I. Permit

A. Who Needs a Permit / Water Discharger Identification (WDID) Number?

Any construction or demolition activity that results in a land disturbance of more than one acre (or that are less than one acre, but part of a larger plan of development) will require coverage under the permit (or potentially an erosivity waiver if less than 5 acres, and short construction duration). Linear underground/overhead projects related to utility work that disturbs more than one acre are also subject to the CGP. See the CGP for more details:

www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml

B. How Does a Project Obtain a Permit (or WDID Number) on Campus?

Obtaining Permit Coverage: Start the process at least a month prior to start of construction and when you need a County permit in hand. All numbered items below must be completed by a part of the construction project team.

Email project information to the Water Planning & Stewardship team at suwater.stanford.edu/wps.

1. Project name
2. Project number
3. Contractor name, address, cell phone, and email

Stanford stormwater contact starts the permit in the SMARTS system, then links the project’s civil engineer to the SMARTS database to complete the data entry and upload

4. The QSD for the project inputs all site data into the State Board’s SMARTS system.
5. The QSD needs to complete a risk assessment and SWPPP for the site (see resources below).

Stanford stormwater contact reviews submittal and certifies (through the SMARTS system). The final fee statement is sent to the Stanford project manager.

6. Stanford project manager cuts a check and sends directly to State Board. The turnaround from payment to WDID is typically about 1 week, from payment submittal.

C. How Do I (as a QSP) Get Started on a Project?

Obtain a log-in for SMARTS and be linked to the project:

a) Site contact person (whomever is in charge of the SWPPP onsite) must create a log-in account through the SMARTS database (smarts.waterboards.ca.gov), if they do not already have one. This will be a construction site contact person not a Stanford person.

b) Forward on your log-in name to the appropriate stormwater contact person at Stanford. They will then link the contact to your construction site through the SMARTS database.
II. Risk

A. Risk Level Calculation (Risk Level 1, 2, 3)

*R Factor Calculator (rainfall erosivity risk):*

State Water Resources Control Board (“State Water Board”) requires that all new Notices of Intent and applications for the Erosivity Waiver must use the online calculator for the R-value available here:

lew.epa.gov

The Risk Level Calculator uses the relevant data for each project to determine the R-Factor. The input required includes:

1. Construction start date
2. Construction end date
3. Longitude and latitude or address of construction site

Please follow the format carefully when entering dates.

*K Factor Map (soil / sediment runoff risk):


*LS Factor Map (slope risk):


*Sediment risk is determined as follows:*

Watershed Erosion Estimate \(= R \times K \times LS\) in tons/acre

- Low Sediment Risk: \(< 15\ \text{tons/acre}\)
- Medium Sediment Risk: \(\geq 15\ \text{and}< 75\ \text{tons/acre}\)
- High Sediment Risk: \(\geq 75\ \text{tons/acre}\)

Finally, the Combined Risk Level is determined according to the following matrix.

<table>
<thead>
<tr>
<th></th>
<th>Low Sediment Risk</th>
<th>Medium Sediment Risk</th>
<th>High Sediment Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Receiving Water Risk*</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 2</td>
</tr>
<tr>
<td>High Receiving Water Risk*</td>
<td>Level 2</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

*In general, on campus, the areas with flow going to San Francisquito Creek or Matadero Creek are High Risk (for Receiving Water). San Francisquito Creek is listed for sediment on the 303(d) list, and Matadero Creek has designated beneficial use for Cold and Spawn and Migratory. See our Construction Compliance webpage (suwater.stanford.edu/construction-compliance-swppp) for a map of Stanford’s watersheds.

Link to CASQA for SWPPP template / BMP handbook (membership required):

www.casqa.org/resources/bmp-handbooks
III. Requirements in Permit

A. What is Required for All Projects?

Recurring Action Items (Risk Level 1, 2, 3):

a) Daily weather tracking through NOAA:
   \[\text{forecast.weather.gov/MapClick.php?CityName=Stanford&state=CA&site=MTR&textField1=37.4242&textField2=-122.165&e=0}\]
   For help determining the quantity of rain forecasted:
   \[\text{www.weather.gov/wrh/WxTable?LAT=37.4242&LNG=-122.165&DAYS=7&INT=1}\]
   (Not sufficient proof for avoiding a pre- or during storm inspection based on forecast. Not highly accurate.)

b) Weekly BMP inspections and observations (at least weekly). Document with forms and photographs.

c) Quarterly non-stormwater visual observations and documentation

d) Pre-, post- and during storm event visual inspections

e) Annual reporting for reporting periods from July 1-June 30 (Due September 1st of each year)

Summary of permit requirements by risk level:

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Quarterly Non-Stormwater Discharge</th>
<th>Visual Inspections</th>
<th>Sample Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Storm Event</td>
<td>Daily Storm BMP</td>
<td>Post Storm</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>REAP</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

B. What do we do if rain is in the forecast (50% or greater chance per NOAA)?

Risk Level 1: Within 2 business days (48-hrs) prior to a forecasted rain event, conduct and document a visual site inspection. Check stock of sample bottles in the event that samples are needed. All paperwork must be documented and filed onsite.

