

PROJECT SWMP DESIGN AND REVIEW (STANDARD OPERATING PROCEDURE D5)

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1.0 Overview and MS4 Approach

This standard operating procedure (SOP) addresses preparing and reviewing a project's SWMP Design before the Award Date. The SWMP Design consists of project narratives (SWMP Design Tab 1), SWMP maps (SWMP Design Tab 2), specifications (SWMP Design Tab 3, Standard Specifications and Project Special Provisions), M-standards (SWMP Design Tab 4) and photographs documenting existing vegetation (SWMP Design Tab 17). The project's SWMP Design is one of many items that must be reviewed and accepted before the CDOT Region Planning and Environmental Manager (RPEM) signs CDOT Form 128-NEPA Determination/Project Certification and the project bid package is released for advertisement. The project's SWMP Design is provided to the Contractor on the project's Award Date.

This SOP is applicable to all CDOT projects with a Colorado Discharge Permit System–Stormwater Construction Permit (CDPS-SCP). CDOT must keep a copy of the reviewed and accepted project SWMP Design (MS4 Permit, Part I.E.1.b.iv.) and document CDOT's review and acceptance of the project's SWMP Design. The Major/Minor SWMP Modifications SOP (SOP C1) governs the process of revising the project's SWMP Design after the Award Date.

2.0 Regulatory Criteria

- CDOT MS4 Permit (COS000005), Part I.B.1. Good Engineering, Hydrologic and Pollution Control Practices, page 7
- CDOT MS4 Permit (COS000005), Part I.E.1.a.iv Stormwater Management Plans (SWMPs), page 12
- CDOT MS4 Permit (COS000005), Part I.E.1.a.iv(B) Initial SWMP Review, page 12
- CDOT MS4 Permit (COS000005), Part I.E.1.b. Recordkeeping, page 16
- CDOT MS4 Permit (COS000005), Part I.E.1.c. PDD, page 17
- CDPS-SCP (COR400000), Part I.B – Stormwater Management Plan – General Requirements, pages 6 and 7
- CDPS-SCP (COR400000), Part I.C – Stormwater Management Plan – Contents, pages 7–10
- EPA Audit, 2PM
- EPA Audit, 3PM

3.0 CDOT Roles and Responsibilities

Section 3.0 is an overview of MS4 roles and responsibilities for preparing, reviewing and approving a project's SWMP Design. The process and methods are listed in Section 4.0.

- **Landscape Architecture Section Manager (LASM)**, or designee, is the Training Owner of the SWMP Preparer and SWMP Reviewer certification courses. The LASM, or designee, maintains a database of MS4 Construction Program design criteria for project SWMP Designs (ESCAN, *when developed*).
- **Region Planning and Environmental Manager (RPEM)** coordinates with the Resident Engineer (RE) to appoint a SWMP Reviewer by the project's field inspection review (FIR). The RPEM works with the SWMP Preparer to modify the SWMP review schedule (if needed), documents SWMP Design acceptance on CDOT Form 128 and signs CDOT Form 128 when environmental clearances are complete.
- **Resident Engineer (RE)**, or designee, coordinates with the RPEM to appoint a SWMP Reviewer by the project's FIR. The RE is responsible for verifying that a CDPS-SCP project has an approved SWMP Design before the RPEM signs CDOT Form 128.
- **SWMP Preparer** holds a valid CDOT SWMP Preparer certification. The SWMP Preparer is responsible for a project's SWMP Design before the Award Date.
- **SWMP Reviewer** is a full-time CDOT employee, preferably a Region Environmental staff, who holds a valid CDOT SWMP Reviewer certification. SWMP Reviewers review and approve project SWMP Designs for CDPS-SCP projects. A SWMP Reviewer may not review a SWMP Design for which they were the SWMP Preparer.

4.0 Methods/Procedures

1. The **SWMP Preparer** must hold a valid CDOT SWMP Preparer certification throughout the design process (*when developed*).
2. The **SWMP Preparer**, or designee, prepares the project's SWMP Design according to Section 3.15 of the *CDOT Project Development Manual* and MS4 Construction Program SWMP Citations (available in the *MS4 Construction Program Development Document*).
 - a. The **SWMP Preparer**, or designee, packages approved MS4 Citation Project Special Provisions with the project's SWMP Design.
 - b. The **SWMP Preparer** records their name and certification number in ESCAN (*when developed*).
3. The **RPEM** and the **RE** coordinate and appoint a **SWMP Reviewer** by FIR.
 - a. The **SWMP Reviewer** must hold a valid CDOT SWMP Reviewer certification (*when developed*).
4. The **SWMP Preparer** notifies the appointed SWMP Reviewer and RPEM that the SWMP Design is ready for review.
5. The **SWMP Reviewer** has 14 calendar days to approve the project's SWMP Design. The **RPEM** and **SWMP Preparer** must mutually agree to extend the SWMP review beyond 14 calendar days.

6. Upon approval, the **SWMP Reviewer** uploads the final SWMP Design used in the bid package to ESCAN (*when developed*).
 - a. The **SWMP Reviewer** records their name and certification number in ESCAN (*when developed*).
7. The appointed **SWMP Reviewer** notifies the **RPEM** in writing that CDOT Form 128 requirements pertaining to SWMP Design review have been met.
8. Subsequent changes to the final SWMP Design used in the bid package must be re-approved by the appointed **SWMP Reviewer**.

5.0 Documentation and Reporting Requirements

- The SWMP Reviewer's name and CDOT certification number must be recorded on the SWMP's cover page and tracked in ESCAN (*when developed*)
- A copy of the final SWMP Design used in the bid package is stored in ESCAN (*when developed*)
- Completed CDOT Form 128 (NEPA Determination/Project Certification)

6.0 MS4 Training Requirements

- CDOT SWMP Preparer Certification (*when developed*)
- CDOT SWMP Reviewer Training Course (*under development*)

7.0 References to Existing Source Documents

- CDOT Form 128 (Categorical Exclusion Determination)
<https://www.codot.gov/library/forms/cdot0128.pdf>
- CDOT MS4 Construction Program Description Document
<https://www.codot.gov/programs/environmental/water-quality/documents/cdot-ms4-construction-program-program-description-document.pdf>
- CDOT Project Development Manual, Subsection 2.11 Hydraulic Design (Erosion Control and Stormwater)
https://www.codot.gov/business/designsupport/bulletins_manuals/project-development-manual/06-pdm-sect-2-project-development-process.pdf/at_download/file
- CDOT Project Development Manual, Subsection 3.15 Stormwater Management Plans (SWMP)
https://www.codot.gov/business/designsupport/bulletins_manuals/project-development-manual/07-pdm-sect-3-environmental-final.pdf/view
- CDOT ProjectWise Reference Manual
<https://www.codot.gov/business/designsupport/cadd/projectwise-reference-manual/view>
- CDOT SWMP Preparer/Approver Training Manual (*under development*)
- CDOT SWMP Template >1 Acre Impact
<https://www.codot.gov/programs/environmental/landscape-architecture/swmp-template-1-acre-impact-1/view>



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- New ProjectWise Project Folder Structure Announcement
<https://www.codot.gov/business/designsupport/cadd/pw-new-folder-structure/view>

8.0 Attachments

- SOP D5, Attachment 1 for the SWMP Design and review process flowchart

9.0 SOP D5 Revision History

March 31, 2017 – Minor editorial changes by the MCPM, moved the list of SWMP citations to the *MS4 Construction Program Description Document*.

October 4, 2017 – Minor editorial and CDOT organizational changes by the MCPM

April 1, 2019 – Minor editorial and CDOT organizational changes by the MCPM