

SOP: Directional Boring Utility Installation with Minor Trenching

INTRODUCTION

This procedures document will provide guidance to manage discharges from **dry utility projects that utilize the directional boring installation method with minor trenching connections (less than 18” wide trench)**. The Annual Permit (Appendix A), a Fact Sheet (Appendix B) and a ‘typical’ detail with standard notes for dry utility installation (Appendix C) constitute the GESC Plan and Report for this construction activity. SEMSWA is aware that minor trenching of less than 18” in width may be necessary to connect dry utilities from a bore pit to a building, or may be necessary for a discreet distance because the Contractor cannot bore due to structure interference. Best Management Practices (BMPs) have been incorporated in the ‘typical’ detail to account for the discrete length of trenching that amounts to incidental, short term stockpiles.

An *Annual Permit Guidance Document* has been prepared that discusses the permitting approach for projects that meet the criteria for an Annual Permit. This procedures document will clarify preconstruction meeting and notification requirements; inspection, enforcement and closeout procedures; and Annual Permit fees for dry utility directional boring installation activities. All projects under this Annual Permit will adhere to the Special Conditions as noted on the Annual Permit, and the BMPS presented in the Fact Sheet and on the ‘typical’ detail for control of sediment and wastes during land disturbance activities.

Where directional boring operations meet the intent of the *GESC Permitting Policy*, SEMSWA will not pursue enforcement so long as the party responsible for the activity fully implements all appropriate BMPs identified in the Fact Sheet and on the ‘typical’ detail, and SEMSWA does not find that a discharge has caused an adverse impact to water quality.

At the discretion of the SEMSWA Construction Inspections Manager, a construction site under an Annual Permit can be upgraded to require an individual permit when conditions indicate the land disturbance activity has a higher potential to adversely impact drainage patterns, and must be managed with an individual permit and formal inspections to prevent sedimentation of the stormwater system or an impact to water quality.

PERMIT ISSUANCE

Issuance of an Annual Permit constitutes acceptance by the Project Owner of the Special Conditions as detailed on the Permit, and acceptance of the BMP installation and maintenance requirements as outlined in the Fact Sheet and illustrated on the ‘typical’ detail for directional boring. This Annual Permit also constitutes acceptance by the Project Owner of the requirement for verifying conditions of sites and activities of the Contractor(s) to ensure that they have the ability to install and maintain functioning BMPs. The following procedures will be used for permit issuance:

1. The Annual Permit will be applied for by Project Owners at the beginning of the calendar year, and will expire December 31st of each year. A completed and signed Annual Permit and payment of the Annual Permit fee will constitute issuance of the Annual Permit.
2. A Fact Sheet and the SEMSWA ‘typical’ detail for directional brings with standard notes will be attached to the Project Owner’s copy of the issued Annual Permit, and will constitute the approved GESC Plan and Report for the project. This packet of information should be provided to the

SOP: Directional Boring Utility Installation with Minor Trenching

Contractor and kept on site. Construction of directional boring projects will be completed by Contractor(s) known to the Project Owner to be fully trained in BMP installation and maintenance. Additionally, the Contractor can access the Special Conditions as detailed on the Annual Permit, the Fact Sheet, and the 'typical' detail for directional boring activities at the SEMSWA website, www.semswa.org.

3. In the event that a significant change or modification to any BMP identified on the typical plan or BMP detail is anticipated, a detail of the equivalent BMP will be attached to the Annual Permit at permit issuance or submitted to SEMSWA prior to implementation in the field