Risk Level 2: Within 2 business days (48-hrs) prior to a forecasted rain event, conduct and document a visual site inspection. The QSP must prepare and implement a Rain Event Action Plan (REAP) no later than 24-hrs prior to a forecasted qualifying rain event. Prepare sample bottles and/or field testing equipment in the event that samples are required (always assume samples will be needed). All paperwork must be documented and filed onsite.

Risk Level 3: Within 2 business days (48-hrs) prior to a forecasted rain event, conduct and document a visual site inspection. The QSP must prepare and implement a Rain Event Action Plan (REAP) no later than 24-hrs prior to a forecasted qualifying rain event. Prepare sample bottles and/or field testing equipment in the event that samples are required (always assume samples will be needed). All paperwork must be documented and filed onsite.
C. What do we do when rain is occurring?

*Assume the event will be a qualifying event, you will not know until it is over!

**Risk Level 1**: Regularly record rain gauge readings along with time and date. Perform BMP inspections at least once every 24-hrs during extended qualifying rain events. Sample any areas with runoff where BMPs have been compromised.

**Risk Level 2**: Regularly record rain gauge readings along with time and date. Perform BMP inspections at least once every 24-hrs during extended qualifying rain events. During each day of a qualifying event: sample runoff at every location where stormwater is leaving the site (at least 3 samples per day). If water is not running offsite, document in paperwork and with photos.

**Risk Level 3**: Regularly record rain gauge readings along with time and date. Perform BMP inspections at least once every 24-hrs during extended qualifying rain events. During each day of a qualifying event: sample runoff at every location where stormwater is leaving the site (at least 3 samples per day). If triggered, additional sampling and receiving water sampling must be completed. If water is not running offsite, document in paperwork and with photos.

D. What is a qualifying rain event?

Any rain event the produces 0.5 inches or more precipitation with 48-hour or more between rain events. The daily rainfall must be summed for all days during the event, until there is at least 48-hrs of separation between rainfall.

E. What do we do after a qualifying rain event?

**Risk Level 1-3**: Within 48-hrs of the end of a qualifying rain event, conduct and document a visual site inspection. All paperwork must be documented and filed onsite. If any modifications to BMPs are required, the action must be taken within 72-hours. If the types of BMPs are modified, the SWPPP should be amended to reflect this.

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IV. Reporting and Close Out

A. How do we complete the Annual Reporting requirement?

Annual Stormwater Reports are due **September 1st of each year** (or prior to NOT submittal)

a) Construction site contact person (likely the QSP) fills out the Annual Report form on the SMARTS system. Sites will need to upload some of their inspection reports and laboratory data and answer questions in the online system. This process takes some time, so do not wait until August 29th to complete this process!

b) Once all information has been uploaded, use the link on SMARTS to perform a completion check (under the certification tab) and submit for certification to Stanford representative.

c) All Annual Reports should be completed by **August 15th** so that there is plenty of time to review and approve.
B. How do we close out the permit?

A Notice of Termination (NOT) must be submitted.

When construction is complete, and all equipment and materials that could harm stormwater have been removed from the site, and within 90 days of project completion, a NOT must be submitted through SMARTS. Below is the Stanford procedure for submitting this information.

a) Prove that the site is complete using one of two methods (Civil completes this online in SMARTS)
   • 70% Final Cover Method
   • RUSLE or RUSLE 2 Method
b) Provide photos of the site (from all directions) showing that all work is complete (upload into SMARTS).
c) Fill out the State Board’s Annual Report in SMARTS. See Annual Reports above.
d) Deliver the SWPPP binder that was kept on the construction site to 327 Bonair Siding (Stanford Stormwater Contact). Stanford is required to keep this information for three years post construction.
e) Stanford Representative will then review the annual report and notice of termination online and approve it for submittal to the State Board.
f) All inspections and permit requirements stand until the NOT is approved. Typical turn-around is approximately 1 week.

V. Special Cases

A. What if our project is a linear project for a utility?

Linear Underground / Overhead Projects

These projects are less common on campus. Please refer to the Construction General Permit for details. Contact your Stanford stormwater contact with any questions. In general, an LUP is defined as: Any conveyance, pipe, or pipeline for the transportation of any gaseous, liquid (including water and wastewater for domestic municipal services), liquescent, or slurry substance; and cable line or wire for the transmission of electrical energy; any cable line or wire for communications (e.g., telephone, telegraph, radio, or television messages); and associated ancillary facilities.

B. What if our construction project is less than 5 acres and will only be active in the summer?

You may be able to obtain an Erosivity Waiver in place of a permit. The R-factor must be less than 5. If the project gets extended, a SWPPP must be prepared and permit coverage would need to begin.