Appendix B

City and County of Honolulu

Erosion and Sediment Control Plan Small Project Template
for Categories 1A, 1B and 2

Instructions:
Use this template to prepare an Erosion and Sediment Control Plan (ESCP) for projects under the City and County of Honolulu, Department of Planning and Permitting (DPP) Categories 1A, 1B, and 2. This ESCP may be prepared and must be signed by the property owner or an authorized agent designated by the owner. Submit a completed ESCP with the building permit application and keep a copy of the approved ESCP on the job site at all times. Any changes to the approved ESCP must be approved by the DPP.

Refer to the guidance booklet “How to Prepare Erosion and Sediment Control Plan for Small Construction Projects” available on DPP’s website @ www.honoluludpp.org for more information on each BMP below. Select the BMPs which will be used at the site and if not used, provide a brief explanation for why it is not needed or impracticable for the site.

Designate a certified ESCP coordinator for the project by providing the information on page 6 of this template or sending written notice to DPP (the form is available on DPP’s website). The ESCP coordinator is responsible for performing inspections before construction starts and at least once every 30 days until permanent stabilization is in place.

I. EROSION PREVENTION BMPs: practices that prevent erosion from occurring.

1. Permanent Stabilization (REQUIRED)
Prior to closure of any permit(s) permanent stabilization must be in place which includes the following requirements:
- All exposed disturbed areas must be permanently stabilized with ground covering such as vegetation, gravel, or pavers;
- Rain gutters, downspouts, and channelized flows must be installed and functioning as designed;
- In seeded areas, grass or vegetation must cover at least 90 percent of the disturbed soils or must be temporary stabilized while it is growing;
- Temporary measures, such as sediment barriers, should be removed when permanent measures are in place;
- All paved surfaces must be clean; and
- Storm drain inlet filters must be removed after all cleanup activities have been completed.

2. Slope Management and Protection (Category 1B and 2 only)
Areas disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.

To find the slope, divide the vertical height of your slope by the horizontal length of your slope and multiply by 100. For example, if your slope measures 3 feet vertically, and 10 feet horizontally, your slope would be 3 / 10 X 100 = 30%.

Check if will be used:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Rolled erosion control products</td>
<td>☐</td>
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<tr>
<td>2. Hydraulic mulch or hydroseed</td>
<td>☐</td>
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<tr>
<td>3. Hydraulic or bonded fiber matrix</td>
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</tr>
<tr>
<td>4. Planting and/or vegetation providing at least 70% surface cover</td>
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</tr>
<tr>
<td>5. Other: (please specify)</td>
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</tr>
</tbody>
</table>

If this BMP will not be used, provide brief explanation:

[☐] Will Not Use
3. Temporary Stabilization (Category 1B and 2 only)

Use one or more of the following to protect disturbed areas that will not be worked on within 14 days:

- Rolled erosion control products
- Hydraulic mulch or hydrosed
- Hydraulic or bonded fiber matrix
- Planting and/or vegetation providing at least 70% surface cover
- Other: (please specify)

Check if will be used:
☐ ☐ ☐ ☐ ☐

☐ Will Not Use

If this BMP will not be used, provide brief explanation:

II. SEDIMENT CONTROL BMPs: practices to prevent soil and sediment from leaving the project site and entering storm drains during rain events.

1. Perimeter Controls

Sediment fences or barriers shall be used at the perimeter of all disturbed areas where there is potential for runoff to flow off the project site. Barriers may include gravel bags, sand bags, fiber rolls, silt fences, compost socks, or an equivalent BMP that intercepts runoff.

Will Use ☐ ☐
Will Not Use ☐

If this BMP will not be used, provide brief explanation:

2. Storm Drain Inlet Protection

Inlet protection is required over storm drains that may receive runoff from your site unless those inlets drain to a sediment basin or trap. Inlet protection should be removed during severe storm events to prevent flooding.

Will Use ☐ ☐
Will Not Use ☐

If this BMP will not be used, provide brief explanation:

III. GOOD HOUSEKEEPING BMPs: practices that prevent pollution by limiting or reducing potential pollutants at their source.

1. BMP and Site Maintenance (REQUIRED)

Regularly inspect and maintain BMPs to ensure continued performance.

2. Dust Control

Use one of the following to control dust:

- Mulching to a depth of one inch or more
- Sprinkling exposed soils with water to maintain moistness
- Vertical dust barriers

Check if will be used:
☐ ☐ ☐

☐ Will Not Use

If this BMP will not be used, provide brief explanation:

3. Concrete Waste Management

Conduct washout off-site or perform onsite in a designated area, away from water bodies, channels, or storm drains. Construct and maintain washout to contain all liquid and concrete waste generated.

Will Use ☐ ☐
Will Not Use ☐

If this BMP will not be used, provide brief explanation:

4. Stockpile Management

Locate stockpiles away from drainage ways or other areas of concentrated flows. Use a barrier around stockpiles and cover if they will not be actively used within seven (7) days.

