

Appendix A: SWPPP Template – Authorized States

Instructions

To help you develop the narrative section of your construction site SWPPP, the U.S. Environmental Protection Agency (EPA) has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You should use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA's website at www.epa.gov/npdes/swpppguide

This template covers the SWPPP elements that most state construction general permits require, however, **you are strongly encouraged to customize this template. There are two major reasons to customize this template:**

- **To reflect the terms and conditions of your construction general permit; and**
- **To reflect the conditions at your site**

Some states might have their own SWPPP template. If so, use the state-suggested format. In such cases, this document and its template might provide useful background information.

Using the SWPPP Template

Each section of this template includes “instructions” and space for project information. You should read the instructions for each section before you complete that section. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit **and** meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

Stormwater Pollution Prevention Plan

for:

Boyd Funeral Home

4800 Downman Road

New Orleans, Louisiana 70126

PERMIT #20-48035-RNVS

SWPPP Contact(s):

Dammon Engineering, Inc.

554 Old Spanish Trail

Slidell, LA 70458

Ph: 985.649.5832

info@dammonengineering.com

www.dammonengineering.com

SWPPP Preparation Date:

January 28, 2021

Estimated Project Dates:

Project Start Date: February 15, 2021

Project Completion Date: June 15, 2021

Contents

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING	1
1.1 Project/Site Information.....	1
1.2 Contact Information/Responsible Parties	2
1.3 Nature and Sequence of Construction Activity.....	3
1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns.....	4
1.5 Construction Site Estimates	5
1.6 Receiving Waters.....	5
1.7 Site Features and Sensitive Areas to be Protected	6
1.8 Potential Sources of Pollution	6
1.9 Endangered Species Certification.....	7
1.10 Historic Preservation	8
1.11 Applicable Federal, Tribal, State or Local Programs	8
1.12 Maps	9
SECTION 2: EROSION AND SEDIMENT CONTROL BMPs	10
2.1 Minimize Disturbed Area and Protect Natural Features and Soil	11
2.2 Phase Construction Activity.....	11
2.3 Control Stormwater Flowing onto and through the Project.....	12
2.4 Stabilize Soils	13
2.5 Protect Slopes	15
2.6 Protect Storm Drain Inlets.....	15
2.7 Establish Perimeter Controls and Sediment Barriers	16
2.8 Retain Sediment On-Site.....	17
2.9 Establish Stabilized Construction Exits	18
2.10 Additional BMPs	18
SECTION 3: GOOD HOUSEKEEPING BMPs	19
3.1 Material Handling and Waste Management.....	20
3.2 Establish Proper Building Material Staging Areas.....	20
3.3 Designate Washout Areas	21
3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices	22
3.5 Control Equipment/Vehicle Washing.....	23
3.6 Spill Prevention and Control Plan	23
3.7 Any Additional BMPs	24
3.8 Allowable Non-Stormwater Discharge Management.....	25
SECTION 4: SELECTING POST-CONSTRUCTION BMPs	26
SECTION 5: INSPECTIONS.....	28
5.1 Inspections	28
5.2 Delegation of Authority	30
5.3 Corrective Action Log	30
SECTION 6: RECORDKEEPING AND TRAINING	31
6.1 Recordkeeping.....	31
6.2 Log of Changes to the SWPPP.....	31
6.3 Training.....	32
SECTION 7: FINAL STABILIZATION.....	33

SECTION 8: CERTIFICATION AND NOTIFICATION.....	34
SWPPP APPENDICES	35
Appendix A – General Location Map	
Appendix B – Site Maps	
Appendix C – Construction General Permit	
Appendix D – NOI and Acknowledgement Letter from EPA/State	
Appendix E – Inspection Reports	
Appendix F – Corrective Action Log (or in Part 5.3)	
Appendix G – SWPPP Amendment Log (or in Part 6.2)	
Appendix H – Subcontractor Certifications/Agreements	
Appendix I – Grading and Stabilization Activities Log (or in Part 6.1)	
Appendix J – Training Log	
Appendix K – Delegation of Authority	
Appendix L – Additional Information (i.e., Endangered Species and Historic Preservation Documentation)	

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 Project/Site Information

Instructions:

- In this section, you can gather some basic site information that will be helpful to you later when you file for permit coverage.
- For more information, see *Developing Your Stormwater Pollution Prevention Plan: A SWPPP Guide for Construction Sites* (also known as the *SWPPP Guide*), Chapter 2
- Detailed information on determining your site's latitude and longitude can be found at www.epa.gov/npdes/stormwater/latlong

Project/Site Name: Boyd Funeral Home

Project Street/Location: 4800 Dowman Road

City: New Orleans State: LA ZIP Code: 70126

County or Similar Subdivision: Orleans Parish

Latitude/Longitude (Use **one** of three possible formats, and specify method)

Latitude: ?

Longitude: ?

