EPA SWPPP Inspection Report, Version 1.0

Instructions

This sample inspection report has been developed as a helpful tool to aid you in completing your site inspections. This sample inspection report was created consistent with EPA's *Developing Your Stormwater Pollution Prevention Plan*. You can find both the guide and the sample inspection report (formatted in Microsoft Word) at www.epa.gov/npdes/swpppguide

This inspection report is provided 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**.

For more information on inspections, please see *Developing Your Stormwater Pollution Plan* Chapters 6 and 8.

Using the Inspection Report
This inspection report is designed to be customized according to the BMPs and conditions at your site. 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 only use one inspector). Print out multiple copies of this customized 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 (customize this list according to the conditions at your site). Note any required corrective actions and the date and responsible person for the correction.

Stormwater Construction Site Inspection Report

<table>
<tr><td colspan="4" align="center">General Information</td></tr>
<tr><td>Project Name</td><td colspan="3"></td></tr>
<tr><td>NPDES Tracking No.</td><td></td><td>Location</td><td></td></tr>
<tr><td>Date of Inspection</td><td></td><td>Start/End Time</td><td></td></tr>
<tr><td>Inspector's Name(s)</td><td colspan="3"></td></tr>
<tr><td>Inspector's Title(s)</td><td colspan="3"></td></tr>
<tr><td>Inspector's Contact Information</td><td colspan="3"></td></tr>
<tr><td>Describe present phase of construction</td><td colspan="3"></td></tr>
<tr><td colspan="4">Type of Inspection
❏ Regular   ❏ Pre-storm event   ❏ During storm event   ❏ Post-storm event</td></tr>
<tr><td colspan="4" align="center">Weather Information</td></tr>
<tr><td colspan="4">Has it rained since the last inspection?
❏Yes   ❏No</td></tr>
<tr><td colspan="4">If yes, provide:
Storm Start Date & Time: Storm Duration (hrs):   Approximate Rainfall (in):</td></tr>
<tr><td colspan="4">Weather at time of this inspection?</td></tr>
<tr><td colspan="4">Do you suspect that discharges may have occurred since the last inspection?
❏Yes   ❏No</td></tr>
<tr><td colspan="4">Are there any discharges at the time of inspection?
❏Yes   ❏No</td></tr>
</table>

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 this numbered site map with you during your inspections. This list will help ensure that you are inspecting all required BMPs at your site. Customize this section as needed.

	BMP Description	BMP Installed and Operating Properly?	Corrective Action Needed	Date for corrective action/responsible person
1		❏Yes ❏No		
2		❏Yes ❏No		
3		❏Yes ❏No		
4		❏Yes ❏No		
5		❏Yes ❏No		
6		❏Yes ❏No		
7		❏Yes ❏No		
8		❏Yes ❏No		
9		❏Yes ❏No		
10		❏Yes ❏No		
11		❏Yes ❏No		
12		❏Yes ❏No		

	BMP Description	BMP Installed and Operating Properly?	Corrective Action Needed	Date for corrective action/responsible person
13		❏Yes ❏No		
14		❏Yes ❏No		
15		❏Yes ❏No		
16		❏Yes ❏No		
17		❏Yes ❏No		
18		❏Yes ❏No		
19		❏Yes ❏No		
20		❏Yes ❏No		

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

Overall Site Issues

	BMP/activity	Implemented?	Maintained?	Corrective Action	Date for corrective action/responsible person
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	❏Yes ❏No	❏Yes ❏No		
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	❏Yes ❏No	❏Yes ❏No		
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	❏Yes ❏No	❏Yes ❏No		
4	Are discharge points and receiving waters free of sediment deposits?	❏Yes ❏No	❏Yes ❏No		
5	Are storm drain inlets properly protected?	❏Yes ❏No	❏Yes ❏No		
6	Is there evidence of sediment being tracked into the street?	❏Yes ❏No	❏Yes ❏No		
7	Is trash/litter from work areas collected and placed in covered dumpsters?	❏Yes ❏No	❏Yes ❏No		

	BMP/activity	Implemented?	Maintained?	Corrective Action	Date for corrective action/responsible person
8	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	❑Yes ❑No	❑Yes ❑No		
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	❑Yes ❑No	❑Yes ❑No		
10	Are materials that are potential stormwater contaminants stored inside or under cover?	❑Yes ❑No	❑Yes ❑No		
11	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	❑Yes ❑No	❑Yes ❑No		
12	(Other)	❑Yes ❑No	❑Yes ❑No		
13	(Other)	❑Yes ❑No	❑Yes ❑No		

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: _____

Signature: _____

Date: _____