INSPECTION, ENFORCEMENT AND PERMIT CLOSEOUT

1. No preconstruction meeting will be required, no site locations will be requested, and no notification of work commencement is necessary for the directional boring Annual Permit. If a preconstruction meeting to discuss BMP installation is desired, SEMSWA staff are available to confer on site controls.
2. It is anticipated that a majority of directional boring projects will be associated with a City/County Right-of-Way (ROW) Permit. SEMSWA will obtain a weekly listing of ROW Permits issued in the City and County and will utilize that list as appropriate for visual spot checks of site conditions.
3. SEMSWA will have jurisdiction over any construction site that is being covered under the Annual Permit. SEMSWA inspectors will be periodically monitoring these Annual Permit construction sites with unscheduled drive-by visual inspections. The inspector will monitor applicable land disturbance activities and verify adherence to the BMPs identified in the Fact Sheet and on the 'typical' detail. When the SEMSWA inspector monitors a site and observes adherence to the BMPs, no contact is made with the Project Owner or Contractor. Subsequent unscheduled drive-by visual inspections will confirm continued adherence to the required BMP controls.
4. The County and City ROW inspectors will also be monitoring these Annual Permit sites during their normally scheduled ROW inspections. If the City/County Inspector observes compliance with applicable BMPs, no contact is made with SEMSWA.
5. When a SEMSWA inspector monitors a site and observes non-adherence to the required BMPs, the inspector will let the Contractor know what is necessary to bring the site into compliance. On a follow-up visual inspection, if the BMPs have not been installed and adequately maintained, and no appreciable effort has been made to protect water quality, the Project Owner will be notified and the noncompliance discussed. It will be determined at that time if the project requires enforcement per the GESC Manual, including applicable re-inspection fees per the approved SEMSWA Fee Schedule, or if the Annual Permit should be revoked for a particular site and subsequently permitted under an individual permit.

SOP: Directional Boring Utility Installation with Minor Trenching

6. If an individual permit is determined to be necessary to manage the site, an NOV for the site may be issued per the GESC Manual protocol, utility work will stop, and work will immediately commence to bring the site into compliance. A Small Site GESC plan/report and associated fees will be required before utility work re-commences. Since an Annual Permit in essence represents multiple Low Impact sites grouped together and represented by a 'typical' engineered drawing, the Small Site process represents the next level of individual permitting. It should be noted that this non-compliance will cost the Owner significant time and money to go through an individual permit process as compared to an Annual Permit process.
7. As applicable to sites permitted in the ROW, if the County/City ROW Inspector identifies non-compliance with GESC as part of their normal inspection procedure for ROW permits, SEMSWA will be notified by the City/County and enforcement procedures will be determined as stated above.
8. If multiple Owner sites require enforcement, and conditions indicate the need for additional site controls associated with individual permits, revocation of the Owner's Annual Permit may be an enforcement option. The *Annual Permit Guidance Document* will clarify conditions that may result in revocation.
9. The requirements of the Annual Permit construction BMP controls will be enforced until the project site is returned to its original condition and stabilized. Final establishment of vegetation for all projects will match the vegetation quality and quantity existing before the construction commenced. All temporary BMPs will be removed by the contractor when the vegetation is established.
10. The Contractor or Owner may alert SEMSWA as to the completion of the project with a phone call or email to the SEMSWA. No formal documentation closeout paperwork will be requested from the Contractor or Owner. SEMSWA will not provide any formal closeout paperwork regarding a directional boring site.

OTHER SEMSWA PERMITS

Floodplain development permits are required for all activities in a floodplain. For directional boring Annual Permits, contact SEMSWA's Floodplain Program Manager to discuss location of activity if working near a waterway to determine next steps. Directional boring activities are not anticipated to have any permanent impact on the floodplain, so a No-Impact Floodplain Development Permit can be issued for any work anticipated in a floodplain.

Public Improvement Permits are required for any permanent public infrastructure or improvement constructed during a land disturbance activity. Directional boring activities are not anticipated to have any public improvement infrastructure associated with the construction activity, so no Stormwater Public Improvement Permits are required.

SOP: Directional Boring Utility Installation with Minor Trenching

ANNUAL PERMIT FEES

The Annual Permit fee is calculated based on an amount of inspection coverage anticipated to be required for the annual permitted activity. The one-time annual fee for a directional boring Annual Permit with multiple project sites will be **\$2,500**. A single site Annual Permit will be charged a one-time annual fee of **\$500**. An Owner who obtains a single-site Annual Permit and then has additional project(s) to be permitted will be charged **\$2,000**.

The Owner will continue to pay the GESC surcharge fee on City ROW permits (\$100) and County ROW permits (\$50) at their respective Permit Offices to cover the inspection(s) by the City or County during ROW work.