

# Appendix F: Sample Inspection Report

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## Instructions

This appendix provides information on site inspections. The appendix is designed to provide basic information on inspection procedures and documentation. A sample inspection report has been developed as a helpful tool to aid you in completing your site inspections. This sample inspection report was modified from the EPA SWPPP Inspection Report, Version 1.1, September 17, 2007. You can find the EPA's sample inspection report (formatted in Microsoft Word) at [www.epa.gov/npdes/swpppguide](http://www.epa.gov/npdes/swpppguide). The EPA provides this inspection report in Microsoft Word format to allow you to easily customize it for your use and the conditions at your site. You should also customize this form to help you meet the requirements in your construction general permit related to inspections. **If your permitting authority provides you with an inspection report, please use that form.**

## **Inspection of Construction Sites**

This chapter provides information about inspecting erosion control, sediment control and stormwater management practices during the construction period. It covers inspections using visual procedures that can be evaluated by trained individuals. It does not cover inspections that involve water sampling or testing. It does not cover the installation of the practices or measures that may be used for erosion and sediment control and stormwater management.

The information in this chapter should be considered generic with the recognition that state and local regulations may provide very specific requirements related to inspector credentials, frequency of inspections, report format, submission of reports to permitting authorities, and retention of reports.

## **Requirements for Inspectors**

Inspections should be made by persons who understand how practices are to be properly installed, how they should perform, and how practices should be maintained. Inspectors should have enough knowledge about each practice used to determine if it is effective and whether or not it needs maintenance or repair. Inspectors should know enough about the practices to realize that there may need to be an additional practice or a different practice in a problem area.

Inspectors do not have to understand how a practice is designed, although the more a person knows about a practice the better the person will understand how the practice should be maintained. Inspectors should also know how to read site plans and understand the relationship of the erosion and sediment control practices and other stormwater management activities with the overall plan.

Inspectors need communications skills so they can explain installation and maintenance problems to the contractor or owner and anyone else who “needs to know.” Also, inspectors must provide written reports to appropriate persons for their information or follow-up actions. Actions may include maintenance, repair, or a request for a qualified design professional to assist, or for reporting to meet permit requirements. In summary, both written and verbal communication skills and an understanding of report requirements are essential tools for the inspector.

Local government regulations may require that persons providing inspection services have credentials or training to be designated as an inspector.

## **How Often Should Inspections be Completed**

In general, inspections should be made frequently and after major rain events. Since rainfall triggers inspections on permitted sites, a rain gauge is required.

Practices that can be damaged by construction activities need to be inspected on a regular basis, at least weekly, and in some cases daily, so that the practices will be repaired or maintained and in good condition when a major rain event occurs. During periods of major rain events, practices need inspection daily.

Practices that are not normally affected by construction activities after installation need inspecting after each major rain event and as a minimum on a monthly basis. For vegetative practices, inspections should be made during early growth stages, regardless of rainfall events, to determine if reseeding is needed to ensure an adequate vegetative cover. Newly vegetated areas damaged by rainfall events should be repaired immediately after the area is determined to need repair.

The frequency requirement for inspecting construction sites in Mississippi is stated in the NPDES General Permit for Construction administered by the Mississippi Department of Environmental Quality. Local governments may require inspections more frequently than is required by the State General Permit.

## **How are Practices Inspected**

Visual evaluations are made of practices to determine their condition. Also, discharge points are reviewed to determine if sediment and turbid water are leaving the construction site.

Inspectors must know enough about the practices being inspected to make sound judgments about the need for repairs and maintenance. If there is any doubt about a situation, a more knowledgeable person should be requested to assist in the determination of appropriate actions. A good example of requesting another person for expert guidance is when a permanent seeding appears borderline and there is time to reseed before the recommended planting period ends.

Inspectors and others involved in erosion and sediment control activities must understand that erosion and sediment control plans are dynamic and usually need revising if construction involves more than a large lot and if the construction period extends more than a few weeks. Inspectors should be encouraged to ask for the assistance of design professionals if there are any reservations that a plan needs modifying.

