

**COLORADO DEPARTMENT OF TRANSPORTATION
STORMWATER FIELD INSPECTION REPORT AND WEEKLY MEETING NOTES -
ACTIVE CONSTRUCTION**

(1) Project Name:	(2) Project Contractor:	(3) SWMP Administrator:	Erosion Control Inspector:
(4) CDOT Project Engineer/CDOT Designee:	(5) Other Attendee(s) (Name and Title):		
(6) CDOT Project Number:	(7) Project Code (Sub Account #):	(8) CDPS-SCP Certification#:	(9) CDOT Region:
(10) Date of Project Inspection:	(11) Weather at Time of Inspection:		

(12) REASON FOR INSPECTION / EXCLUSION

Routine Inspection: (minimum every 7 Calendar Days)

Runoff Event: (Post-storm event inspections must be conducted within 24 hours after the end of any precipitation or snowmelt event that causes surface erosion. If no construction activities will occur following a storm event, post-storm event inspections shall be conducted prior to re-commencing construction activities, but no later than 72 hours following the storm event. The occurrence of any such delayed inspection must be documented in the inspection record.) Routine inspections still must be conducted every 7 calendar days.
Storm Start Date: _____ Approximate End Time of Storm (hrs): _____

Third Party Request:

Winter Conditions Inspections Exclusion: Inspections are not required at sites where construction activities are temporarily halted, snow cover exists over the **entire site** for an extended period, **and melting conditions posing a risk of surface erosion do not exist**. This exception is applicable only during the period where **melting conditions do not exist**, and applies to the routine 7-day inspections, as well as the post-storm-event inspections. If **visual inspection** of the site verifies that all of these conditions are satisfied, document the conditions in section 18 (General Notes) and proceed to section 19 (Inspection Certification). Documentation must include: dates when snow cover occurred, date when construction activities ceased, and date when melting conditions began.

Other:

(13) SWMP MANAGEMENT

	Yes	No	NA	(g) Reason for N/A
(a) Is the SWMP notebook located on site?				
(b) Are changes to the SWMP documents noted and approved?				
(c) Are the inspection reports retained in the SWMP notebook?				
(d) Are corrective actions from the last inspection completed?				
(e) Is the Spill Response Plan updated in the SWMP notebook?				
(f) Is a list of potential pollutants updated in the SWMP notebook?				

(14) CURRENT CONSTRUCTION ACTIVITIES

(a) Describe current construction Activities

(b) Estimate of disturbed area at the time of the inspection, use guidance found in 208.04 (e):

	Acres	Notes
Temporary Stabilization		
Interim Stabilization		
Permanent Stabilization Completed		

(c) Has the SWMP Phased BMP Implementation Matrix been updated? Yes No

(15) WEEKLY MEETING NOTES

Notes from last meeting (date _____)

Items to discuss at next meeting (date _____)

Stormwater Management Field Inspection Report Instructions

State waters are defined to be any and all surface and subsurface waters which are contained in or flow through the state, including, streams, rivers, lakes, drainage ditches, storm drains, ground water, and wetlands, but not including waters in sewage systems, waters in treatment works or disposal systems, waters in potable water distribution systems, and all water withdrawn for use until use and treatment have been completed. (Per subsection 107.25 and 25-8-103 (19) CRS)

(3) SWMP Administrator and Erosion Control Inspector: Indicate the name(s) of the individual responsible for implementing, maintaining and revising the SWMP. An Erosion Control Inspector(s) may be required see 208.03(c)2. for requirements.

(4) CDOT Project Engineer/CDOT Designee: Indicate the name of the CDOT representative performing the inspection with the SWMP Administrator/Erosion Control Inspector(s). This person should be the Project Engineer or an authorized representative.

(9) CDPS-SCP Certification #: Indicate the Colorado Discharge Permit System (CDPS) Stormwater Construction Permit (SCP) (for Stormwater Discharges Associated with Construction Activities) certification number, issued by CDPHE, for the project which the report is being completed. Certification number can be found on the first page of the SCP.

(12) Reason(s) for Inspection / Exclusion: Indicate the purpose for the inspection or exclusion. These inspections are required to comply with the CDOT Specifications and the CDPS-SCP.

- Routine Inspections. These inspections are required at least every 7 calendar days during active construction. Suspended projects require the 7 calendar day inspection unless snow cover exists over the entire site for an extended period of time, and melting conditions do not exist (see, Winter Conditions Inspections Exclusions).
- Runoff Event Inspection for Active Sites. See page 1 for definition.
- Third Party Request. Indicate the name of the third party requesting the inspection and, if known, the reason the request was made.
- Winter Conditions Inspections Exclusions. See page 1 for definition. An inspection does not need to be completed, but use this form to document the conditions that meet the Exclusion.
- Other. Specify any other reason(s) that resulted in the inspection.

(13) SWMP Management: Review the SWMP records and documents and use a ✓ to answer the question. To comply with CDOT Standard Specifications and the CDPS-SCP, all of the items identified must be adhered to. If No is checked, indicate the necessary corrective action in section 16 (Construction Site Assessment & Corrective Actions).

