharges associated with construction activity from the construction site.

*The main objectives of the typical UPPP are as follows:*

- *Identify all pollutant sources that may affect the quality of stormwater discharges associated with construction activity (stormwater discharges) from the construction site;*
- *Identify non-stormwater discharges;*
- *Identify, construct, implement in accordance with a time schedule, and maintain Best Management Practices (BMPs) to reduce or eliminate pollutants discharges and un-authorized discharges from the construction site during construction;*
- *Develop a maintenance schedule for BMPs installed during construction designed to reduce or eliminate pollutants after construction is completed (post-construction BMPs).*

UNDER-AN-ACRE  
POLLUTION PREVENTION PLAN  
(UPPP)  
*GUIDELINE*

*Project Title*

*Park Name*

*NPS Contract Number*

UPPP Prepared by:

*Company Name*

*Address 1*

*Address 2*

*City, State, ZIP*

*Telephone*

Name and Title of Preparer:

*Name and Title of Preparer*

UPPP Preparation Date:

*Date*

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# 1 General Information

## 1.1 Responsible Parties

The following people and their companies are responsible for the implementation of this Under-an-acre Pollution Prevention Plan (UPPP) and their complete contact information can be found in Appendix A.

The Company responsible for the UPPP is: *Name, Company, and phone*

The UPPP Preparer assigned to this project is: *Name, Company, and phone*

The UPPP Manager assigned to this project is: *Name, Company, and phone*

Additional UPPP staff are: *Name, Company, and phone; Name, Company, and phone; etc*

## 1.2 UPPP Amendments

When changes in the approved UPPP are required, the contractor shall prepare and certify an amendment and submit it to the Contracting Officer (CO) for review and approval. See Division 1 Specifications, Section 01 57 23 – Amending UPPPs.

### UPPP Amendment Log

Amendment No.	Date	Brief Description of Amendment	Prepared By

## 1.3 Project Scope

*Provide information in a narrative format that can be easily understood by a person who is not familiar with the project and explain the projects purpose, work scope, general description of location, and any special feature on or adjacent to the project site, including but not limited to:*

- *A general description of the projects purpose(s);*
- *A general description of the projects work scope;*
- *A general description of location;*
- *Note any special feature on or adjacent to the project site.*

*Add UPPP Vicinity Map to Appendix B.*

## 1.4 Standards and Constraints

*Provide text to explain the possible constraints imposed on the project, such as: permits requirements relevant to the UPPP; National Environmental Policy Act (NEPA) requirements relevant to the UPPP; and standards or requirements that do not apply. Including but not limited to:*

- *Statement of standards used (as applicable) to prepare UPPP*
  - *NPS template;*
  - *Federal standards;*
  - *State Standards*

- Local Standards;
- *List of permits and the permits requirements relevant to the UPPP; copies of which are provided as Attachment 1 at the end of this document.*
- *List of NEPA requirements relevant to the UPPP*

*If a particular standard or requirement does not apply then note that as well.*

## **1.5 Spill Prevention**

The Environmental Protection Agency (EPA) has promulgated an oil pollution prevention regulation requiring facilities to prepare and implement Spills Prevention Control and Counter (SPCC) measures plan to prevent discharge of oil or other petroleum products into waters of the United States.

*If a separate SPCC is not being prepared for the project, include a list of SPCC BMPs in this section.*

### **EXAMPLE:**

The project requires a separate SPCC which is provided as Attachment 2 at the end of this document.

Or;

Petroleum products will be used on site in construction equipment and at the location where equipment will be refueled. SPCC measures that will be in place for this project are:

- 1) Emergency spill kit(s) and absorbent pads will be kept on site.
- 2) In the case of a spill, after containment, the soil containing the spill will be excavated and placed in drums. The drums containing the contained soil will be disposed of according applicable regulations.
- 3) The vehicle fueling area will be bermed to contain potential spills.
- 4) Fuel drums will be stored on pallets to prevent contact with the soil.

## **2 Project Details that Relate to the UPPP**

### **2.1 Project Scheduling**

*Include in the project Gantt chart a Section Called "UPPP". Within this section include the UPPP schedule items and clearly show how the rainy season relates to soil-disturbing and re-stabilization activities. The schedule shall contain an adequate level of detail to show major activities sequenced with implementation of construction site BMPs, possibly including but not limited to the list below, which should be edited as required:*

- project start and finish dates
- rainy season dates
- mobilization dates
- mass clearing and grubbing/roadside clearing dates
- major grading/excavation dates
- special dates named in permits
- rainy season implementation schedule
- deployment of temporary BMPs, by BMP
- deployment of BMPs, by BMPs
- final stabilization activities staged over time for each area of the project

