

SWPPP Construction Site Inspection Report (Form 25D-100)

Contains:

Instructions for Inspection Report Form 25D-100

Appendix A: Winter Shutdown Preparation and Documentation

Appendix B: Starting Inspections before Spring Thaw

Instructions

The form shall not be altered. Project-specific data that will not change from inspection to inspection, such as the NOI tracking numbers and project name, can be entered electronically. It is also recommended that discharge points and BMPs be entered electronically. Sections 4.3 and 5.0 are not locked, so rows can be added, deleted or re-organized as needed. The “yes” and “no” columns in sections 4.3 and 5.0 must be completed by hand during the inspection. Print the form and complete each item by hand during the inspection. The page numbers at the bottom of the form should fill in automatically when printed; make sure they stay in sequence.

The following instructions describe how to complete each section of the inspection report.

1.0 General Information

1.1 Project Name: Use the project name from the plan sets.

1.2 Project Number: Use the state project number. If there is more than one, use the first one shown on the plan sets. If the form is filled out on a computer, the project number entered in this section will automatically appear in the lower right corner of each page when you save the document. If the form is filled out by hand, the project number must be added to the footer of each page.

1.3 Location: Put the city and state if the project is in a city. If away from a city, use the roadway name with milepost numbers.

1.4 NOI Tracking No.: Enter the unique permit number for both the Contractor and the Department. This number will appear on the DEC email acknowledgement of the eNOI (e.g. AKR10AB12).

1.5 a. Date of Inspection: The actual day, month, and year of the inspection. If the form is filled out on a computer, the date entered in this section will automatically appear in the lower right corner of the document when you save the document. If the form is filled out by hand, the date of inspection must be added to the footer of each page.

b. Start/End Times: Enter the hour and minute the inspection began and the hour and minute the inspection was completed.

1.6 Inspectors' Names: Enter names for both the Contractor's Inspector and the Department's Inspector conducting the inspection. If the names have been pre-entered, check that both are correct each time and are updated to reflect any staffing changes.

Note on joint inspections: Inspections must be conducted jointly, with an inspector from the Contractor and an inspector from the Department. There is an allowance for the rare situation where a joint inspection is impracticable.

Examples:

- One of the inspectors is not on site, access is only by air, and weather has delayed or canceled flights.
- One of the inspectors is sick.
- The project is on a reduced-frequency inspection schedule with no staff on site, the only access to the site is by air, and it is economical to send only one inspector.

When this type of situation arises, the single inspector could be with either the Contractor or the Department. Note on the inspection which entity was not present by writing “not present” in the space for that inspector’s name. The entity that conducted the inspection must transmit a copy of the report to the other entity within three days, and should keep documentation to show the date of transmittal. Both parties must certify the inspection report according to the procedures outlined in Section 6.3 of this document. Finally, add a memo as a SWPPP amendment to document and explain why the inspection was not conducted jointly. This memo should be uploaded to eDocs along with the relevant SWPPP inspection report and kept with the SWPPP.

1.7 Inspectors’ Titles: Enter the title(s) of the qualified person(s) doing the inspection. For the Contractor, this will either be ‘SWPPP Manager’ or ‘Superintendent.’ For DOT&PF, the inspector’s title will be either ‘Storm water Inspector’ or ‘Project Engineer.’

1.8 Inspectors’ Contact Information: Enter the current daytime phone or cell phone number for both the Contractor’s and the Department’s inspectors.

1.9 Inspectors’ Qualifications:

a. Alaska Certified Erosion and Sediment Control Lead (AK-CESCL) Certification number: Enter a current AK-CESCL or equivalent certification number for each inspector. An inspector providing an equivalent certification should indicate which certification is held, as well as the certification number.

b. AK-CESCL Expiration date: Enter the expiration date of the AK-CESCL, or equivalent, certification.

Note on certifications: The CGP requires that individuals conducting storm water inspections have a current AK-CESCL or equivalent certification. The following training and certifications may substitute for AK-CESCL training and certification: CPESC, CESSWI, CPSWQ, or CISEC. These requirements extend to any person acting during staff changes or leave. Individuals using CISEC certification must provide a copy of their expiration date as shown on CISEC’s website along with a copy of the CISEC certificate in the SWPPP.

1.10 Describe Construction Activities: Briefly describe the current construction activity/activities since the last inspection. Use terms like “clearing and grubbing,” “grading,” “filling,” “excavation,” or “foundation pouring.” If there is no construction activity, write “no construction activity,” and if the project is not actively staffed, write “not actively staffed.”

