



BENTON CLEAN AIR AUTHORITY

114 Columbia Point Drive, Suite C
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The attached documents are intended to help you prepare a dust control plan that is useful to you. It should be used to perform and track dust control measures to achieve dust control

General Guidelines for Dust Control Planning

This is intended to be used in conjunction with completing your dust control plan. Please utilize this document in order to complete your dust control plan with as much detail as possible. All topics in these guidelines must be addressed.

Project Dust Control Plan Form

Please read carefully and complete all sections of this form. This form is optional, however all information requested on this form must be submitted if the form is not used.

Benton Clean Air Authority Urban Fugitive Dust Policy

This policy was established to provide guidelines for the BCAA and owners and operators of urban fugitive dust sources to comply with the applicable Washington Administrative Code, WAC 173-400-040 (8)a.

Appendix B, Control Measures Applicable to Particular Fugitive Dust Sources, contains some suggested control measures that may be used to control fugitive dust from different types of sources. Please consult these control measures as they may apply to fugitive dust sources on your project.

INSTRUCTIONS AND GUIDELINES FOR DUST CONTROL PLAN PREPARATION

A. General Site Information

- Fill out all the information requested in this section.
- Provide a Map or drawing of the site.
 - Show coverage of the various control measures proposed.

B. Plan Elements

- Identify specific individual sources of fugitive dust.
 - Identify each source even if controls are the same or similar to those for other identified sources.
 - A good starting point is the index of Appendix B of the Benton Clean Air Authority Fugitive Dust Policy (FDP), which categorizes control methods according to source.
 - A helpful resource is your own construction site plan that identifies general site characteristics, locations of individual potential sources, shows the extent of the area, surface conditions, water sources, etc.
 - Sources of dust will change with stage of construction and associated activities.
 - Include in the plan sources of dust for which subcontractors are responsible (This assignment does not absolve the prime contractor or owners from responsibility).
- Describe the dust control measures to be used for each source identified above.
 - Appendix B of the Fugitive Dust Policy contains the current BCAA guidelines, which lists suggested control measure options for each identified dust source or activity.
 - A combination of dust control methods can be used, in which case all selected control measures should be listed for a specific source.
 - Describe the availability of materials to be used in dust control measures.
- Include for each control measure: a schedule, rate, calculations or some other means of identifying how often, how much, and when a control measure will be used.
 - Apply these factors to each source and control measure combination.
 - Scheduling must include provisions for non-work hours including weekends and holidays.
 - Scheduling must include a response plan for changes in weather conditions.
 - Factor in the effects of activities by sub-contractors and others with access to the site, on dust generation.
 - Specifically assign who does what and when do they do it--this includes sub-contractors.
- Make a back-up plan in case the first control strategy(ies) do not work or do not work effectively
 - Choosing and ranking alternative control measures for each source is an approach for this element of planning.
 - This contingency plan should include a detailed alternative action plan including identification of and contact information for responsible individuals in cases when control measures need to be escalated in response to meteorological changes such as increased windiness.
- Provide for record-keeping to document control measure use.
 - Information from the previous step should be included in record-keeping to help document effective use of control measures.
 - These records provide the user with a way to evaluate the cost and effectiveness of a control measure.
 - You may be required to produce these records as evidence of effective control measure use.

C. Contacts, Checklist, Signatures

- Provide name and phone number of the person(s) responsible for planning and implementing dust control measures and who can be contacted in the event of a dust complaint or observed fugitive dust emissions.
- Use the checklist to insure that you may adequately complete the dust control plan.
- Complete the form with your name title signature and date.



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PROJECT DUST CONTROL PLAN

A. GENERAL SITE INFORMATION

Project Name _____

Location _____

Project Description _____

(attach site map) _____

Start Date _____ Project Area _____ (lots or acres)

Soil Types _____

Property Owner _____

Name

Address

Contact Person

Phone

General Contractor _____

Name

Address

Contact Person

Phone

Site Developer _____

Name

Address

Contact Person

Phone

Party responsible _____

Name

For dust control _____

Address

Contact Person

Phone

B. PLAN ELEMENTS

Identify each individual source of dust. (i.e. spoils piles, open areas, employee parking, accesses, trackout, etc.)

Describe the preventative reasonable available control measures (RACM) for each source. Provide a schedule, rate, calculations or some other means of identifying how often, how much, and when a control measure will be used.

Source	<hr/>
Control Measures	<hr/> <hr/> <hr/>
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Use additional pages as necessary

Describe contingency measures you will implement in the event any of the preventive control measures become ineffective.

NOTE: You are responsible for implementing additional dust control measures any time the current control measures become ineffective.

Provisions for record-keeping that will be used to document effective use of control measures.

C. RESPONSIBLE PARTY

Provide name and phone number of person(s) responsible for planning and implementing dust control measures and who can be contacted 24 hours a day in the event of a dust complaint or observed fugitive dust emissions.

Name _____

Phone Number _____ Cell Phone _____

Name _____

Phone Number _____ Cell Phone _____

CHECKLIST

- Each individual dust source has been identified
- Control measures for each dust source have been described
- A schedule, rate, calculations, or some means of identifying how often, how much, and when control measures will be used has been provided
- Contingency plan in the event preventative control measures become ineffective
- A site map or drawing showing coverage of control measures is attached
- Provisions for record-keeping

I accept direct responsibility for the implementation of the above dust control plan.

Name

Company/Title

Signature

Date