

APPENDIX A
CORRECTIVE ACTION FORM (FOR LANDS WITHIN THE FORMER BOUNDARY OF LAKE
TRAVERSE RESERVATION)

Corrective Action Report Form – Field Version

Purpose

This Corrective Action Report Form is designed to assist you in preparing corrective action reports for EPA's 2012 Construction General Permit (CGP). If you are covered under EPA's 2012 CGP, this form will enable you to create a corrective action report that complies with the minimum reporting requirements of Part 5.4 of the permit.

You are only required to fill out this form if one of the corrective action triggering conditions in Part 5.2.1 or 5.3 occurs on your site. Routine maintenance and repairs are generally not considered to be a corrective action triggering condition. Corrective actions are triggered only for specific, more serious conditions that are identified below in the "Overview of Corrective Action Requirements."

If you are covered under a state CGP, this form may be helpful in developing a report that can be used for that permit; however it will need to be modified to meet the specific requirements of the permit. If your permitting authority requires you to use a specific corrective action report form, you should not use this form.

Notes

While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Corrective Action Report Form, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the form. In the event of a conflict between the Corrective Action Report Form and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Corrective Action Report Form at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Corrective Action Requirements

Construction operators covered under the 2012 CGP are required to conduct corrective actions and report on progress made in correcting the problem condition(s) in accordance with the following requirements:

Corrective Action Triggering Conditions (Parts 5.2.1 and 5.3)

Corrective action is required whenever any of the following conditions occur at your site:

- A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3;
- The stormwater controls (e.g., erosion and sediment controls or pollution prevention controls) that have been installed and maintained are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1 of the permit;
- A Part 2.3.1 prohibited discharge has occurred or is occurring; or
- Any corrective actions required by EPA as a result of permit violations found during an inspection carried out under Part 4.2.

Deadlines for Completing Corrective Actions (Part 5.2.1)

You must complete corrective action (e.g., installing and making operational any new or modified control, correcting errors in installation, preventing, mitigating, or cleaning up spills or leaks making repairs) by no later than 7 calendar days from the time of discovery of the condition. If infeasible to complete the installation or repair within 7 calendar days, you must document why it is infeasible and document your schedule for completing the corrective action as soon as practicable.

Deadlines for Documenting Corrective Actions in a Report (Part 5.4)

You are required to complete a corrective action report for each of corrective action you take in accordance with the following deadlines.

- Within 24 hours of discovering the occurrence of a corrective action triggering condition, you must document the following:
 - The condition identified at your site;

- The nature of the condition identified; and
- The date and time of the condition identified and how it was identified
- Within 7 calendar days of discovering a triggering condition, you must document the following:
 - Any follow-up actions taken to review the design, installation, and maintenance of stormwater controls, including the dates such actions occurred;
 - A summary of stormwater controls modifications taken or to be taken, including a schedule of activities necessary to implement changes, and the date the modifications are completed or expected to be completed; and
 - Notice of whether SWPPP modifications are required as a result of the condition identified or corrective action.

Instructions for Using This Report Form

This Field Version of the Corrective Action Report Form is intended to be used in the field and filled out by hand. If you will be filling out the Corrective Action Report Form electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Corrective Action Report Form available at www.epa.gov/npdes/stormwater/swppp. The Electronic Version includes text fields with instructions for what to enter.

The following tips for using this form will help you ensure that the minimum permit requirements are met:

- **Review the corrective action requirements.** Before you fill out this corrective action report form, read the CGP's Part 5 corrective action requirements. This will ensure that you have a working understanding of the permit's underlying corrective action requirements.
- **Complete a separate report for each condition that triggers corrective action.** For each triggering condition on your site, you will need to fill out a separate corrective action report form.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the form be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the corrective action report form, you leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Sign and certify each corrective action report.** Each corrective action report form must be signed and certified by the permittee to be considered complete. Where your corrective actions are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The form includes a signature block for both parties.
- **Include the corrective action report form with your SWPPP.** Once your form is complete, make sure to include a copy of the corrective action report form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all corrective action reports with your records.** You must retain copies of your corrective action reports in your records in accordance with the requirements in Part 5.4.4 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions were written in order to provide you with more details in terms of what EPA expects to be documented in these reports.

