

<b>Standard Operating Procedures</b> <i>Town of Dracut</i> <i>Department of Public Works</i> <b>Construction Inspection Plan</b> <b>Approved by:</b> <i>The Stormwater Committee</i>	<b>SOP Number:</b> 8	<b>Issue Date:</b> June 30, 2019
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## Purpose

This Standard Operating Procedure describes the major components of a stormwater construction plan, as well as procedures to ensure that construction sites have stormwater controls to protect, maintain, and enhance public health, safety, environment and general welfare of the Town.

### *Stormwater Construction Inspection Plan*

A stormwater Construction Site Inspection program will track, inspect, and enforce local stormwater requirements at construction sites. Construction sites are required to have a sediment and erosion control plan. Construction site operators are required to implement a sediment and erosion control program which includes best management practices (BMP's) that are appropriate for the conditions at the construction site, including efforts to minimize the area of the land disturbance.

A Stormwater Construction Site Inspection program should include or address the following:

1. Construction Requirements and BMPs
  - Municipalities provide contractors with guidance on the appropriate selection and design of stormwater BMPs.
2. Plan Review Procedures
  - Submitted plans must be reviewed to ensure they address local requirements and protect water quality.
3. Public Input
  - A program must allow the public to provide comment on inspection procedures, and must consider information provided by the public.
4. Construction Site Inspections
  - Identify an inspection frequency for each site.

### *Conducting Stormwater Inspections at Construction Sites*

The construction inspector is to ensure that site operations match the approved site plans and that all precautions are taken to prevent pollutants and sediment from the construction site from impacting local waterways. The inspector is also expected to determine the adequacy of construction site stormwater quality control measures.

The attached Construction Site Stormwater Inspection Report shall be used by the inspector during site visits. Construction site inspectors should abide by the following guidelines:

1. Inspections to monitor stormwater compliance should be performed at each active construction site, with priority placed on sites that require coverage under the USEPA 2012 Construction General Permit (i.e., that disturb one or more acres), and sites that are located in the watershed of any 303(d) water bodies.
2. The inspection shall begin at a low point and work uphill, observing all discharge points and any off-site support activities.
3. Written and photographic records shall be maintained for each site visit.
4. During the inspection, the inspector should ask questions of the contractor. Understanding the selection, implementation, and maintenance of BMPs is an important goal of the inspection process, and requires site-specific input.
5. The inspector should not recommend or endorse solutions or products. The inspector may offer appropriate advice, but all decisions must be made by the contractor.
6. The inspector shall always wear personal protective equipment appropriate for the site.
7. The inspector shall abide by the contractor's site-specific safety requirements.
8. The inspector has legal authority to enter the site. However, if denied permission to enter the site, the inspector should never force entry.

Prior to planning a site visit, the inspector shall determine if the project is subject to USEPA's 2012 Construction General Permit, which is true if the project disturbs one or more acres, total.

If the site requires this coverage, the inspector shall visit the USEPA Region 1 eNOI website to determine if the contractor filed for coverage under the 2012 and/or 2008 Construction General Permits, respectively. Print a copy of the project's NOI. (<http://cfpub.epa.gov/npdes/stormwater/cgpenoi.cfm> or <http://cfpub.epa.gov/npdes/stormwater/noi/noisearch.cfm>)

If the project disturbs one or more acres and is under construction, but does not show up in either database, the project is in violation of the Construction General Permit. Call the contractor to determine if the NOI process has been started. If not, notify the contractor verbally of this requirement and the violation. Work cannot proceed on the site until a Notice of Intent (NOI) for coverage under the 2012 Construction General Permit has been approved by USEPA. Issue a written Stop Work Order until the NOI has been approved by USEPA.

The Construction Site Inspection process shall include the following:

1. Plan the inspection before visiting the construction site
  - a. Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
  - b. Print the approved NOI from the USEPA 2012 Construction General Permit NOI website, listed previously.
  - c. Inform the contractor of the planned site visit.
2. Meet with the contractor
  - a. Review the Construction SWPPP (if the site includes over one acre of disturbance). Compare BMPs in the approved site plans with those shown in the SWPPP.
  - b. Review the project's approved NOI and confirm that information shown continues to be accurate.
  - c. Get a general overview of the project from the contractor.

- d. Review inspections done by the contractor.
- e. Review the status of any issues or corrective actions noted in previous inspection reports.
- f. Discuss any complaints or incidents since the last meeting.