1. 30 ° 0 1 ' 04.65" N (degrees, minutes, seconds)

-90° 01' 19.24" W (degrees, minutes, seconds)

Method for determining latitude/longitude:

USGS topographic map (specify scale: _____)

EPA Web site GPS

X Other (please specify): TOPO ZONE

Is the project located in Indian country? Yes No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." _____

Is this project considered a federal facility? Yes No

NPDES project or permit tracking number*: N/A

*(This is the unique identifying number assigned to your project by your permitting authority after you have applied for coverage under the appropriate National Pollutant Discharge Elimination System (NPDES) construction general permit.)

1.2 Contact Information/Responsible Parties

Instructions:

- List the operator(s), project managers, stormwater contact(s), and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- See *SWPPP Guide*, Chapter 2.B.

Operator(s):

Donavan Boyd
5001 Chef Menteur Hwy.
New Orleans, LA 70126

Project Manager(s) or Site Supervisor(s):

Dave Jr. Kaufmann
3173 E Terrace Ave,
Slidell, La. 70458

SWPPP Contact(s):

Dammon Engineering, Inc.
554 Old Spanish Trail
Slidell, LA 70458
985.649.5832

This SWPPP was Prepared by:

Dammon Engineering, Inc.
554 Old Spanish Trail
Slidell, LA 70458
985.649.5832

Subcontractor(s):

Emergency 24-Hour Contact:

1.3 Nature and Sequence of Construction Activity

Instructions:

- Briefly describe the nature of the construction activity and approximate time frames (one or more paragraphs, depending on the nature and complexity of the project).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Describe the general scope of the work for the project, major phases of construction, etc:

It is the intent of Dave Jr. Kaufmann plan to perform work minimizing environmental pollution and damage as of result of construction operations at the Boyd Funeral Home NOLA while renovating an existing building. To this extent we will take all necessary precautions to eliminate or control all operations which are subject to the presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare, unfavorably alter ecological balances of importance to human life, affect other species of importance to humankind, or degrade the utility of the environment for aesthetic, cultural, and/or historical purposes. It is also the intent of Dave Jr. Kaufmann to comply with Federal, State, and local regulations pertaining to the environment, here after identified as “Environmental law” including water, air, solid waste, hazardous and toxic waste, hazardous materials, oily waste and substances, and noise

pollution.

The control of environmental pollution and damage for this project requires consideration of natural resources, historical resources, storm water management, and prevention of releases to the environment. The environmental resources within the boundaries of the project as well as the immediate adjacent area shall be protected throughout the duration of the project.

What is the function of the construction activity?

Residential Commercial Industrial Road Construction Linear Utility
 Other (please specify):

Estimated Project Start Date: February 15, 2021

Estimated Project Completion Date: June 15, 2021

1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

Instructions:

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps (See *SWPPP Guide*, Chapter 3.C.).
- For more information, see *SWPPP Guide*, Chapter 3.A.

Soil types: Soils encountered and sedimentary deposits are primarily from the Holocene period and consist of loam, sands, gravels, and clay of the Coastal Deposits formation. Predominant soil classes are the Saucier fine sandy loam (SaB, SaC), Saucier-Susquehanna complex (ScD), and Smithton fine sandy loam (Su).

Slopes: Topography varies approximately from Elevation –4.7 to Elevation –5.2

Drainage Patterns: The proposed site is typically flat land and drains into catch basins along the street and into pumping stations that delivery the water to Lake Pontchartrain and into the Gulf of Mexico.

Vegetation: Grass with shrubs remaining.

Other:

1.5 Construction Site Estimates

Instructions:

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.
- For more information, see *SWPPP Guide*, Chapter 3.A and Appendix C.

The following are estimates of the construction site.

Total project area:	0.53 acres
Construction site area to be disturbed:	0.21 acres
Percentage impervious area before construction:	80 %
Runoff coefficient before construction:	.65
Percentage impervious area after construction:	80 %
Runoff coefficient after construction	.65

1.6 Receiving Waters

Instructions:

- List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible, such as *Mill Creek, a tributary to the Potomac River*, and so on.
- Indicate the location of all waters, including wetlands, on the site map.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.
- If any of the waterbodies above are impaired and/or subject to Total Maximum Daily Loads (TMDLs), please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.
- Also, for more information and a list of TMDL contacts and links by state, visit www.epa.gov/npdes/stormwater/tmdl.

Description of receiving waters: Lake Pontchartrain to Gulf of Mexico

Description of storm sewer systems: All water from this area drains to existing catch basins

located on the streets and eventually to the Gulf of Mexico.

Description of unique features that are to be preserved: Live Oak Trees

Describe measures to protect these features: Safety fencing/Construction tape around the trees

Description of impaired waters or waters subject to TMDLs: Lake Pontchartrain, Gulf of Mexico

Other: N/A

1.7 Site Features and Sensitive Areas to be Protected

Instructions:

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- For more information, see *SWPPP Guide*, Chapter 3.A and 3.B.

