**2022 CGP Corrective Action Log**

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

**NPDES ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Section A – Individual Completing this Log** |
| **Name:** | **Title:**  |
| **Company Name:** | **Email:** |
| **Address:** | **Phone Number:** |
| **Section B – Details of the Problem (CGP Part 5.4.1.a)**Complete this section within 24 hours of discovering the condition that triggered corrective action. |
| **Date problem was first identified**:  | **Time problem was first identified**:  |
| **What site conditions triggered this corrective action?** *(Check the box that applies. See instructions for a description of each triggering condition (1 thru 6).)*[ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5a [ ]  5b [ ]  6 |
| **Specific location where problem identified:**  |
| **Provide a description of the specific condition that triggered the need for corrective action and the cause (if identifiable):**  |
| **Section C – Corrective Action Completion (CGP Part 5.4.1.b)**Complete this section within 24 hours after completing the corrective action.  |
| **For site condition # 1, 2, 3, 4, or 6 (those not related to a dewatering discharge) confirm that you met the following deadlines (CGP Part 5.2.1):**  |
| [ ]  Immediately took all reasonable steps to address the condition, including cleaning up any contaminated surfaces so the material will not discharge in subsequent storm events. **AND** |
| [ ]  Completed corrective action by the close of the next business day, unless a new or replacement control, or significant repair, was required. **OR** |
| [ ]  Completed corrective action within seven (7) calendar days from the time of discovery because a new or replacement control, or significant repair, was necessary to complete the installation of the new or modified control or complete the repair. **OR** |
| [ ]  It was infeasible to complete the installation or repair within 7 calendar days from the time of discovery. Provide the following additional information: |
| Explain why 7 calendar days was infeasible to complete the installation or repair: |
| Provide your schedule for installing the stormwater control and making it operational as soon as feasible after the 7 calendar days: |
| **For site condition # 5a, 5b, or 6 (those related to a dewatering discharge), confirm that you met the following deadlines:** ☐ Immediately took all reasonable steps to minimize or prevent the discharge of pollutants until a solution could be implemented, including shutting off the dewatering discharge as soon as possible depending on the severity of the condition taking safety considerations into account.☐ Determined whether the dewatering controls were operating effectively and whether they were causing the conditions.☐ Made any necessary adjustments, repairs, or replacements to the dewatering controls to lower the turbidity levels below the benchmark or remove the visible plume or sheen. |
| **Describe any modification(s) made as part of corrective action:** (Insert additional rows below if applicable) | **Date of completion:** | **SWPPP update necessary?**  | **If yes, date SWPPP was updated:** |
| **1.**  |   | [ ]  Yes [ ]  No  |  |
| **2.**  |  | [ ]  Yes [ ]  No |  |
| **Section D - Signature and Certification (CGP Part 5.4.2)** |
| “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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.” |
| **MANDATORY: Signature of Operator or “Duly Authorized Representative:”** |
| **Signature:**  | **Date:** |
| **Printed Name:** | **Affiliation:**  |
| **OPTIONAL: Signature of Contractor or Subcontractor** |
| **Signature:**  | **Date:** |
| **Printed Name:** | **Affiliation:**  |

**General Instructions**

This Corrective Action Log Template is provided to assist you creating a corrective action log that complies with the minimum reporting requirements of Part 5.4 of the EPA’s Construction General Permit (CGP). For each triggering condition on your site, you will need to fill out a separate corrective action log.

The entire form must be completed to be compliant with the requirements of the permit. (Note: In Section C, if you do not need the number of rows provided in the corrective action log, you may delete these or cross them off. Alternatively, if you need more space to describe any modifications, you may insert additional rows in the electronic version of this form or use the bottom of the page in the field version of this form.)

If you are covered under a State CGP, this template may be helpful in developing a log that can be used for that permit; however, you will likely need to modify this form to meet the specific requirements of any State-issued permit. If your permitting authority requires you to use a specific corrective action log, you should not use this template.

**Instructions for Section A**

**Individual completing this form** Enter the name of the person completing this log. Include the person’s contact information (title, affiliated company name, address, email, and phone number).

**Instructions for Section B**

You must complete Section B within 24 hours of discovering the condition that triggered corrective action. (CGP Part 5.4)

**When was the problem first discovered?**

Specify the date and time when the triggering condition was first discovered.

**What site conditions triggered this corrective action?** (CGP Parts 5.1 and 5.3)

Check the box corresponding to the numbered triggering condition below that applies to your site.