## 2.2 Site Information

*Provide the following information in a narrative and table format that can be easily understood by a person who is not familiar with the project, possibly including but not limited to the list below, which should be edited as required:*

- Project size (acres)
- Area of disturbance (acres)
- Impervious area
  - before
  - after
- Existing vegetative cover (type and present cover)
- Site topography
  - Drainage
  - Slope
  - Watershed
- Receiving water (including storm drains)
- Environmentally sensitive areas

### 2.2.1 Known Data on Soil and Fill

#### 2.2.1.1 Soil

*In this section, at a minimum, provide a narrative and table describing types, nature and properties of the project site's soil, particularly as it relates to erosion by water, wind, or other agent. If warranted, include a map of the site's soils.*

#### 2.2.1.2 Fill

*In this section provide a narrative and table describing the nature and properties of any know fill. Include the fill's potential to contain pollutants that could be mobilized by storm water if disturbed. If needed please provide a map of the location of fill.*

## 2.3 Construction Information

### 2.3.1 Activities with the Potential to Generate Non-Storm Water Pollution

*Provide text in list format that explains the possible activity sources with the potential to generate non-storm water pollution. Such as, but not limited to, the list below which should be edited as required:*

- Dust generated by scraping or grading
- Trash or debris
- Other

### 2.3.2 Activities and Materials with the Potential to Pollute Storm Water

*Provide text in list format that explains the possible activity sources that may generate non-sediment pollutants. Such as, but not limited to, the list below which should be edited as required:*

- General construction activities and litter
- Vehicle fueling, repair and fluids (oil, grease, petroleum, and coolants)
- Paints
- Solvents, thinners, acids

- Mortar mix
- Treated lumber (materials and wastes)
- Demolition and masonry block rubble
- Landscaping, raw materials and wastes (topsoil, plant materials, herbicides, fertilizers, pesticides, mulch)
- BMP materials (sandbags, liquid copolymer)
- Base and sub-base material
- Asphaltic emulsions associated with asphalt-concrete paving operations
- Cement materials
- Concrete curing compounds
- Other

### 2.3.3 Activities with the Potential to Generate Sediment

*Provide text in list format that explains the possible activity sources with sediment as a pollutant. Such as, but not limited to, the list below which should be edited as required:*

- Lay down area and stockpiles
- Grubbing
- Grading
- Concrete work
- Trenching
- Dewatering
- Landscaping
- Other

## 3 Temporary Best Management Practices (BMPs) for Project

Based on the project location's characteristics, soil, and the scope of work, this project will require the following categories of BMPs:

- Management and Reporting;
- Waste Management;
- Non-Storm Water Pollution Control;
- Soil Stabilization (erosion prevention);
- Sediment Control;
- Other Pollution Control.

Each of the above identified project activities will be managed by BMPs in one or more of these sections below.

*Specific BMPs for each category are discussed below and relevant installation specifications can be found Appendix C.*

EXAMPLE:

Some SWPPP templates use table checklists to assess and select BMPs. Use of these tables is acceptable if used consistently throughout the UPPP and included as a reference.

For Temporary Sediment Controls from the California Department of Transportation SWPPP program;



TEMPORARY SEDIMENT CONTROL BMPs						
BMP No.	BMP	MINIMUM REQUIREMENT	CHECK IF CONTRACT REQUIREMENT	CHECK IF USED	CHECK IF NOT USED	IF NOT USED, STATE REASON
SC-1	Silt Fence <sup>(1)</sup>	✓				
SC-2	Desilting Basin					
SC-3	Sediment Trap					
SC-4	Check Dam					
SC-5	Fiber Rolls <sup>(1)</sup>	✓				
SC-6	Gravel Bag Berm					
SC-7	Street Sweeping and Vacuuming	✓				
SC-8	Sandbag Barrier					
SC-9	Straw Bale Barrier					
SC-10	Storm Drain Inlet Protection	✓				

<sup>(1)</sup> The Contractor shall select either sediment control measure or a combination thereof to achieve and maintain the contract's disturbed soil area (DSA) protection requirements

And then provide Narrative;

According to the Construction Site BMP Manual, sediment controls for this project are required during the rainy season. These controls are required continuously on non-active Disturbed Soil Areas (DSAs) and before rain on active DSAs. Deployment locations will be as follows:

**SC-1 Silt Fence**

Silt fence will be deployed along the downstream (southern) construction site perimeter as shown on Sheet-2. Once the drainage channel is constructed and lined, silt fence will be extended north, along each side of the channel. See SC-4, Check Dam, below.

