

# ESC PLAN TEMPLATE – INSTRUCTIONS

An ESC Plan is required on all projects when trenching is expected to exceed 50 feet or land disturbing activity is expected to exceed 600 square feet. To help plan preparers develop the narrative section of their site-specific ESC Plan, ACHD has created this ESC Plan template.

Instructions are provided for each section of this template. The plan preparer should read the instructions for each section before completing that section. Some sections may require only a brief description while others may require more explanation. Space is provided where additional information may be needed.

## Title Page

- Insert project information including project name and location.
- Insert contractor/operator information including company name, mailing address, email address, and phone number.
- Insert date the ESC Plan was completed.
- Insert the estimated project start and end dates.

## 1 Introduction

- Insert the name of project.
- Insert the project street address (or nearest crossroads) and latitude and longitude.  
**TIP:** Use [Google Earth](#) or a similar application to find latitude and longitude.

## 2 Contacts

- Insert the relevant contact information for the plan preparer, contractor/permit holder, sub-contractor(s), and RP.
- The listed RP must sign and acknowledge his or her responsibilities.

## 3 Scope of Work

- Insert a detailed description of the proposed construction activities.
- Insert project trenching and total disturbed area values. Include units such as ft., yds., miles, ft.<sup>2</sup>, yds.<sup>2</sup>, acres.
- Insert the sequence of events. The sequence of events must include the installation of temporary BMPs, Final Stabilization, and removal of temporary BMPs.
- Insert a list of material and potential pollutants stored on site or associated with the construction activities. The list must include petroleum/oil and sediment.
- Select if dewatering is anticipated. If dewatering is anticipated, include a Dewatering Plan with your submission. Contact ACHD for more specific information on dewatering permitting requirements.

## 4 Site Assessment

- Insert a detailed description of the site.
- Select if your site has any environmentally sensitive site features.
- Insert a list of receiving waters. If no surface waters are in or adjacent to the site, assume the next closest surface water receives runoff through the storm drain system.

## 5 Best Management Practices

- List and describe all BMPs that are applicable on your project.  
**TIP:** Some BMPs are applicable on all projects.

## 6 Inspections

- Select your site inspection frequency.

## 7 End of Project

## 8 Additional Information

- Use this space to provide any additional relevant information that may not have fit in another section.

**NOTE:** An ESC Plan Map/Drawing must be included with your ESC Plan submittal.

## ESC Plan Map/Drawing

- Attach an ESC Plan Map/Drawing that includes the following:
  - North Arrow, Scale, Date, and Key
  - Property Boundaries and Lot Lines
  - Site Drainage Pattern (e.g., topo lines or direction of flow)
  - All Drainage Features (e.g., surface waters and storm drain inlets).  
**TIP:** Use [ACHD's Storm Drain Inlet Mapping Tool](#) to locate inlets in and around the project area.
  - Existing and Proposed Conditions
  - Location of BMPs
  - Material Storage and Staging Areas

# EROSION & SEDIMENT CONTROL (ESC) PLAN

PROJECT

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OPERATOR / PERMIT HOLDER

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DATE PLAN PREPARED

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ESTIMATED PROJECT DATES

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**WARNING:** This ESC Plan Template should only be used for projects permitted through the Ada County Highway District (ACHD). This plan does not meet Federal/State SWPPP Requirements. Please use the EPA SWPPP Template for projects >1 acre and meeting the eligibility requirements outlined in the most current Construction General Permit.

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# 1 INTRODUCTION

The purpose of this ESC Plan is to detail how the operator plans to minimize erosion caused by stormwater runoff and to prevent sediment and other construction pollution from entering the Boise River, its tributaries, and ACHD's storm drain system. This ESC Plan provides project details, identifies the control measures, and describes how and when these controls will be implemented and maintained.

## 1.1 PROJECT NAME

Project Name: \_\_\_\_\_

## 1.2 PROJECT LOCATION

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

# 2 CONTACTS

## 2.1 PLAN PREPARER

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2.2 OPERATOR/PERMIT HOLDER

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2.3 SUB-CONTRACTORS

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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## 2.4 RESPONSIBLE PERSON

The listed Responsible Person (RP) has direct, day-to-day control over site activities. The RP shall serve as the 24-hour point-of-contact for all stormwater quality related issues. ACHD will be notified if the RP changes.