1.8 Potential Sources of Pollution

Instructions:

- Identify and list all potential sources of sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- For more information, see *SWPPP Guide*, Chapter 3.A.

Potential sources of sediment to storm water runoff:

The most common source of pollution from construction sites is soil erosion and sediment from demolition and clearing which will be controlled.

Potential pollutants and sources, other than sediment, to storm water runoff

Diesel fuel, Gear Oil, Hydraulic Oil, Gasoline, Brake fluid, Grease. Debris from lay down areas, residue from equipment cleaning and maintenance, and land clearing operations and human activity (trees, Brush, paper, trash, etc.) present other possible pollution sources within the construction site.

Trade Name Material	Stormwater Pollutants	Location
N/A		

1.9 **Endangered Species Certification**

Instructions:

- Before beginning construction, determine whether endangered or threatened species or their critical habitats are on or near your site.
- Adapt this section as needed for state or tribal endangered species requirements and, if applicable, document any measures deemed necessary to protect endangered or threatened species or their critical habitats.
- For more information on this topic, see *SWPPP Guide*, Chapter 3.B.
- Additional information on Endangered Species Act (ESA) provisions is at www.epa.gov/npdes/stormwater/esa

Are endangered or threatened species and critical habitats on or near the project area?

Yes No

Describe how this determination was made:

[A site visit was made and the site inspected for construction.](#)

If yes, describe the species and/or critical habitat:

[N/A](#)

If yes, describe or refer to documentation that determines the likelihood of an impact on identified species and/or habitat and the steps taken to address that impact. (Note, if species are

on or near your project site, EPA strongly recommends that the site operator work closely with the appropriate field office of the U.S. Fish and Wildlife Service or National Marine Fisheries Service. For concerns related to state or tribal listing of species, please contact a state or tribal official.)

N/A

1.10 Historic Preservation

Instructions:

- Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you might need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged.
- For more information, see *SWPPP Guide*, Chapter 3.B or contact your state or tribal historic preservation officer.

Are there any historic sites on or near the construction site?

Yes No

Describe how this determination was made:

[A pre construction site visit was made.](#)

If yes, describe or refer to documentation that determines the likelihood of an impact on this historic site and the steps taken to address that impact.

N/A

1.11 Applicable Federal, Tribal, State or Local Programs

Instructions:

- Note other applicable federal, tribal, state or local soil and erosion control and stormwater management requirements that apply to your construction site.

N/A

1.12 Maps

Instructions:

- Attach site maps. For most projects, a series of site maps is recommended. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or for more complicated sites show the major phases of development.

These maps should include the following:

- Direction(s) of stormwater flow and approximate slopes before and after major grading activities;
- Areas and timing of soil disturbance;
- Areas that will not be disturbed;
- Natural features to be preserved;
- Locations of major structural and non-structural BMPs identified in the SWPPP;
- Locations and timing of stabilization measures;
- Locations of off-site material, waste, borrow, or equipment storage areas;
- Locations of all waters of the United States, including wetlands;
- Locations where stormwater discharges to a surface water;
- Locations of storm drain inlets; and
- Areas where final stabilization has been accomplished.
- For more information, see *SWPPP Guide*, Chapter 3.C.

Include the site maps with the SWPPP.

SECTION 2: EROSION AND SEDIMENT CONTROL BMPs

Instructions:

- Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified, do the following
 - ✓ Clearly describe appropriate control measures.
 - ✓ Describe the general sequence during the construction process in which the measures will be implemented.
 - ✓ Describe the maintenance and inspection procedures that will be used for that specific BMP.
 - ✓ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
 - ✓ Identify staff responsible for maintaining BMPs.
 - ✓ (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
 - 2.1 Minimize disturbed area and protect natural features and soil**
 - 2.2 Phase Construction Activity**
 - 2.3 Control Stormwater flowing onto and through the project**
 - 2.4 Stabilize Soils**
 - 2.5 Protect Slopes**
 - 2.6 Protect Storm Drain Inlets**
 - 2.7 Establish Perimeter Controls and Sediment Barriers**
 - 2.8 Retain Sediment On-Site and Control Dewatering Practices**
 - 2.9 Establish Stabilized Construction Exits**
 - 2.10 Any Additional BMPs**
- Note the location of each BMP on your site map(s).
- For any structural BMPs, you should provide design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information, see *SWPPP Guide*, Chapter 4.
- Consult your state's design manual or one of those listed in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs
<http://www.epa.gov/npdes/stormwater/menuofbmps>

2.1 Minimize Disturbed Area and Protect Natural Features and Soil

Instructions:

- Describe the areas that will be disturbed with each phase of construction and the methods (e.g., signs, fences) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your site map(s) also. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 1.)
- Also, see EPA's *Preserving Natural Vegetation BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/preserve_veg

All natural vegetation to remain shall be protected from heavy equipment with safety fencing prior to any earthwork not dedicated in that area of construction.