**SC-4 Check Dams**

Concentrated flows will be conveyed by the drainage channel that runs north-south, adjacent to the shoulder. During channel construction, sediment control will be provided by sand bag check dams, spaced at 10 m. Once the channel is lined, silt fence will be installed along the channel banks to prevent sediment from entering the channel.

In the reference section:

- Caltrans Storm Water Quality Handbooks, Construction Site Best Management Practices Manual, dated January 2003.
- Caltrans Storm Water Quality Handbooks, SWPPP/WPCP Preparation Manual, dated January 2003.

In "Appendix C: Standard Installation Specifications for each BMP" include the standard specification for:

- SC-1 Silt Fence
- SC-4 Check Dams

*Specific BMPs for each category are discussed below and relevant installation specifications can be found Appendix C.*

### **3.1 Management and Reporting**

*Management and Reporting is a required section. This section shall include the project information and activities and detail which BMPs will be used and why. Such as, but not limited to, the list below; which should be edited as required:*

- Who is responsible and contact information
- Inspection procedures
- Incident reporting
- Incident remediation
- UPPP adaptive management and addendums
- Reference to reporting and inspection forms in appendix
- Maintenance of BMPs
- Weather monitoring
- Or other relevant BMP

### **3.2 Waste Management**

*Waste Management is a required section. This section shall include the project information and activities and detail which BMPs will be used and why. Such as, but not limited to, the list below; which should be edited as required:*

- Material Storage
- Solid Waste management
- Material use
- Hazardous waste management (including contaminated soil)
- Sanitary/septic waste
- Or other relevant BMP

### **3.3 Non-Storm Water Pollution Control**

*In this section take the project information and activities then detail which BMPs will be used and why. Such as, but not limited to, the list below; which should be edited as required:*

- De-watering
- Water sampling for non-visible pollutants
- Vehicle fueling
- Vehicle cleaning
- Demolition controls
- Or other relevant BMP

*If this section is not relevant to the project then make a statement that the project activities were reviewed and no Non-Storm Water Pollution Control BMPs are needed.*

### **3.4 Erosion Control - Soil Stabilization**

*Consider the following possible issues and provide text to explain the list below, which should be edited as required:*

- Exposed soil, active
- Exposed soil, temporary inactive
- Exposed soil, work completed
- Slopes
- Or other relevant BMP

*If this section is not relevant to the project then make a statement that the project activities were reviewed and no Soil Stabilization BMPs are needed.*

### **3.5 Sediment Control**

*Consider the following possible issues and provide text to explain the list below, which should be edited as required:*

- Drainage control
- Soil stockpiles
- Storm drain protection
- Public roadways
- Or other relevant BMP

*If this section is not relevant to the project then make a statement that the project activities were reviewed and no Sediment Control BMPs are needed.*

### **3.6 Other Pollution Control**

*Consider the following possible issues and provide text to explain the list below, which should be edited as required:*

- Wind erosion
- Vehicle tracking pollutants:
  - Offsite: mud
  - On site: Invasive species
- Or other relevant BMP

*If this section is not relevant to the project then make a statement that the project activities were reviewed and no Other Pollution Control BMPs are needed.*

## **4 Permanent Pollution Control Practices**

*This section shall include a list with a short description of any Permanent Pollution Control Practices for the project. The information should include which BMPs will be used, why and to what standard. Include design drawings at the end of this report.*

EXAMPLE:

#### Permanent Control 1

Pike County code 35.7 requires that parking lot storm water pass through a detention basin before any discharge occurs. This project has one parking lot of less than a tenth of an acre and therefore requires a detention basin designed to the county codes to receive the lot's water, the basin design and code requirements are found in Attachment Section 4.

## 5 References

*Prepare a list of the documents referenced in and used to prepare the UPPP; Project Plans & Specifications, reports, design, and storm water management related documents.*

*The reference for each document shall include:*

- *Complete name of the referenced document*
- *Number of the document (if applicable)*
- *Author*
- *Date Published or Produced (in the case of internal documents)*
- *Document date/revision that applies*

*Documents should include:*

- *Permits*
- *Geo-technical Reports*
- *Regulatory correspondences providing guidance*
- *Project Plans*
- *NPS contract*

## 6 Appendices

### Appendix A: Contact Information

*Include:*

1. *The Company responsible for the UPPP is: Name, Company and contact information*
2. *The UPPP Preparer assigned to this project is: Name, Company and contact information*
3. *The UPPP Manager assigned to this project is: Name, Company and contact information*

EXAMPLE:

