The University is a non-traditional MS4 (Municipal Separate Storm Sewer System) and is responsible to administer the requirements of the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (General Permit), which is managed by the Stormwater Management Program Coordinator, Code Administration. The following criteria will determine the type or need for a Stormwater Pollution Prevention Plan (SWPPP):

- Projects with less than one acre of disturbance may require a SWPPP that only includes Erosion and Sediment Controls as determined by the Stormwater Management Program Coordinator. This is to examine site conditions and hydraulic impacts from impervious areas.

- Projects with one acre or more of disturbance and meet the criteria contained in Table 1 in Appendix B of the current General Permit will require a SWPPP that only includes Erosion and Sediment.

- Projects that have a site disturbance of one acre or more and meet the criteria contained in Table 2 in Appendix B of the current General Permit are required to prepare a SWPPP in accordance with the current NYSDEC General Permit requirements that will include Post-Construction Stormwater Management Practices.

As the Campus is considered one site and some campus projects will be contiguous, most projects will require a SWPPP. Contiguous projects are defined as being within ¼ mile of the proposed project. Projects shall be reviewed with the Stormwater Management Program Coordinator for SWPPP requirements. For projects that will require a SWPPP, SWPPP considerations shall be made during pre-design, design and construction phases of a project.

**Pre-Design**

The Campus Stormwater Management Program Coordinator shall attend any sketch/concept/pre-design meetings involving the University procedures and requirements for stormwater management, and be involved with the planning and selection of green infrastructure practices and post-construction stormwater treatment practices.

**Design**

- Campus Stormwater Management Program Coordinator is to attend pre-design kick-off meeting.
- SWPPP is to be prepared in accordance with current NYSDEC requirements of the General Permit for Stormwater Discharges from Construction Activity, and to be submitted to the Campus Stormwater Management Program Coordinator for review.
- The design consultant will be provided the SWPPP Application Review Checklist that will need to be completed.
- Construction documents are to include an erosion and sediment control plan with proposed grading. Erosion and Sedimentation control measures are to be in accordance with the current New York State Standards and Specifications for Erosion and Sedimentation Control.
The project SWPPP needs to be accepted by the Stormwater Management Program Coordinator prior to the issuance of bid documents, and before a building permit can be issued.

For SUCF or DASNY projects, there shall be coordinated review and acceptance of the SWPPP by the Stormwater Management Program Coordinator before the NOI is submitted to the NYSDEC.

The University Stormwater Management Policy is to be incorporated into the Contract Documents.

For uptown campus projects, the consultant is required to incorporate any updates and changes to stormwater systems into the campus stormwater system hydraulic model (HydroCAD). The HydroCAD program is also to be used for all UAlbany campuses.

The Stormwater Management Program Coordinator will perform the review of the SWPPP and stormwater related items of the construction design documents. Any comments and questions relating to stormwater management, including green infrastructure practices, are to be presented to the Stormwater Management Program Coordinator, who will provide comments to the consultant.

Forms required:

- Notice of Intent (NOI) with Operator/Operator Certification signed by Vice President for Finance and Business for campus let projects after the SWPPP is accepted. For non-campus let projects, these forms are signed and processed by the agency through which design and construction is procured (i.e. SUCF, DASNY) with copies to the University at Albany Code Administration, for review and record files.

- Third party vendor

Construction

- The Campus Stormwater Management Program Coordinator is to attend the pre-construction meeting, and scheduled construction meetings where stormwater issues are discussed. Site construction cannot begin until SWPPP requirements and conditions are reviewed with the contractor.

- Contractors and subcontractors that will create site disturbances involving sedimentation and erosion control measures are to each identify at least one individual from their company which is a qualified inspector in accordance with the requirements contained in the General Permit that will be responsible for implementation of the SWPPP. This individual will be referred to as the trained contractor, and will need to provide current documentation of completing the 4-hour NYSDEC endorsed training in proper erosion and sedimentation control principles to the Stormwater Management Program Coordinator.

- The trained contractor is to perform daily erosion control measure inspections for condition and performance, SWPPP over-site and certification.

- All contractors that create site disturbance are required to sign the contractor’s certification statement contained in the SWPPP before commencing any construction activity.
• Qualified inspectors shall conduct site inspections on behalf of the University in accordance with the General Permit. Inspection Reports in PDF format are to be submitted to the Stormwater Management Program Coordinator.

• The Campus Stormwater Management Program Coordinator is to be notified immediately of any illicit discharges.

• The qualified inspector is to inform the Campus Stormwater Management Program Coordinator if a noted violation has not been corrected within 24 hours of notification.

• If violations continue, the Campus Stormwater Management Program Coordinator may enforce the campus policy, which includes issuance of a stop work order, a fine, or both until the violation is corrected.

• A copy of the General Permit, NOI, SWPPP and inspection reports are to be maintained at an accessible location at the construction site until the Notice of Termination (NOT) has been submitted. The SWPPP is to be amended whenever there is a change in the erosion and control measures or design and the SWPPP amendment is to be coordinated with the contractor, qualified SWPPP inspector and the Stormwater Management Program Coordinator. The SWPPP preparer may need to be involved. The SWPPP amendment is to be approved by the Stormwater Management Program Coordinator.

• The NOT of permit coverage is prepared and submitted when final site stabilization is achieved in accordance with the Permit, documented by the qualified inspector, and accepted by the Campus Stormwater Management Program Coordinator.

12/4/15