2.2 Phase Construction Activity

Instructions:

- Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, describe opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (i.e., during the dry or less windy season). (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 2.) It might be useful to develop a separate, detailed site map for each phase of construction.
- Also, see EPA's *Construction Sequencing BMP Fact Sheet* at http://www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_seq

- Phase I
 - Describe phase; site clearing/fill
 - Duration of phase; February 15, 2021 – June 15, 2021
 - List BMPs associated with this phase; initial, temporary seeding, temporary mulching.
 - Describe stabilization methods for this phase; silt fencing, hay bales, construction fence.

- Phase II
 - Describe phase; Clean-up, amenities, punch list, substantial completion of site work.
 - Duration of phase; February 15, 2021 – June 15, 2021
 - List BMPs associated with this phase; permanent seeding, Geo-textiles matting until stabilization.
 - Describe stabilization methods for this phase; Silt fencing, hay bales.

2.3 Control Stormwater Flowing onto and through the Project

Instructions:

- Describe structural practices (e.g., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 3.)

BMP Description: Initial

Installation Schedule:	The objectives of soil erosion and sediment controls are to minimize the release of solids and sediments on stormwater runoff temporarily (short term) during construction and permanently (long term) post construction. This will be accomplished through both structural and nonstructural controls. The erosion and the sediment controls to be utilized at the construction site to minimize possible impacts to stormwater runoff resulting from sediment are called out on the site plan. Specific controls for this project include silt fences, hay bale filter barriers, stabilized construction entrances, temporary seeding of areas (if needed), temporary mulching (if needed) and stabilization of exposed soils at the end of construction.
Maintenance and Inspection:	Throughout all phases of construction the site will be routinely inspected, repaired and/or replaced for proper functionality.
Responsible Staff:	Dave Jr Kaufmann

2.4 Stabilize Soils

Instructions:

- Describe controls (e.g., interim seeding with native vegetation, hydroseeding) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Avoid using impervious surfaces for stabilization whenever possible. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 4.)
- Also, see EPA's *Seeding BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/seeding

BMP Description: Temporary Seeding

Permanent

X ***Temporary***

<i>Installation Schedule:</i>	Stabilization measures, such as temporary seeding, must be initiated as practicable in areas where construction activities have stopped for more than 14 days. Where initiation of stabilization measures by the 14 th day is prevented by adverse weather conditions, stabilization should be initiated as soon as practicable. Where construction activity will resume in an area within 21 days from when activity stopped (in other words, total time period that construction has stopped is less than 21 days), then stabilization measures do not have to be implemented by the 14 th day.
<i>Maintenance and Inspection:</i>	Throughout all phases of construction the site will be routinely inspected, repaired and/or replaced for proper functionality.
<i>Responsible Staff:</i>	Dave Jr. Kaufmann

BMP Description: Temporary Mulching

Permanent

X ***Temporary***

<i>Installation Schedule:</i>	If it should be necessary to interrupt construction for at least 21 days, material stock piles and disturbed areas of the construction site will be stabilized with mulch. Mulch shall be locally available
--------------------------------------	---

	straw mulch applied to each disturbed area at a rate of 4,000 pounds per acre of straw. The mulch may be tacked into the soil with suitable hand tools for small areas (less than 400sq.ft.) and by an appropriately sized disc with blades set nearly straight and pulled by an appropriately sized tractor for larger areas.
<i>Maintenance and Inspection:</i>	Throughout all phases of construction the site will be routinely inspected, repaired and/or replaced for proper functionality.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

BMP Description: Permanent seeding

<input checked="" type="checkbox"/> <i>Permanent</i> <input type="checkbox"/> <i>Temporary</i>	
<i>Installation Schedule:</i>	To reduce erosion and excessive runoff from the site, a permanent vegetative ground cover will be established within 30 days after completion of work in areas disturbed by grading operations. The surface will be graded to the required elevation before permanent seeding is to begin. Permanent seeding will be initiated as soon as practical in area of the site where construction activities have permanently ceased. Please see the listed seed types and application guidelines.
<i>Maintenance and Inspection:</i>	Throughout all phases of construction the site will be routinely inspected, repaired and/or replaced for proper functionality.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

2.5 Protect Slopes

Instructions:

- Describe controls (e.g., erosion control blankets, tackifiers) including design specifications and details that will be implemented to protect all slopes. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 5.)
- Also, see EPA's *Geotextiles BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/geotextiles

