

Municipal Construction Site Inspection

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By

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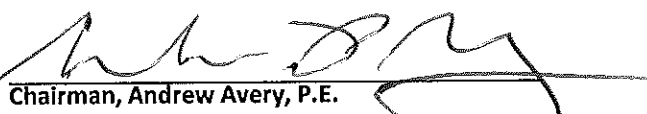
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Appendices

- A. Municipal Construction Site Inspection Form
- B. Chemung County Stormwater Coalition Photo Page

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the preparation for, and the performance of municipal construction site inspections performed by the Chemung County Stormwater Coalition. The municipal construction site inspections are performed as a means of documenting and tracking compliance with each municipality's Erosion and Sediment Control and Stormwater ordinances established per the New York State Department of Conservation's (NYS DEC) State Pollutant Discharge Elimination System General Permit for Stormwater Activities from Municipal Separate Storm Sewer System (MS4) requirements.

Specifically, the inspections are conducted to ensure that all relevant precautions are taken to prevent pollutants and sediment in stormwater from impacting the waters of New York State.

The inspector may deviate from these procedures when necessary due to unexpected or unique situations that may occur in the field. Any deviation must be noted in the inspection report.

B. Applicability

The policies and procedures of the SOP are applicable to all personnel involved in the planning, coordination, preparation, conducting and reporting of municipal construction site inspections.

C. Summary of Method

The Municipal Construction Site Inspection is performed to ensure all active construction sites within the designated MS4 are in compliance with the local Erosion and Sediment Control and Stormwater Ordinance. The inspection evaluates whether the site is following the approved Stormwater Pollution Prevention Plan (SWPPP). The inspection provides an opportunity to monitor the performance of the proposed Best Management Practices (BMP) in regards to managing erosion and sedimentation during active construction. The inspector reports directly to the designated MS4 Stormwater Management Officer and provides the municipality with a copy of the Municipal Construction Site Inspection Form (Appendix A) and the Chemung County Stormwater Coalition Photo Page (Appendix B) containing the photos that were taken during the inspection. If a construction site be found to be out of compliance with the ordinance or the SWPPP the municipality can, in turn, react to the issue at that time.

D. Personnel Qualifications

The personnel performing the municipal construction site inspections shall be a person knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer in the State of New York or a Certified Professional in Erosion and Sediment Control (CPESC). It can also mean someone working under the direct supervision of a licensed Professional Engineer provided the person has received 4 hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District.

E. Procedural Steps

Municipal Construction Site Inspections involve inspecting all active construction sites required to develop a Stormwater Pollution Prevention Plan (SWPPP), preparation for the site inspection, the site inspection, the documentation of findings, and the notification of findings to the MS4 Stormwater Management Officer.

1. Inspection Selection

A list of active construction sites located within designated MS4 communities will be kept at the Chemung County Stormwater Coalition Team office located at 851 Chemung Street, Horseheads, NY. The list shall state the location of the active construction site, the name of the owner/operator with contact information, the date of the last municipal construction site inspection and the rating of the last municipal construction site inspection. All active construction sites will be inspected.

2. Preparation for Inspection

a. Stormwater Pollution Prevention Plan (SWPPP) Documents

Prior to the inspector performing the municipal construction site inspection, the inspector shall gather the stamped SWPPP for the construction site. The inspector shall review the approved documents to become familiar with the:

- Erosion and Sediment Control Plan
- Construction Phasing/Sequencing Plan
- Post Construction Stormwater Management Practices
- Grading Plans

The inspector shall make an 8.5" x 11" or 11" x 17" copy of the overall erosion and sediment control site plan drawing to refer to during the municipal construction site inspection.

b. Previous Inspection Records

Review all previous inspection records for the active construction site. Become familiar with items that have been out of compliance in the past.

c. Assemble and prepare appropriate inspection and safety equipment (i.e. hard hat, safety vest, camera, measuring wheel, clipboard, etc.)

F. Field Procedures

The municipal construction site inspection consists of a member of the Chemung County Stormwater Coalition Team or the designated MS4 Stormwater Management Officer going to active construction sites to confirm compliance with local erosion and sediment control and stormwater regulations.

a. Site Entry

Upon entering the property inspector should locate the construction manager or supervisor to make them aware a municipal construction site inspection is being performed. Invite this person to accompany the inspector during the municipal construction site inspection.

b. Inspection

Walk the entire construction site. Identify areas of concern where there is potential for pollutants, sediment or stormwater to leave the site. During the inspection check:

- (1) All erosion and sediment control Best Management Practices (BMP) to ensure that they are installed, are being maintained and are functioning
- (2) All disturbed areas that have been idle for 14 days (7 days for <5 acres) have been properly stabilized and protected
- (3) All points of discharge (i.e. pipes, culverts, ditches, and overland flow) at the site to ensure potential pollutants (sediments, construction debris, etc.) are not leaving the site
- (4) Post Construction Stormwater Management Practices to ensure they were installed according to the approved SWPPP

c. Fill out and sign the Municipal Construction Site Inspection form (Appendix A). Rate the inspection as:

- Satisfactory- Site is following the SWPPP and there are no major problems
- Marginal- Site is following the SWPPP but practices are not being maintained and there is potential for problems
- Unsatisfactory- Site is not following the approved SWPPP, practices are not installed or being maintained after being warned previously, or there is a pollutant or sediment discharge from the construction site.

d. Exit interview: Provide a copy of the municipal construction inspection form to the construction manager or supervisor for their records. Review items found to be deficient or out of compliance with the approved SWPPP and the inspection rating. If construction manager or supervisor is not on site, the inspection form will be left on site and if there are items found to be deficient or other problems, a phone call will be placed to that person.

G. Inspection Report

Download photographs from the inspection and import them into the Chemung County Stormwater Coalition Team Photo Page. Make notes to go with the picture. Once report is finalized attach photo page to inspection form. Update the list of active construction sites to include the most recent inspection rating and results for the construction site.

H. MS4 Notification

Provide a carbon copy of the inspection report with the photo page to the MS4 Stormwater Management Officer. Go over the results of the inspection and formulate a plan of action (Notice of Violation, Stop Work Orders, etc.), if the construction site has had a rating of Unsatisfactory more than once.

I. Records Management

The Municipal Construction Site Inspection Form is a four part carbon copy form.

- The White Copy is given to the construction site.
- The Light Yellow Copy is given to the designated MS4.
- The Pink Copy is kept at the Chemung County Stormwater Coalition Team office.
- The Dark Yellow Copy is an extra to be given out as needed.

Appendix A

**Chemung County Stormwater
Construction Inspection
Erosion and Sediment Control**

Project Name	Date
Location	Permit #
Weather Conditions	Entry Time:
On-Site Representative Present:	Exit Time:

Sketch of Project site-Include Disturbed Areas:

Yes	No	N/A	
			All erosion and sediment control measures installed/constructed
			All erosion and sediment control measures maintained properly
			Are there currently more than 5 acres disturbed w/o prior approval
			Have stabilization measures been initiated in inactive areas
			Are permanent stormwater control measures being implemented
			Was there a discharge into the receiving water on the day of inspection
			Evidence of turbidity or oil in the receiving waters
			Are weekly inspections being performed?
			Are the inspections being performed by a qualified individual?

Comments:

Satisfactory
 Marginal
 Unsatisfactory

Date	Inspector
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Appendix B



CHEMUNG
COUNTY
STORMWATER
COALITION

851 Chemung Street
Horseheads, New York 14845
Ph. 607.796.2216

PROJECT:

BY