1. A stormwater control needs a significant repair or a new or replacement control is needed, or, in accordance with Part 2.1.4c, you find it necessary to repeatedly (i.e., 3 or more times) conduct the same routine maintenance fix to the same control at the same location (unless you document in your inspection report under Part 4.7.1c that the specific reoccurrence of this same problem should still be addressed as a routine maintenance fix under Part 2.1.4);
2. A stormwater control necessary to comply with the requirements of this permit was never installed, or was installed incorrectly;
3. Your discharges are not meeting applicable water quality standards;
4. A prohibited discharge has occurred (see Part 1.3);
5. During discharge from site dewatering activities:
6. The weekly average of your turbidity monitoring results exceeds the 50 NTU benchmark (or alternate benchmark if approved by EPA pursuant to Part 3.3.2b); or
7. You observe or you are informed by EPA, State, or local authorities of the presence of any of the following at the point of discharge to a receiving water flowing through or immediately adjacent to your site and/or to constructed or natural site drainage features or storm drain inlets:
* sediment plume
* suspended solids
* unusual color
* presence of odor
* decreased clarity
* presence of foam
* visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water
1. EPA requires corrective action as a result of permit violations found during an inspection carried out under Part 4.8.

**Provide a description of the problem** (CGP Part 5.4.1.a)

Provide a summary description of the condition you found that triggered corrective action, the cause of the problem (if identifiable), 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.

**Instructions for Section C**

You must complete Section C within 24 hours after completing the correction action. (CGP Part 5.4)

**Deadlines for completing corrective action for condition # 1, 2, 3, 4, or 6 (if not relating to a dewatering discharge)** (CGP Part 5.2.1)

Check the box to confirm that you met the deadlines that apply to each triggering condition. You are always required to check the first box (i.e., Immediately took all reasonable steps to address the condition, including cleaning up any contaminated surfaces so the material will not discharge in subsequent storm events.). Only one of the next three boxes should be checked depending on the situation that applies to this corrective action.

Check the second box if the corrective action for this particular triggering condition does not require a new or replacement control, or a significant repair. These actions must be completed by the close of the next business day from the time of discovery of the condition.

Check the third box if the corrective action for this particular triggering condition requires a new or replacement control, or a significant repair. These actions must be completed by no later than seven calendar days from the time of discover of the condition.

Check the fourth box if the corrective action for this particular triggering condition requires a new or replacement control, or a significant repair, and if it is infeasible to complete the work within seven calendar days. Additionally, you will need to fill out the table below the checkbox that requires:

1. An explanation as to why it was infeasible to complete the installation or repair within seven calendar days of discovering the condition.
2. Provide the schedule you will adhere to for installing the stormwater control and making it operational as soon as feasible after the seventh day following discovery.

Note: Per Part 5.2.1.c, where these actions result in changes to any of the stormwater controls or procedures documented in your SWPPP, you must modify your SWPPP accordingly within seven calendar days of completing this work.

**Deadlines for completing corrective action for condition # 5a, 5b, or 6 related to a dewatering discharge** (CGP Part 5.2.2)

These deadlines apply to conditions relating to construction dewatering activities. Check the box to confirm that you met the deadlines that apply to each triggering condition. You are required to check all of the boxes in this section to indicate your compliance with the corrective action deadlines.

**List of modification(s) to correct problem**

Provide a list of modifications you completed to correct the problem.

**Date of completion**

Enter the date you completed the modification. The work must be completed by the deadline you indicated above.

**SWPPP update necessary?**

Check “Yes” or “No” to indicate if a SWPPP update is necessary consistent with Part 7.4.1.a in order to reflect changes implemented at your site. If “Yes,” then enter the date you updated your SWPPP. The SWPPP updates must be made within seven calendar days of completing a corrective action. (CGP Part 5.2.1.c)

**Instructions for Section D**

Each corrective action log entry must be signed and certified following completion of Section D to be considered complete. (CGP Part 5.4.2)

**Operator or “Duly Authorized Representative” – MANDATORY** (CGP Appendix G Part G.11.2 and CGP Appendix H Section X)

At a minimum, the corrective action log 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:

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*: By 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*: By a general partner or the proprietor, respectively.
* *For a municipality, State, Federal, or other public agency*: By 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.

Sign, date and print your name and affiliation.

**Contractor or Subcontractor - OPTIONAL**

Where you rely on a contractor or subcontractor to complete this log and the associated corrective action, you should consider requiring the individual(s) to sign and certify each log entry. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the log as well. If applicable, sign, date, and print your name and affiliation.

**Recordkeeping**

Logs must be retained for at least 3 years from the date your permit coverage expires or is terminated. (CGP Part 5.4.4)

Keep copies of your signed corrective action log entries at the site or at an easily accessible location so that it can be made immediately available at the time of an on-site inspection or upon request by EPA. (CGP Part 5.4.3) Include a copy of the corrective action log in your SWPPP. (CGP Part 7.2.7.e)

**Note**

While EPA has made every effort to ensure the accuracy of all instructions contained in this template, it is the permit, not this template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between this template and any corresponding provision of the CGP, you must abide by the requirements in the permit. EPA welcomes comments on this Corrective Action Log Template at any time and will consider those comments in any future revision. You may contact EPA for CGP-related inquiries at cgp@epa.gov