BMP Description: Geotextiles

Installation Schedule:	Geotextiles shall be used as a matting to stabilize the flow of channels and swales to protect seedlings on recently planted slopes until they become established. Geotextiles will be used to protect exposed soils immediately and temporarily, when active piles of soil are left overnight. This will also be used as a separator between riprap and soil, which prevents the soil from being eroded from beneath the riprap and maintains the riprap's base.
Maintenance and Inspection:	Inspect geotextiles regularly to determine if cracks, tears, or breaches have formed in the fabric; if so, repair or replace the fabric immediately. It is necessary to maintain contact between the ground and the geotextile at all times. Remove trapped sediment after each storm event.
Responsible Staff:	Dave Jr. Kaufmann

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

2.6 Protect Storm Drain Inlets

Instructions:

- Describe controls (e.g., inserts, rock-filled bags, or block and gravel) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire project. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 6.)
- Also, see EPA's *Storm Drain Inlet Protection BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/storm_drain

BMP Description: Storm Drain protection

Installation Schedule:	Hay bails shall be installed at all drain inlets to help reduce erosion during construction of this facility.
Maintenance and Inspection:	Repairs/adjustments will be made promptly to any erosion and structure found to be performing inadequately. Repairs should be made prior to the next anticipated storm event. The contractor shall have on site all materials necessary to make any reasonable expected repairs such as replacement of silt fence, hay bale, etc.
Responsible Staff:	Dave Jr Kaufmann

BMP Description:

Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

Repeat as needed

2.7 Establish Perimeter Controls and Sediment Barriers

Instructions:	
<ul style="list-style-type: none"> – Describe structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (For more information, see <i>SWPPP Guide</i>, Chapter 4, ESC Principle 7.) – Also see, EPA's <i>Silt Fence BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/silt_fences, or <i>Fiber Rolls BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/fiber_rolls 	

BMP Description: Sediment Barrier

Installation Schedule:	Silt fence shall be installed around the perimeter of the site prior to construction of renovation.
Maintenance and Inspection:	If sediments escape the construction site, off-site accumulations of sediment must be removed prior to the next anticipated storm event, or immediately upon discovery if such accumulation poses a safety hazard to users of public streets.
Responsible Staff:	Dave Jr Kaufmann

BMP Description:

Installation Schedule:	
Maintenance and	

Inspection:	
Responsible Staff:	

2.8 Retain Sediment On-Site

<p>Instructions:</p> <ul style="list-style-type: none"> – Describe sediment control practices (e.g., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. (For more information, see <i>SWPPP Guide</i>, Chapter 4, ESC Principle 8.) – Also, see EPA’s <i>Sediment Basin BMP Fact Sheet</i> at www.epa.gov/npdes/stormwater/menuofbmps/construction/sediment_basins
--

BMP Description: Sediment on site

<i>Installation Schedule:</i>	Straw bale barriers/filters, check dams, ditches, traps or sediment ponds as applicable shall be installed.
<i>Maintenance and Inspection:</i>	At the conclusion of construction or when the sediment depth equals 50 percent of the full height of the structure it shall be cleaned. Sediment deposits at silt fencing will be removed when the sediment deposits reach within 12 inches of the top of the silt fence. The collected sediment will be deposited within the construction site if needed or properly disposed of off-site.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

2.9 Establish Stabilized Construction Exits

Instructions:

- Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediments and discharges to stormwater. (For more information, see *SWPPP Guide*, Chapter 4, ESC Principle 9.)
- Also, see EPA's *Construction Entrances BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_entrance

BMP Description:

<i>Installation Schedule:</i>	Define Construction site entrance and exit shall be established from site and silt fences and hay bale installed.
<i>Maintenance and Inspection:</i>	Throughout all phases of construction, the temporary entrances will be routinely inspected, repaired, top dressed and/or replaced with new aggregate as necessary. The entrances will remain in place until the permanent driveway/entrance and or ground cover is established and the soils are stabilized.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

SECTION 3: GOOD HOUSEKEEPING BMPS

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in stormwater.
- Categorize each good housekeeping and pollution prevention (P2) BMP under one of the following seven categories:

3.1 Material Handling and Waste Management

3.2 Establish Proper Building Material Staging Areas

3.3 Designate Washout Areas

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

3.5 Allowable Non-Stormwater Discharges and Control Equipment/Vehicle Washing

3.6 Spill Prevention and Control Plan

3.7 Any Additional BMPs

- For more information, see *SWPPP Guide*, Chapter 5.
- Consult your state's design manual or resources in Appendix D of the *SWPPP Guide*.
- For more information or ideas on BMPs, see EPA's National Menu of BMPs
<http://www.epa.gov/npdes/stormwater/menuofbmps>

3.1 *Material Handling and Waste Management*

Instructions:

- Describe measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 1.)
- Also, see EPA's *General Construction Site Waste Management BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/cons_wasteman

BMP Description: Waste Management and Disposal

<i>Installation Schedule:</i>	The project will produce various types of wastes during the course of the construction. Potential waste generated includes: Wood and sheetrock from clearing operations, trash and debris from construction materials.
<i>Maintenance and Inspection:</i>	Each of these wastes will be managed so as not to contribute to storm water pollution. All construction trash and debris will be collected in containers and disposed of off site. Sanitary waste will be managed using portable toilets. They will be regularly cleaned and maintained by a third party contractor and wastes disposed of at approved locations.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

3.2 *Establish Proper Building Material Staging Areas*

Instructions:

- Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to stormwater. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 2.)

