Main Instructions for using the Washington State Department of Ecology Storm Water Pollution Prevention Plan (SWPPP) Template

This SWPPP template was developed based on the new 2005 NPDES general permit requirements. This SWPPP template is a BETA version for testing only and should only be used when the new 2005 general permit has been approved. This SWPPP template was developed to streamline the SWPPP writing process and to produce a consistent product that will meet the new general permit requirements.

The template is based on a series of macros in Microsoft® Word with a specialized user-friendly "Wizard" interface developed for this SWPPP. The macros hide and select text bookmarks based on the selection of BMPs and site-specific information. As such, Microsoft® Word contains default formatting values which must be changed to allow the macros to function and hide text properly.

To start using the SWPPP template, simply download (save) the template onto your computer harddrive, then complete the following instructions to change specific Microsoft® Word default formatting :

Instructions to change default document formats in Microsoft® Word:

1. Open Microsoft® Word

2. From the upper Microsoft® Word tool bar select "TOOLS", then "MACROS", then "SECURITY". Click on the "MEDIUM" security selection. If your security setting is on "HIGH", the macros will not run and the wizard will not work properly.

3. From the upper Microsoft® Word tool bar select "TOOLS", then "OPTIONS", then select the "VIEW" tab. Under the "VIEW" tab, make sure the "HIDDEN TEXT" is **NOT** selected (no checkmark).

4. From the upper Microsoft® Word tool bar select "TOOLS", then "OPTIONS", then select the "PRINT" tab. Under the "PRINT" tab, make sure the "HIDDEN TEXT" is **NOT** selected (no checkmark).

5. From the upper Microsoft® Word tool bar select "FILE", then "OPEN", and select the saved SWPPP template.

6. If you have properly set your security setting to "MEDIUM", a pop-up window will appear, click "ENABLE MACROS". This message will not come up if you have your security setting on "LOW", and the macros will run with no further input required. WARNING: Having your security setting on "LOW" is NOT recommended.

7. From the upper Microsoft® Word tool bar select "FILE", then "SAVE AS…", and choose a file name for your SWPPP

8. You are ready to start.

The SWPPP template contains a SWPPP Wizard. Complete the questions and selections in the Wizard and your SWPPP template is formatted and nearly 70% done! Follow the instructions on the Wizard, then close the Wizard and edit the document as required. Based on certain inputs and BMPs selected in the Wizard, you will be required to add some additional text that is specific to your construction site. After you are finished with the SWPPP Wizard, the instructions will lead you through the document. The "instructions" are in blue highlighted text. There is also "example text" highlighted in green text that shows the typical content of an example SWPPP. When you are finished with **ALL** the instructions and example text, go to the upper Microsoft® Word tool bar select "HIDE INSTRUCTIONS"

Your SWPPP is complete and can be edited or formatted as needed. **Note that the wizard will instruct sites under 20 acres to use a turbidity tube. In fact, the permit requires sites over 5 acres to use a turbidimeter.** Some text is protected since it is bookmarked and generated based on macros from the Wizard. You can edit the text freely after you have completed the Wizard, but please only do this when you are certain that you no longer want to change any information within the Wizard. Once you edit the text, the macros will no longer function properly and you will NOT be able to change any of the document content using the wizard.