- (a)** Is the SWMP notebook located on site? A copy of the SWMP notebook must be retained on site, unless another location, specified by the permit, is approved by the Division.
- (b)** Are changes to the SWMP documents noted and approved? Indicate all changes that have been made to any portion of the SWMP notebook documents during construction. Changes shall be dated and signed at the time of occurrence. Amendments may include items listed in subsection 208.03(d).
- (c)** Are the inspection reports retained in the SWMP notebook? The SWMP Administrator shall keep a record of inspections. Inspection reports must identify any incidents of non-compliance with the terms and conditions of the CDOT specifications or the CDPS-SCP. Inspection records must be retained for three years from expiration or inactivation of permit coverage.
- (d)** Are corrective actions from the last inspection completed? Have corrective actions from the last inspection been addressed? Is a description of the corrective action(s), the date(s) of the corrective action(s), and the measure(s) taken to prevent future violations (including changes to the SWMP, as necessary) documented?
- (e)** Is a Spill Response Plan retained in the SWMP notebook? Subsection 208.06(c) requires that a Spill Response Plan be developed and implemented to establish operating procedures and that the necessary employee training be provided to minimize accidental releases of pollutants that can contaminate stormwater runoff. Records of spills, leaks or overflows that result in the discharge of pollutants must be documented and maintained. Information that should be recorded for all occurrences include the time and date, weather conditions, reasons for spill, etc. Some spills may need to be reported to the Water Quality Control Division immediately.
- (f)** Is a list of potential pollutants retained at the site? Subsection 107.25(b)6 requires the Erosion Control Supervisor to identify and describe all potential pollutant sources, including materials and activities, and evaluate them for the potential to contribute pollutants to stormwater discharge.
- (g)** If NA is checked for any of the items (a) through (f), indicate why in the space provided, if additional space is needed indicate in section 18 (General Notes).

Stormwater Management Field Inspection Report Instructions (continued)

(14) Current Construction Activities:

- (a) Provide a short description of the current construction activities/phase at the project site; include summary of grading activities, installation of utilities, paving, excavation, landscaping, etc.
- (b) Estimate of disturbed area at the time of the inspection, use guidance found in 208.04 (e). Estimate the acres of disturbed area at the time of the inspection. Include clearing, grading, excavation activities, areas receiving overburden (e.g. stockpiles), demolition areas and areas with heavy equipment/vehicle traffic, installation of new or improved haul roads and access roads, staging areas, borrow areas and storage that will disturb existing vegetative cover.
- (c) Has the Phased BMP Implementation Matrix on the SWMP been updated? As part of the inspection the Phased BMP Implementation matrix for both the structural and non-structural BMPs found at the beginning of the SWMP sheets must be reviewed to ensure that "In use on site" box is checked for BMPs currently use at the time of the inspection.

(15) **Weekly Meeting Notes:** The SWMP Administrator shall take notes of water quality comments and action items at each weekly meeting. At the meeting the following shall be discussed and documented:

- (1) Requirements of the SWMP.
- (2) Problems that may have arisen in implementing the site specific SWMP or maintaining BMPs.
- (3) Unresolved issues from inspections and concerns from last inspection
- (4) BMPs that are to be installed, removed, modified, or maintained.
- (5) Planned activities that will effect stormwater in order to proactively phase BMPs.
- (6) Recalcitrant inspection findings

(16) **Construction Site Assessment & Corrective Actions:** Inspect the construction site and indicate where BMP feature(s) identified in section 13 (SWMP Management), require corrective action. Erosion and sediment control practices identified in the SWMP shall be evaluated to ensure that they are operating correctly.

- Location. Site location (e.g., project station number, mile marker, intersection quadrant, etc.).
- BMP. Indicate the type of BMP at this location that requires corrective action (e.g., silt fence, erosion logs, soil retention blankets, etc.).
- Condition. Identify the condition of the BMP, using more than one letter (identified in section 16) if necessary.
- Description of Corrective Action and Preventative Measure Taken. Provide the proposed corrective action needed to bring the area or BMP into compliance. Once corrective actions are completed, state the measures taken to prevent future violations and ensure that the BMPs are operating correctly, including the required changes made to the SWMP.
- Date Completed & Initials. Date and initial when the corrective action was completed and the preventative measure statement finished.

(17) **Construction Site Assessment:** Was there any off site discharge of sediment at this site since the last inspection?

(a) Is there evidence of discharge of sediment or other pollutants from the site? **Off site pollutant discharges are a violation of the permit.** The construction site perimeter, all disturbed areas, material and/or waste storage areas that are exposed to precipitation, discharge locations, and locations where vehicles access the site shall be inspected for evidence of, or the **potential** for, pollutants leaving the construction site boundaries, entering the stormwater drainage system, or discharging to State water.

(b) Has sediment or other pollutants discharging from the site reached State waters? **Off site pollutant discharges are a violation of the permit.** If off site discharge has occurred, explain the discharge and the corrective actions in section 16 (Construction Site Assessment & Corrective Actions) or section 18 (General Notes).

(18) **General Notes:** Indicate any additional notes that add detail to the inspection; this may include positive practices noted on the project.

(19) **Inspection Certification:** In accordance with Part I, F.1.c of the CDPS-SCP, all reports for submittal shall be signed and certified for accuracy.

(20) **Compliance Certification:** In accordance with Part I, D.6.b.2.viii of the CDPS-SCP, compliance shall be certified through signature.