BMP Description: Construction Materials Management

<i>Installation Schedule:</i>	The construction contractor will maintain a lay down area for the storage of equipment and materials within the construction site.
<i>Maintenance and Inspection:</i>	The contractor shall verify each day for compliance.

Responsible Staff:	Dave Jr Kaufmann
---------------------------	------------------

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

3.3 Designate Washout Areas

Instructions:

- Describe location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, paint, stucco, and so on. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 3.)
- Also, see EPA's *Concrete Washout BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/concrete_wash

BMP Description: Washout Areas	
Installation Schedule:	N/A
Maintenance and Inspection:	
Responsible Staff:	

BMP Description:	
Installation Schedule:	
Maintenance and Inspection:	
Responsible Staff:	

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices

Instructions:

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, and spill kits) (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 4.)
- Also, see EPA's *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

BMP Description: Fuels and Material Management

<i>Installation Schedule:</i>	Petroleum products, which are anticipated to be stored and used at the construction site, include: Gasoline, Diesel Fuel, Lube Oil, Miscellaneous Hydraulic and Used Oils and Solvents. Gasoline and diesel fuel will be stored in portable tanks within
<i>Maintenance and Inspection:</i>	Pollutants from any petroleum products spilled during construction activities adhere easily to soil particles and other surfaces. In the event of a leak or spill, sediments containing petroleum products will be cleaned up on the construction site and properly disposed. In addition, use of secondary containment and drip pans can reduce the likelihood of spills or leaks contacting the ground. Safe storage practices will reduce the chance of petroleum products contaminating the construction site. Oil and oily wastes such as cans, rags, and lubricants will be collected in proper receptacles and disposed of properly or recycled.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

3.5 Control Equipment/Vehicle Washing

Instructions:

- Describe equipment/vehicle washing practices that will be implemented to control pollutants to stormwater. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 5.)
- Also, see EPA’s *Vehicle Maintenance and Washing Areas BMP Fact Sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/vehicile_maintain

BMP Description:

<i>Installation Schedule:</i>	No washing of construction vehicles will be permitted. Stabilized temporary aggregate construction roads or steel grid anti-tracking mats will be installed to prevent the tracking of sediment across and of the site by mobile equipment.
<i>Maintenance and Inspection:</i>	The contractor shall verify each day for compliance.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

3.6 Spill Prevention and Control Plan

Instructions:

- Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. (For more information, see *SWPPP Guide*, Chapter 5, P2 Principle 6.)
- Also, see EPA’s *Spill Prevention and Control Plan BMP Fact sheet* at www.epa.gov/npdes/stormwater/menuofbmps/construction/spill_control

Construction site housekeeping will consist of neat and orderly storage of materials and containerized fluids that are being used at the site. Waste will be regularly collected and temporarily stored in sealed containers. If spill occur, prompt cleanup will be required to minimize any commingling of waste materials with storm water runoff. Routine maintenance will be limited to fueling and lubrication of equipment. Drip pans will be used during routine fueling and maintenance to contain spills or leaks. Any waste product from maintenance will then be containerized and transported off site for recycling. There will be no major construction equipment repairs on site. The contractor responsible for these activities will transport construction equipment off site.

3.7 Any Additional BMPs

Instructions:

- Describe any additional BMPs that do not fit into the above categories. Indicate the problem they are intended to address.

BMP Description:

<i>Installation Schedule:</i>	
<i>Maintenance and Inspection:</i>	
<i>Responsible Staff:</i>	

3.8 Allowable Non-Stormwater Discharge Management

Instructions:

- Identify all allowable sources of non-stormwater discharges that are not identified. The allowable non-stormwater discharges identified might include the following (see your permit for an exact list):
 - ✓ Waters used to wash vehicles where detergents are not used
 - ✓ Water used to control dust
 - ✓ Potable water including uncontaminated water line flushings
 - ✓ Routine external building wash down that does not use detergents
 - ✓ Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used
 - ✓ Uncontaminated air conditioning or compressor condensate
 - ✓ Uncontaminated ground water or spring water
 - ✓ Foundation or footing drains where flows are not contaminated with process materials such as solvents
 - ✓ Uncontaminated excavation dewatering
 - ✓ Landscape irrigation
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.
- For more information, see *SWPPP Guide*, Chapter 3.A.

