**REDUCED FREQUENCY INSPECTION MEMO – ACTIVELY STAFFED SITE**

Project Name: click to enter project name

Project Number: click to enter project number

SWPPP Amendment Number: click to enter SWPPP amendment number

The project is temporarily stabilized as defined by CGP 4.5 and is eligible for reduced frequency inspections in accordance with CGP 6.2.1. All soil disturbing activities have been completed and/or suspended and the project is actively staffed.

* The next inspection will occur by click to enter a date and reduced frequency inspections will continue to occur **at least once every calendar month (minimum of 7 days separation between inspections)** until further notice.
* **A post-storm event inspection is required** within two business days of the end of a storm event that resulted in a discharge from the site. Post-storm event inspections are required **in addition** to monthly reduced frequency inspections; they do not “reset the clock” between reduced frequency inspections. If a site walkthrough after a storm event determines that no discharge occurred, use a post-storm walkthrough memo as a SWPPP amendment to document that a post-storm inspection was not required per CGP 6.2.1.

Please include a copy of this memo in Appendix K of the SWPPP.

Click to enter DOT&PF Project Engineer name

Click to enter date