

Instructions for using the Storm Water Pollution Prevention Plan (SWPPP) Template

This SWPPP template was developed by in accordance with current (Jan. 2003) computer standards, using PC computers and Microsoft® Word 2000. The template has also been tested in Word XP and 2003, and it functioned without errors.

It is important that the user(s) have the latest MS Office Service Pack installed in their computers, which they can obtain from <http://office.microsoft.com/en-us/officeupdate/default.aspx>

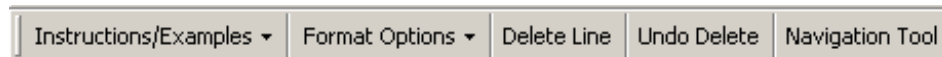
Microsoft® Word contains special protection against macro viruses. In order for the template to work properly, enable the **medium** macro security option by under the TOOLS, MACRO, SECURITY screen.

The objectives of the SWPPP template are to:

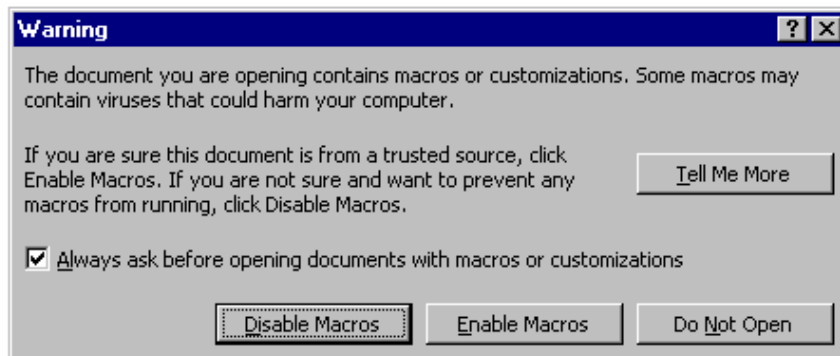
- (1) Facilitate data entry during SWPPP preparation (instructions and examples can be viewed in the template while the SWPPP is being prepared);
- (2) Provide consistency in SWPPP content and format, thus making the SWPPP review process more efficient.

The template may be downloaded from the CASQA Web site at: <http://www.cabmphandbooks.com>

The template contains macros that can be executed from the following five-button tool bar:



When opening the file from Microsoft® Word, the user may get the following screen:



In order for the macros to work properly, click on the **ENABLE MACROS** button.

WARNING: The template document is protected, disabling protection of may cause problems or may disable the macros and the document may not work properly.

The template has been automated with macros. For example, when the user enters Title Page fields (the project name, project number identifier, contractor company and date of the SWPPP preparation), the data will automatically flow to the headers and footers in all sections of the document. The process of creating a Table of Contents has also been automated so that the correct titles and page numbers will be updated and show in the table of contents when printing the document.

The SWPPP template contains color-coded headers for instructions (blue), examples (teal), and required text (red). These color coded headers indicate that the text following the header provides instructions for preparing the section, an example of what the user may include in developing the SWPPP, or what text that is required for developing a SWPPP that complies with General Permit requirements. Users developing a SWPPP will enter additional text only after and under the “Required Text” headers.

After entering text in a field, **press the TAB key** to go to the next field (do not use the ENTER key).

Once a user has developed the text for the various sections of the SWPPP, a draft SWPPP including instructions, examples, and the completed text for each section can be printed. The instructions include “check box” items that the preparer may use to visually review the printed version of his/her own work.

The final SWPPP can be viewed to check format and perform final edits as necessary. The final document can be printed without instructions and examples by clicking on the **INSTRUCTIONS/EXAMPLES** button and choosing the **HIDE** option, or by going to the menu bar in MS Word, selecting the “TOOLS” menu, selecting “OPTIONS” and making sure that the HIDDEN TEXT checkboxes under both the VIEW and PRINT tabs are cleared.

The FORMAT OPTIONS button will allow the users to insert titles, paragraphs, bullets, bold text, underline text, and insert page breaks. DELETE LINE will allow the user to delete any lines that may be blank in the required text sections. If one too many lines are deleted, use the UNDELETE button.

The NAVIGATION TOOL button provides the user with an easy way to navigate through the various sections and subsections of the document.

It is important to note that a SWPPP does not need to match the template provided. The template contains the elements required by the General Permit, but local agencies may develop their own SWPPP template or require an alternative format. The user(s) of this template are responsible for entering all data for their projects and for making sure that the final product is a SWPPP that is specific to their individual projects.