List allowable non-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

BMP Description: Non Storm Water Discharges

<i>Installation Schedule:</i>	No non-storm water discharges are anticipated from this project, other than from possible dust control activities.
<i>Maintenance and Inspection:</i>	The contractor shall verify each day for compliance.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

SECTION 4: SELECTING POST-CONSTRUCTION BMPs

Instructions:

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs include the following:
 - ✓ Biofilters
 - ✓ Detention/retention devices
 - ✓ Earth dikes, drainage swales, and lined ditches
 - ✓ Infiltration basins
 - ✓ Porous pavement
 - ✓ Other proprietary permanent structural BMPs
 - ✓ Outlet protection/velocity dissipation devices
 - ✓ Slope protection
 - ✓ Vegetated strips and/or swales
- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low-impact designs or smart growth considerations have been incorporated into the design.
- For any structural BMPs, you should have design specifications and details and refer to them. Attach them as appendices to the SWPPP or within the text of the SWPPP.
- For more information on this topic, see your state’s stormwater manual.
- You might also want to consult one of the references listed in Appendix D of the *SWPPP Guide*.
- Visit the post-construction section of EPA’s Menu of BMPs at: www.epa.gov/npes/menuofbmps

BMP Description: Post Construction

<i>Installation Schedule:</i>	Minimize the increase in stormwater runoff from this site to reduce flooding, siltation, and streambank erosion and to maintain the integrity of the site. Minimizing increases in nonpoint source pollution caused by storm water runoff from development that would otherwise degrade local water quality. Minimizing the total annual volume of surface water runoff which flows from any specific site during and following development so as not to exceed the predevelopment hydrologic regime to the maximum extent practicable.
<i>Maintenance and Inspection:</i>	The contractor shall verify each day for compliance.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

Stormwater Pollution Prevention Plan (SWPPP)
Boyd Funeral Home, New Orleans, La. January 28, 2021

SECTION 5: INSPECTIONS

5.1 *Inspections*

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be used.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective action log described in Part 5.3 below.
- For more on this topic, see *SWPPP Guide*, Chapters 6 and 8.
- Also, see suggested inspection form in Appendix B of the *SWPPP Guide*.

1. *Inspection Personnel:* Identify the person(s) who will be responsible for conducting inspections and describe their qualifications:

Sparkman Long, Gerald Faulkner, Salvador Palmisano Quality Control Officers with Broadmoor, LLC

2. *Inspection Schedule and Procedures:*

Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g., before/during/and after rain events, spot inspections):

In order to meet the requirements of the general permit, inspection and maintenance of the erosion and sedimentation controls for the disturbed areas must occur during the project. Continued inspection and maintenance is required for the permanent seeding after construction is completed in accordance with project specifications. The inspection program shall consist of the following as applicable:

- A qualified inspector will conduct inspection.
- Inspections will cover these areas of the construction site as applicable:
 - Disturbed areas without stabilization
 - Material storage areas
 - Silt fences
 - Sediment barriers, traps, ponds
 - Catch basins
 - Ditches and swales including check dams and/or hay bale barriers
 - Temporary seeding areas
 - Locations where vehicles enter or exit the site

- Immediate construction site perimeter area
- Inspections will cover at least once every 7 calendar days, or within 24 hours of any storm of at least ½ inch of rainfall.
- A log of inspection observations will be kept.
- Water quality will be visually assessed for all receiving ditches and/or streams and discharge areas during each inspection.
- Disturbed areas and areas used for material storage that are exposed to precipitation shall be inspected for evidence of pollutants entering the drainage system.
- Silt fences will be inspected for evidence of holes or deterioration, and build up of sediment. Sediment will be removed when it has built up within 12 inches of the top of the silt fence.
- Areas used for vehicle access will be inspected for evidence of off site sediment tracking.
- Immediate construction site perimeter area will be inspected for evidence of fugitive sediment.
- Inspection records shall be kept for at least 3 years.

Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections:

Rogelio Chavez, The contractor shall verify each day for compliance.

Attach a copy of the inspection report you will use for your site.

[REFERENCE ATTACHMENT](#)

5.2 Delegation of Authority

Instructions:

- Identify the individual(s) or specifically describe the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.
- Attach the delegation of authority form that will be used.
- For more on this topic, see *SWPPP Guide*, Chapter 7.

Duly Authorized Representative(s) or Position(s):

[Dave Jr Kaufmann](#)

[Attach a copy of the signed delegation of authority form in Appendix K.](#)

5.3 Corrective Action Log

Instructions:

- Create here, or as an attachment, a corrective action log. This log should describe repair, replacement, and maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

Corrective Action Log:

[INSERT LOG HERE](#) or [REFERENCE ATTACHMENT](#)

SECTION 6: RECORDKEEPING AND TRAINING

6.1 Recordkeeping

Instructions:

- The following is a list of records you should keep at your project site available for inspectors to review:
- Dates of grading, construction activity, and stabilization (which is covered in Sections 2 and 3)
- A copy of the construction general permit (attach)
- The signed and certified NOI form or permit application form (attach)
- A copy of the letter from EPA or/the state notifying you of their receipt of your complete NOI/application (attach)
- Inspection reports (attach)
- Records relating to endangered species and historic preservation (attach)
- Check your permit for additional details
- For more on this subject, see *SWPPP Guide*, Chapter 6.C.