## **Suggestions for Inspectors**

- Study the erosion and sediment control and stormwater management plan. Identify the practices and schedule. Participate in pre-construction and construction conferences whenever possible.
- Review the site and practices with the plan in hand according to a predetermined schedule and the predetermined triggers.
- Determine if the practices planned are installed properly and in the correct sequence.
- Determine if the practices appear in good condition. (Do the practices need maintenance or repair?) This should be an objective comparison of what will be needed when major rain events occur.
- Determine if the system of practices appears to be effective for the construction site by examining discharge points. Evidence of ineffectiveness may be muddy or turbid water leaving the site or sediment deposits in the

- Determine if practices are effective during or immediately following a rain event. This is the best time to determine the effectiveness of the system and, particularly, to determine if turbid water is leaving the site.
- Determine if the site is managed to prevent a problem with debris, trash, petroleum products and chemicals. (Are Housekeeping and Spill Prevention practices used or needed?)
- Document relevant site information with photography.
- Complete or draft the appropriate inspection documents while on the site.

Discharge points should be examined objectively to determine if sediment deposits exist at adjacent off-site areas. Deposition of sediment indicates that erosion and sediment control may not be effective. An absence of deposits at discharge points (just below the outfall), where there is an opportunity for sedimentation to occur, is a good indicator of an effective system. On the other hand, lack of sediment deposits at a point with high flow velocities will be less meaningful.

Inspections should be documented in a written report, log, and/or checklist. Whatever format is used to document the inspection, the report should contain the site name, the date and time of inspection, the inspector and any other persons involved in the inspection, dates when key activities occurred (for example, grading the site and installing practices), comments or ratings concerning the success or failure of the practices, what corrective action(s) may be needed, what repairs or maintenance was done since the last inspection, and verbal communications with the contractor or owner that took place during the inspection. In addition, other items may be required by the permit holder or contractor.

Photography can be used very effectively to document the findings during an inspection and becomes important in the future as site conditions change and the practice(s) is no longer used or issues arise over the impacts of the site. Developing a comprehensive file of photographs that supports inspections is a sound business!

A range of formats are used for documenting inspections. An example inspection report form is provided in this appendix. It is important to recognize that local and state regulations may require a specific inspection form, and this must be completed in addition to other formats that are used.

Usually, there is a permit requirement that a responsible person (representing the permit holder) signs an inspection report, to acknowledge that they have been informed and understand what is needed to meet requirements for erosion and sediment control and stormwater management at a specific construction site.

## Using the Inspection Report

For ease of use, you should take a copy of your site plan and number all of the stormwater BMPs and areas of your site that will be inspected. A brief description of the BMP or area should then be listed in the site-specific section of the inspection report. For example, specific structural BMPs such as construction site entrances, sediment ponds, or specific areas with silt fence (e.g., silt fence along Main Street; silt fence along slope in NW corner, etc.) should be numbered and listed. You should also number specific non-structural BMPs or areas that will be inspected (such as trash areas, material storage areas, temporary sanitary waste areas, etc.).

You can complete the items in the “General Information” section that will remain constant, such as the project name, NPDES tracking number, and inspector (if you use only one inspector). Print out multiple copies of this inspection report to use during your inspections.

When conducting the inspection, walk the site by following your site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been addressed. Note any required corrective actions and the date and responsible person for the correction in the Corrective Action Log.

## Stormwater Construction Site Inspection Report

General Information			
<b>Project Name</b>			
<b>NPDES Tracking No.</b>		<b>Location</b>	
<b>Date of Inspection</b>		<b>Start/End Time</b>	
<b>Inspector's Name(s)</b>			
<b>Inspector's Title(s)</b>			
<b>Inspector's Contact Information</b>			
<b>Inspector's Qualifications</b>			
<b>Describe present phase of construction</b>			
<b>Type of Inspection:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event			
Weather Information			
<b>Has there been a storm event since the last inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, provide:</b> Storm Start Date & Time:                      Storm Duration (hrs):                      Approximate Amount of Precipitation (in):			
<b>Weather at time of this inspection?</b> <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other:    Temperature:			
<b>Have any discharges occurred since the last inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b>			
<b>Are there any discharges at the time of inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b>			

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**Site-specific BMPs**

- *Number the structural and non-structural BMPs identified in your SWPPP on your site map and list them below (add as many BMPs as necessary). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required BMPs at your site.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	<b>BMP</b>	<b>BMP Installed?</b>	<b>BMP Maintenance Required?</b>	<b>Corrective Action Needed and Notes</b>
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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## Overall Site Issues

Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.

BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are discharge points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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**Non-Compliance**

Describe any incidents of non-compliance not described above:

**CERTIFICATION STATEMENT**

“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 submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.”

**Print name and title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_