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

RP Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

By signing below, the RP acknowledges that he or she has reviewed this ESC Plan and understands his or her responsibilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 3 SCOPE OF WORK

### 3.1 DESCRIPTION OF WORK

### 3.2 LAND DISTURBING ACTIVITY

All construction activity will stay within the limits of disturbance. Land disturbing activity, material staging, or any other activity related to construction in the right-of-way outside the permitted area may be deemed a violation. Disturbance limits are identified on the attached ESC map/drawing.

Length of Trenching: \_\_\_\_\_

Total Disturbed Area: \_\_\_\_\_

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### 3.3 SEQUENCE OF ACTIVITES

Work Activity	Schedule

### 3.4 MATERIALS & POTENTIAL POLLUTANTS

Material or Potential Pollutant	Source of Pollutant

### 3.5 DEWATERING

If dewatering is anticipated, a Dewatering Plan will be attached to this ESC Plan. In no way does this ESC Plan alone allow the operator to discharge surplus water into the storm drain system. If discharging surplus water into the storm drain system is required, both a Dewatering Plan and a Dewatering Permit Application will be submitted to ACHD for review and approval.

- Is dewatering anticipated?  
 Yes  No

## 4 SITE ASSESSMENT

### 4.1 SITE DESCRIPTION

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## 4.2 SITE FEATURES

- Are any predevelopment grades greater than 15 percent?  
 Yes  No
- Will any land disturbing activities occur within 50 feet of a wetland and or other waterbody?  
 Yes  No
- Are any of the listed receiving waters a 303d sediment or nutrient impaired water body?  
 Yes  No
- Is the project site on or adjacent to an EPA or DEQ listed site of concern (e.g. Superfund or Brownfield)?  
 Yes  No