Records will be retained for a minimum period of at least 3 years after the permit is terminated.

Date(s) when major grading activities occur:

[See Attachments](#)

Date(s) when construction activities temporarily or permanently cease on a portion of the site:

[See Attachments](#)

Date(s) when an area is either temporarily or permanently stabilized:

[See Attachments](#)

6.2 Log of Changes to the SWPPP

Instructions:

- Create a log here, or as an attachment, of changes and updates to the SWPPP. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, updates to site maps, and so on.

Log of changes and updates to the SWPPP

[See Attachments](#)

6.3 Training

Instructions:

- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for your staff, for those with specific stormwater responsibilities (e.g. installing, inspecting, and maintaining BMPs), and for subcontractors.
- Include dates, number of attendees, subjects covered, and length of training.
- For more on this subject, see *SWPPP Guide*, Chapter 8.

Individual(s) Responsible for Training:

[Dave Jr Kaufmann](#)

Describe Training Conducted:

- General stormwater and BMP awareness training for staff and subcontractors:
- Detailed training for staff and subcontractors with specific stormwater responsibilities:

SECTION 7: FINAL STABILIZATION

Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements). You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.
- Note that dates for areas that have achieved final stabilization should be included in Section 6, Part 6.1 of this SWPPP.
- For more on this topic, see *SWPPP Guide*, Chapter 9.

BMP Description: Completion Report

<i>Installation Schedule:</i>	Geotextiles shall be used as a matting to stabilize the flow of channels and swales to protect seedlings on recently planted slopes until they become established.
<i>Maintenance and Inspection:</i>	The contractor shall verify each day for compliance.
<i>Responsible Staff:</i>	Dave Jr Kaufmann

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and permit authorization letter received from EPA or the state in Appendix D.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Brian A. Mistich Title: Professional Engineer

Signature: _____ Date: _____

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A – General Location Map

Appendix B – Site Maps

Appendix C – Construction General Permit

Appendix D – NOI and Acknowledgement Letter from EPA/State

Appendix E – Inspection Reports

Appendix F – Corrective Action Log (or in Part 5.3)

Appendix G – SWPPP Amendment Log (or in Part 6.2)

Appendix H – Subcontractor Certifications/Agreements

Appendix I – Grading and Stabilization Activities Log (or in Part 6.1)

Appendix J – Training Log

Appendix K – Delegation of Authority

Appendix L – Additional Information (i.e., Endangered Species and Historic Preservation Documentation)

Appendix H – Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION STORMWATER POLLUTION PREVENTION PLAN

Project Number: _____

Project Title: _____

Operator(s): _____

As a subcontractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWPPP) for any work that you perform on-site. Any person or group who violates any condition of the SWPPP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP. A copy of the SWPPP is available for your review at the office trailer.

Each subcontractor engaged in activities at the construction site that could impact stormwater must be identified and sign the following certification statement:

I certify under the penalty of law that I have read and understand the terms and conditions of the SWPPP for the above designated project and agree to follow the BMPs and practices described in the SWPPP.

This certification is hereby signed in reference to the above named project:

Company: _____

Address: _____

Telephone Number: _____

Type of construction service to be provided: _____

Signature: _____

Title: _____

Date: _____

Appendix I – Grading and Stabilization Activities Log

Project Name:
SWPPP Contact:

Date Grading Activity Initiated	Description of Grading Activity	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date When Stabilization Measures are Initiated	Description of Stabilization Measure and Location

Appendix J – SWPPP Training Log

Stormwater Pollution Prevention Training Log

Project Name: _____

Project Location: _____

Instructor's Name(s): _____

Instructor's Title(s): _____

Course Location: _____ Date: _____

Course Length (hours): _____

Stormwater Training Topic: *(check as appropriate)*

- Erosion Control BMPs Emergency Procedures
 Sediment Control BMPs Good Housekeeping BMPs
 Non-Stormwater BMPs

Specific Training Objective: _____

Attendee Roster: *(attach additional pages as necessary)*

No.	Name of Attendee	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix K – Delegation of Authority Form

Delegation of Authority

I, Brian A Mistch, hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Construction General Permit, at the Boyd Funeral Home site. The designee is authorized to sign any reports, stormwater pollution prevention plans and all other documents required by the permit.

Dave Jr Kaufmann
K.B. Kaufman
3173 Terrace Ave
Slidell, LA. 70058
985-649-7381

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in _____ (Reference State Permit), and that the designee above meets the definition of a “duly authorized representative” as set forth in _____ (Reference State Permit).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____