	Name	Company	Phone	E-mail	Address
UPPP Company	Mary Smith, office manager	We-Build, Inc	555 345-1212	msmith@webuild.net	123 Davis St, Suite 101, Somewhere CA, 90111
Preparer	James Cho	We-Build, Inc	555 345-1212	jcho@webuild.net	123 Davis St, Suite 101, Somewhere CA, 90111
Manager	Kyle Sweeps	We-Build, Inc	555 345-1234	ksweeps@webuild.net	123 Davis St, Suite 101, Somewhere CA, 90111
Inspector	Irma Swale	We-Build, Inc	555 345-6789	iswale@webuild.net	123 Davis St, Suite 101, Somewhere CA, 90111
Inspector	Pikoff Jobs	We-Sub	555 444-9876	pjobs@wesub.net	99 Main St, Elsewhere CA, 90022
USACE Representative	Peter Jones	USACE, Sacramento District, Sacramento Office	555 916-9876	Peter_jones@USACE.army.gov	9934 3 <sup>rd</sup> St, Somewhere CA, 90111
Regional Water Quality Control Board	Rita Gomez	Stockton Office	555 916-9993	rgomez@baoards.ca.gov	1234 10 <sup>rd</sup> St, Somewhere CA, 90111

## Appendix B: Pollution Prevention Control Maps or Sheet(s)

*Include:*

*UPPP Vicinity Map:*

*A map extending approximately one quarter mile beyond the property boundaries of the construction site showing: the construction site, surface water bodies (including known springs and wetlands), known wells, an outline of offsite drainage areas that discharge into the construction site, general topography, and the anticipated discharge location(s) where the construction site's storm water discharges to a municipal storm drain system or other water body. A U.S. Geological Survey (USGS) quad map may be used for showing the project site and a one-quarter mile extension beyond the property boundaries of the construction site.*

*Pollution Prevention Control Map(s):*

*A map clearly showing boundaries of the construction site showing and includes: symbols for the location of BMPs, surface water bodies (including drainages and wetlands), topography, municipal storm drain system intake location, and UPPP discharge points.*

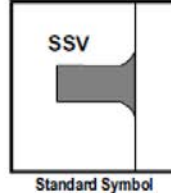
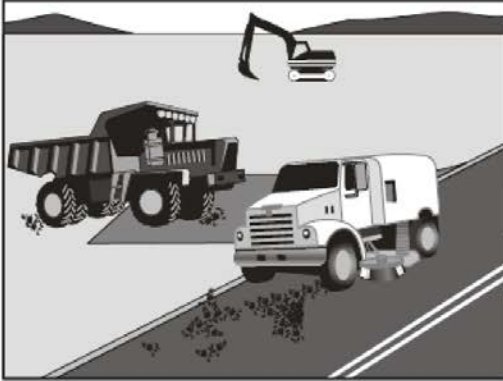
## Appendix C: Standard Installation Specifications for each BMP

For each BMP, include a section that provides sufficient information for the installation and maintenance of the structure. Include installation details, material lists, narratives, and resource references.

EXAMPLE:

### Street Sweeping and Vacuuming

**SC-7**



#### BMP Objectives

- Soil Stabilization
- Sediment Control
- Tracking Control
- Wind Erosion Control
- Non-Storm Water Management
- Materials and Waste Management

<b>Definition and Purpose</b>	Practices to remove tracked sediment to prevent the sediment from entering a storm drain or watercourse.
<b>Appropriate Applications</b>	These practices are implemented anywhere sediment is tracked from the project site onto public or private paved roads, typically at points of ingress/egress.
<b>Limitations</b>	Sweeping and vacuuming may not be effective when soil is wet or muddy.
<b>Standards and Specifications</b>	<ul style="list-style-type: none"> <li>■ Kick brooms or sweeper attachments shall not be used.</li> <li>■ Inspect potential sediment tracking locations daily.</li> <li>■ Visible sediment tracking shall be swept and/or vacuumed daily.</li> <li>■ If not mixed with debris or trash, consider incorporating the removed sediment back into the project.</li> </ul>
<b>Maintenance and Inspection</b>	<ul style="list-style-type: none"> <li>■ Inspect ingress/egress access points daily and sweep tracked sediment as needed, or as required by the Resident Engineer (RE).</li> <li>■ Be careful not to sweep up any unknown substance or any object that may be potentially hazardous.</li> <li>■ Adjust brooms frequently; maximize efficiency of sweeping operations.</li> <li>■ After sweeping is finished, properly dispose of sweeper wastes at an approved dumpsite in conformance with the provisions in Standard Specifications Section 7-1.13 .</li> </ul>

## Appendix D: Blank Forms

Include:

1. *Inspection Form*
2. *Incident reporting Form*
3. *UPPP Amendment Form*



## **7 Attachments**

1. Permits (if any)
2. Spills Prevention Control and Counter measures plan (if required)
3. Supporting reports (if any)
4. Permanent Pollution Control Practices for Project (if any)