## 4.3 RECEIVING WATERS

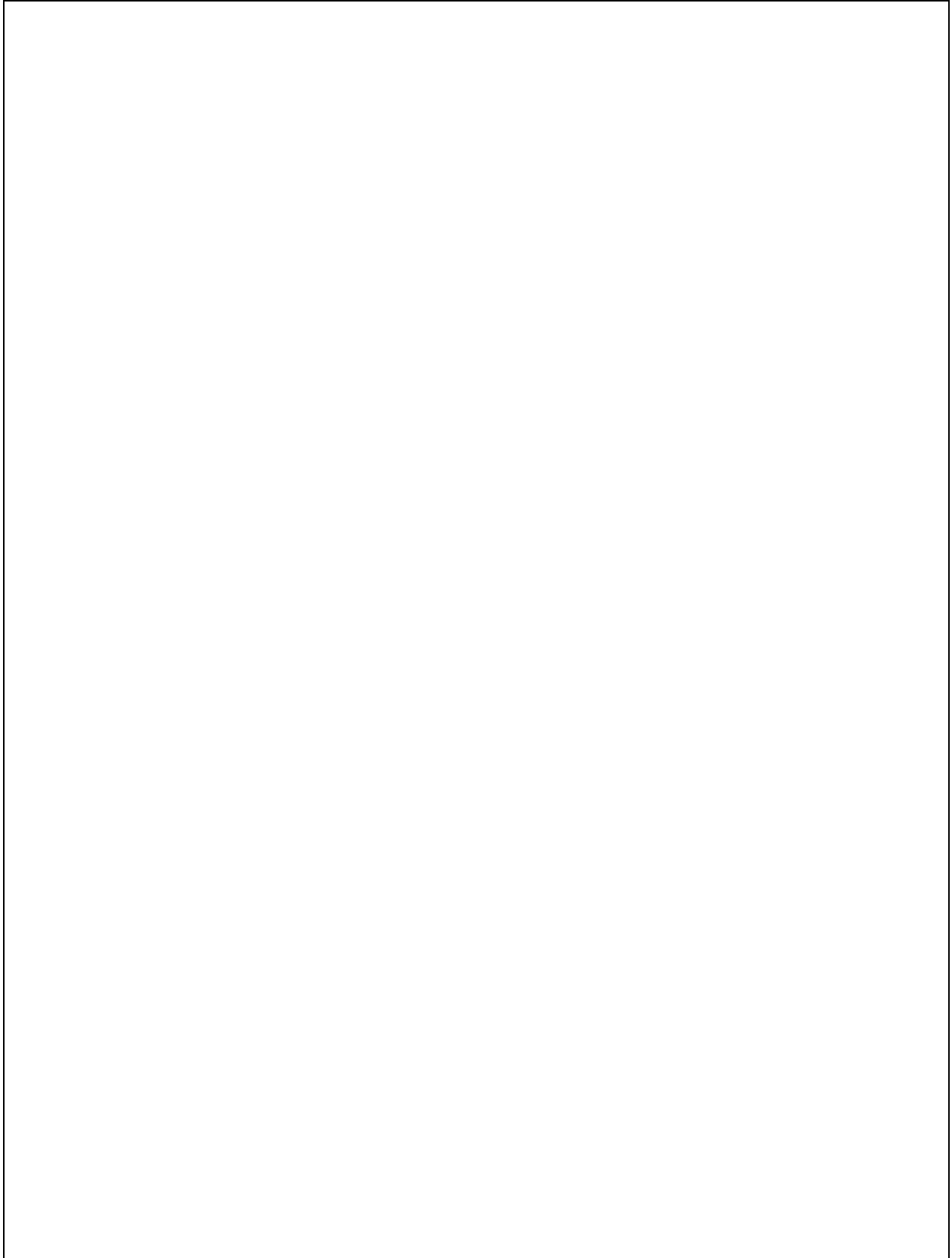
Name of Waterway/Waterbody

## 5 BEST MANAGEMENT PRACTICES

During the entirety of this project, the permit holder and RP will use the following BMPs to minimize erosion and pollutant discharges in stormwater. These controls will be designed, installed, maintained, and removed in accordance with the manufacture specifications and specifications in DEQ's [Idaho Catalog of Stormwater Best Management Practices](#).

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## 5.1 EROSION & SEDIMENT CONTROLS





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## 5.2 MATERIAL HANDLING, STORAGE, & DISPOSAL

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is positioned below the section header and above the footer, serving as a placeholder for text or diagrams related to the '5.2 MATERIAL HANDLING, STORAGE, & DISPOSAL' section.

### 5.3 SPILL PREVENTION & CONTROL

Required Notifications:

Agency	Phone Number	Notification
Stormwater Pollution Hotline	208-395-8888	Spills to the storm drain system.
Idaho Department of Environmental Quality	208-373-0550	Notification must be made immediately if a hazardous material is spilled to surface water or to land such that there is likelihood that it will enter surface waters. Petroleum spills to land of more than 25 gallons require notification within 24 hours. Petroleum spills of any size that causes a sheen on nearby surface water require notification within 24 hours. Spills less than 25 gallons and do not cause a sheen are only required to be reported if cleanup cannot be accomplished within 24 hours.
Idaho State Communication Center	800-632-8000	If assistance is needed responding and to a spill or accident involving oil, gas, or hazardous material.
National Response Center	800-424-8802	Within 24 hours of an oil or chemical spill that is a reportable quantity per 40 CFR 302.

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## **6 INSPECTIONS**

During each site inspection, the RP will at a minimum check whether all BMPs are installed, operational, and working as intended to minimize pollutant discharges. The RP will also check for the presence of conditions that could lead to spills, leaks, or other accumulations of pollutants on the site. Any locations where new or modified stormwater controls are necessary will be identified during the inspection.

### **6.1 INSPECTION FREQUENCY**

At a minimum, the RP will conduct a site inspection in accordance with one of the two schedules below:

- Once every seven calendar days.
- Once every 14 calendar days, and within 24 hours of a storm event producing 0.25 inches or greater of rain.

### **6.2 MAINTENANCE & CORRECTIVE ACTIONS**

Specific maintenance requirements for each BMP, as well as any recommendations by the manufacturer will be followed. The RP will address any BMP failures by determining whether there was a failure in design, installation, or maintenance. The RP will perform the appropriate measures to correct the failure, including determining whether BMPs should be modified or if additional measures will be taken. The RP will immediately initiate corrections and complete such work by the close of the next business day.

## **7 END OF PROJECT**

### **7.1 FINAL SITE STABILIZATION**

Final site stabilization will be initiated as soon as practicable in portions of the site where construction activities have permanently ceased, but in no case more than 14 days after the construction activity in that portion of the site has stopped. Once final landscaping and/or final stabilization have been completed and the project receives final inspections approval, the conditions of this ESC Plan shall cease.

### **7.2 TEMPORARY BMP REMOVAL**

All temporary physical BMPs will be removed after final site stabilization. All debris and sediment left on the street will be swept and removed at the end of the project.

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## 8 ADDITIONAL INFORMATION