3. Inspect perimeter controls
  - a. Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
  - b. For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.
4. Inspect slopes and temporary stockpiles
  - a. Determine if sediment and erosion controls are effective.
  - b. Look for slumps, rills, and tracking of stockpiled materials around the site.
5. Compare BMPs in the site plan with the construction site conditions
  - a. Determine whether BMPs are in place as specified in the site plan, and if the BMPs have been adequately installed and maintained.
  - b. Note any areas where additional BMPs may be needed which are not specified in the site plans.
6. Inspect site entrances/exits
  - a. Determine if there has been excessive tracking of sediment from the site.
  - b. Look for evidence of additional entrances/exits which are not on the site plan and are not properly stabilized.
7. Inspect sediment basins
  - a. Look for signs that sediment has accumulated beyond 50% of the original capacity of the basin.
8. Inspect pollution prevention and good housekeeping practices
  - a. Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.
  - b. Inspect vehicle/equipment fueling and maintenance areas for the presence of spill control measures and for evidence of leaks or spills.
9. Inspect discharge points and downstream, off-site areas
  - a. Walk down the street and/or in other directions off-site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.
  - b. Inspect down-slope catch basins to determine if they are protected, and identify whether sediment buildup has occurred.
10. Meet with the contractor again prior to leaving
  - a. Discuss the effectiveness of current controls and whether modifications are needed.
  - b. Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or the implementation of stormwater controls.
  - c. Agree on a schedule for addressing all discrepancies, and schedule a follow-up inspection.
11. Provide a written copy of the inspection report to the contractor.
12. Follow up, as determined, and provide copy of subsequent inspection to the contractor.
13. Use Stop Work orders, as needed, until compliance with the 2012 Construction General Permit and/or other document, as required by the municipality's legal authority, can be achieved.

*Attachments*

1. Construction Site Stormwater Inspection Report

## CONSTRUCTION SITE STORMWATER INSPECTION REPORT

### General Information

Project Name			
Project Location			
Site Operator			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Subject to USEPA Construction General Permit? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, has NOI been approved? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach approved NOI to this report.			
<b>If no, contact site operator immediately to determine status of NOI.</b>			
Type of Inspection: Regular <input type="checkbox"/> Pre-Storm Event <input type="checkbox"/> During Storm Event <input type="checkbox"/> Post-Storm Event <input type="checkbox"/>			
Describe the weather conditions at time of inspection			
Describe the current phase of construction			

### Site-Specific BMPs

Customize the following BMPs to be consistent with the SWPPP for the site being inspected.

	<b>BMP Description</b>	<b>Installed and Operating Properly?</b>	<b>Corrective Action Needed</b>
1		Yes <input type="checkbox"/> No <input type="checkbox"/>	
2		Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

## Erosion and Sedimentation Control

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Have all ESC features been constructed before initiating other construction activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the contractor inspecting and maintaining ESC devices regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is existing vegetation maintained on the site as long as possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is construction staged so as to minimize exposed soil and disturbed areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are disturbed areas restored as soon as possible after work is completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is clean water being diverted away from the construction site?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are sediment traps and sediment barriers cleaned regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are vegetated and wooded buffers protected and left undisturbed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is regular, light watering used for dust control?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

*(continued)*

Issue	Status	Corrective Action Needed
Are erosion control blankets used when seeding slopes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are trees and vegetation that are to be retained during construction adequately protected?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do all entrances to the storm sewer system have adequate protection?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Overall Site Conditions

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Are slopes and disturbed areas not being actively worked properly stabilized?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are material stockpiles covered or protected when not in use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are natural resource areas protected with sediment barriers or other BMPs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are perimeter controls and sediment barriers installed and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

*(continued)*

Issue	Status	Corrective Action Needed
Are discharge points and receiving waters free of sediment deposits and turbidity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are storm drain inlets properly protected?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there evidence of sediment being tracked into streets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is trash/litter from the construction site collected and placed in dumpsters?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are vehicle/equipment fueling and maintenance areas free of spills and leaks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are potential stormwater contaminants protected inside or under cover?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is dewatering from site properly controlled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are portable restroom facilities properly sited and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all hazardous materials and wastes stored in accordance with local regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### **Non-Compliance Actions**

The municipality shall provide the site operator with a copy of this report, and notice of the corrective action(s) to be taken. The site operator shall have thirty days from the receipt of the notice to commence curative action of the violation.