Will Use ☐ ☐
Will Not Use ☐

If this BMP will not be used, provide brief explanation:

5. Vehicle Tracking Control

Restrict vehicle traffic to properly designated areas and remove sediment from vehicle tires prior to exiting the project site. All sediments that are tracked or discharged off-site must be swept or vacuumed at the end of each day.

Will Use ☐ ☐
Will Not Use ☐

If this BMP will not be used, provide brief explanation:
### Appendix B

#### 6. Material Delivery, Storage and Use Management
Minimize the storage of potential pollutants onsite, store materials in a designated area, and install secondary containment. Do not store materials in buffer areas, near areas of concentrated flow, or areas abutting the City storm drainage system, receiving waters, or drainage improvements that discharge off-site.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 7. Spill Prevention and Control
Keep ample supply of cleanup materials onsite. Clean up spills immediately, using dry clean-up methods where possible, and dispose of used materials properly.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 8. Solid Waste Management
Provide designated waste collection areas for solid waste or construction and demolition waste, collect trash daily, and dispose at authorized disposal areas.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 9. Portable Toilets (Sanitary/Septic Waste Management)
Temporary and portable sanitary and septic waste systems shall be mounted or staked in, well-maintained and scheduled for regular waste disposal and servicing.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 10. Liquid Waste Management BMPs
Contain liquid wastes in a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume to contain the liquid wastes generated.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 11. Vehicle and Equipment Cleaning, Fueling, and Maintenance
Prevent pollutants in storm water from vehicle and equipment cleaning, fueling and maintenance by using off-site facilities when feasible, performing work in designated areas only, using spill pads under vehicles and equipment, checking for leaks and spills, and containing and cleaning up spills immediately.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 12. Hazardous Waste Management
Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use and waste disposal.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use

#### 13. Contaminated Soil Management
Contain contaminated material soil by surrounding with impermeable lined berms or cover exposed contaminated material with plastic sheets. Contaminated soil should be disposed of properly in accordance with all applicable regulations.

If this BMP will not be used, provide brief explanation:

##### Will Use

##### Will Not Use
SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, the limits of where your work will be located, flow arrows indicating direction of storm water runoff, location of BMPs, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.
## PROJECT SCHEDULE

Use the table below or attach a separate project schedule to this ESCP. Project schedules must establish a sequence of all planned actions and activities on the project site, including, but not limited to, all land disturbing activities, the implementation of the BMPs identified in the project ESCP, scheduled inspections and maintenance of BMPs, and the removal of temporary BMPs. The project schedule shall include specific dates or project milestones i.e. install BMPs – 1 day, clear & grub - 2 days, construction – 2 weeks, stabilize disturbed areas – 1 day, remove BMPs – after vegetation is 90% established.

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline or Date</th>
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<tbody>
<tr>
<td>Notify the Department of Planning and Permitting of Project Start Date - 768-8132</td>
<td>2 weeks before starting work</td>
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<tr>
<td>Temporarily suspend land disturbing activities including clearing, grubbing, grading and trenching.</td>
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<tr>
<td>Inspect all BMPs and maintain as needed.</td>
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<tr>
<td>Reinstall BMPs that were removed due to active work in the area.</td>
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<tr>
<td>If a severe storm is expected, remove inlet protection devices to prevent flooding on surrounding streets.</td>
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<tr>
<td>Cover or relocate material stockpiles and liquid material containers to avoid contact with rainwater.</td>
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<tr>
<td>Place spill pans or oil-only spill pads under construction vehicles to prevent runoff from contacting any spilled petroleum products. Properly dispose of any accumulated oily water after the rain event.</td>
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<tr>
<td>Re-inspect project site after the rain event and replace or maintain BMPs as needed.</td>
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<tr>
<td>Other: (please specify)</td>
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</table>
### CERTIFICATION

1) By signing, you acknowledge that erosion prevention, sediment control, and good housekeeping BMPs in this ESCP are mandatory conditions of your building and/or grading permit and are subject to inspection and enforcement by the Department of Planning and Permitting.

2) If the proposed land disturbing work will be performed in the city sidewalk or right-of-way and/or best management practices installed in the sidewalk area (area between the property line and edge of pavement), the owner is responsible for obtaining a Permit for Street Usage from the Department of Transportation Services, 650 S. King Street, 2nd Floor, Honolulu, Hawaii, 96813.

3) The owner is responsible for installing appropriate barricades, flashers, and signage for pedestrian and vehicular safety, and removing the inlet protection(s) before a storm event to prevent flooding of the road and after the project site is completely stabilized.

<table>
<thead>
<tr>
<th>Owner / Authorized Agent Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCP Coordinator Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

ESCP Coordinator Name (if different from owner/authorized agent)

Certification #: ___________________________ Phone: _______________ Email: ___________________________

Mailing Address: ____________________________________________________________________