Section A – Initial Report (CGP Part 5.4.1)

(Complete this section within 24 hours of discovering the condition that triggered corrective action)

Name of Project		CGP Tracking No.		Today's Date	
Date Problem First Discovered		Time Problem First Discovered			
Name and Contact Information of Individual Completing this Form					

What site conditions triggered the requirement to conduct corrective action (*check the box that applies*):

- A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3
- The stormwater controls that have been installed and maintained are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1 of the permit
- A Part 2.3.1 prohibited discharge has occurred or is occurring
- EPA requires corrective action as a result of permit violations found during an EPA inspection carried out under Part 4.2

Provide a description of the problem:

Deadline for completing corrective action (Enter date that is either: (1) no more than 7 calendar days after the date you discovered the problem, or (2) if it is infeasible to complete work within the first 7 days, enter the date that is as soon as practicable following the 7th day):

If your estimated date of completion falls after the 7-day deadline, explain (1) why you believe it is infeasible to complete work within 7 days, and (2) why the date you have established for making the new or modified stormwater control operational is the soonest practicable timeframe:

Section B – Corrective Action Progress (CGP Part 5.4.2)

(Complete this section no later than 7 calendar days after discovering the condition that triggered corrective action)

Section B.1 – Why the Problem Occurred

Cause(s) of Problem (Add an additional sheet if necessary)	How This Was Determined and the Date You Determined the Cause
1.	1.
2.	2.

Section B.2 – Stormwater Control Modifications to be Implemented to Correct the Problem

List of Stormwater Control Modification(s) Needed to Correct Problem (Add an additional sheet if necessary)	Date of Completion	SWPPP Update Necessary?	Notes
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide date SWPPP modified:	
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide date SWPPP modified:	

Instructions for Filling Out the Initial Report (Section A)

You must complete Section A of the report form within 24 hours of discovering the condition that triggered corrective action

Name of Project

Enter the name for the project.

CGP Tracking No.

Enter the tracking number that was assigned to your NOI application for permit coverage.

Today's Date

Enter the date you completed this form.

Date/Time Problem First Discovered

Specify the date on which the triggering condition was first discovered. Also specify the time of the discovery.

Name/Contact Information

Provide the individual's name, title, and contact information as directed in the form.

Site Condition That Triggered Corrective Action

Under the CGP, corrective action is required when one of 3 triggering conditions occurs at your site. See CGP Parts 5.2.1 and 5.3. Check the box that corresponds to the condition that triggered this corrective action.

Description of the Site Condition

Provide a summary description of the condition you found that triggered corrective action under CGP Part 5.2.1 and the specific location where it was found. Be as specific as possible about the location; it is recommended that you refer to a precise point on your site map. If you have already provided this explanation in an inspection report, you can refer to that report.

Deadline for Completing Corrective Action

This deadline is fixed in CGP Part 5.2.1. For all projects, the deadline is either: (1) no more than 7 calendar days after the date you discovered the problem, or (2) if it is infeasible to complete work within the first 7 days, as soon as practicable following the 7th day. If your estimated date of completion falls after the 7-day deadline consistent with (2), above, explain (a) why you believe it is infeasible to complete work within 7 days, and (b) why the date you have established for making the new or modified stormwater control operational is the soonest practicable timeframe:

Instructions for Filling Out the Corrective Action Progress Table (Section B)

You must complete Section B of the report form no later than 7 calendar days after discovering the condition that triggered corrective action.

Section B.1 – Why the Problem Occurred

After you have had the opportunity to examine the problem more closely, provide details as to what you believe to be the cause of the problem, and specify the follow-up actions you took (along with the dates of such actions) to diagnose the problem. This is consistent with CGP Part 5.4.2.1.

Section B.2 – Stormwater Control Modifications to be Implemented

Provide a list of modifications you plan to make to your stormwater controls to correct the problem and the date you completed such work. Keep in mind that your work must be completed within the timeline specified in Section A for the completion of corrective action work.

Also, if a SWPPP modification is necessary consistent with Part 7.4.1.1 in order to reflect changes implemented at your site, indicate the date you modified your SWPPP. Keep in mind that SWPPP changes must be made within 7 days of discovering the problem that triggered this corrective action.

Space is provided for you to include additional notes or observations regarding the change that you implemented at your site to correct the problem.

Section C – Certification and Signature (CGP Part 5.4.3)

Section C.1 – Certification and Signature by Contractor or Subcontractor

"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."

Signature of Contractor or Subcontractor: _____ **Date:** _____

Printed Name and Affiliation: _____

Section C.2 – Certification and Signature by Permittee

"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."

**Signature of Permittee or
"Duly Authorized Representative":** _____ **Date:** _____

Printed Name and Affiliation: _____

Instructions for Signature and Certification (Section C)

Each corrective action report must be signed and certified to be considered complete.

Section C.1 – Contractor or Subcontractor Signature and Certification

Where a contractor or subcontractor is relied on to complete this report and the associated corrective action, you should require the individual(s) to sign and certify each report. Note that this does not relieve you of the requirement to sign and certify the report as well.

Section C.2 – Signature and Certification by Permittee

At a minimum, the corrective action report form must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation: A* responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or* sole proprietorship: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency:* Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.