1.11 Type of Inspection: Indicate the type of inspection being conducted. The options are as follows:

- **Regular** is a regularly scheduled inspection. The regular inspection schedule is set in each project's SWPPP to meet the requirements of Section 6.1 of the CGP. A regular inspection is required every seven days in areas of the state that receive 40 or more inches of annual rainfall. Areas of the state that receive less than 40 inches of annual rainfall may conduct a regular inspection once every 14 days.
- **Post-storm event** is an inspection that follows the end of a storm event when required by the CGP and the project's SWPPP. Post-storm event inspections required by the CGP are in addition to the regular inspection, so do not re-set your regular schedule from your post-storm inspection. The only exception would be if the post-storm event inspection happened to fall on the same day as the regular inspection. In this case, check boxes for both regular and post-storm event in section 1.11. The timeframe in which to conduct a post-storm event inspection depends on whether the project is conducting regular inspections or has reduced inspections to every 30 days under DOT&PF's *Standard Specifications Sec. 641-3.03.4*.
 - When conducting regular 14-day inspections per CGP Part 6.1.1.2, a post-storm inspection is required within 24 hours of the end of a storm event that resulted in a discharge of pollutants (including sediment) from the site.
 - When conducting reduced frequency inspections every 30 days per DOT&PF's *Standard Specifications Sec. 641*, a post-storm inspection is required within two business days of the end of a storm event that resulted in a discharge at actively staffed sites. The term "actively staffed" is defined in the CGP on page C1 as, "projects that employ a sufficient number of essential personnel to maintain day-to-day operations at a construction site. Examples of essential personnel include a project engineer, foreman, or inspectors." A project is not actively staffed when the project site is in temporary or final stabilization and there is a project office in the vicinity (across town or otherwise easily accessible) where employees are performing only administrative tasks. Only projects that are actively staffed need to conduct post-storm inspections when inspecting every 30 days.

Under both these conditions, a formal post-storm event inspection is *not* required by the CGP if there was no discharge of pollutants from the site. Even if a formal post-storm event inspection isn't required, an informal walkthrough should be done during or immediately after a storm to assess BMP performance. Inspectors may elect to first do a walk-through of the site in order to determine if discharges have occurred, and:

- If discharges occurred, conduct a formal post-storm inspection of the site as required by the CGP, or

- If discharges did not occur, write a memo as a SWPPP amendment to document that a walk-through of the site revealed that no discharges occurred and, therefore, a formal post-storm inspection using Form 25D-100 is not required by the CGP. The post-storm walkthrough memo should be uploaded to eDocs with the next SWPPP bundle and kept with the SWPPP.
- **Reduced inspection frequency period** is an inspection that is scheduled to occur once every 30 calendar days if the entire site has been temporarily stabilized. Switching to a reduced inspection frequency requires a SWPPP amendment and the approval of the DOT&PF Project Engineer.

Changing inspection frequencies: Any change in inspection frequency must be documented by a SWPPP amendment. To remain compliant with the project’s inspection frequency, do not conduct inspections at the new frequency until the SWPPP amendment has been approved. When resuming inspections before spring thaw, see Appendix B, “Starting Inspections before Spring Thaw.”

2.0 Weather Information

2.1 Describe the weather since the last inspection: check all appropriate boxes on the form.

Documenting weather on reduced frequency inspections: If you are doing a monthly inspection and no one has been on-site to record daily rainfall, data from a nearby weather station or airport may be used to produce a summary of the weather since the last inspection.

2.2 Storm events: If there were any storm events since the last formal inspection, complete the storm event information. A storm event is an event that resulted in more than 0.5 inches of precipitation in 24 hours and is separated from the previous storm event by at least three consecutive days dry weather, defined as less than 0.1 inch of rain per day. The end of the storm is the end of the third day of three consecutive days of dry weather.

Estimated Storm Start Date: Enter the date when the rainfall began and resulted in 0.5 or more inches in 24 hours. If the storm event is continuous and was reported on a previous inspection report, use the same start date, but update the total duration and precipitation to date (see additional instructions and the example below).

Estimated Storm Duration: Enter the duration of the storm event. Total the duration through the end date. If the storm event has not ended by the day of inspection (there have not been three consecutive days of dry weather), only report the total days since the storm start date through the date of inspection. In coastal Alaska where it may rain for days without stopping, the storm duration could exceed 30 days.

Approximate Amount of Precipitation: Enter the total amount of rainfall in inches for each storm event by adding up the rainfall amounts recorded on the project’s Daily Record of Rainfall. If the storm event has not ended, total the precipitation readings since the start date and note that the storm event is ongoing (see example below).

If more than one storm event occurred since the last inspection, this information is required for each storm. Enter each separate storm event in its own column.

Example: A storm event started when it rained 0.7 inches on 6/24/17. A regular seven day inspection occurred the next day, on 6/25/17. The inspection report should record a storm event start date of 6/24/17 with an estimated duration of 2 days (note that the duration is “to date” or “ongoing”). The precipitation total for the day of 6/25/17 would not yet be known at the time of the inspection, so the approximate amount of precipitation should be recorded as 0.74 inches to date. The storm event continued until the end of the third dry day (less than 0.1 in. of rain), which was on 6/30/17. The storm event lasted a total of seven days and produced 1.45 inches of rain. The storm event was only partially documented on the 6/25/17 inspection report, so it also needs to be documented on the 7/2/17 inspection report (see below).

Date	Precipitation, inches	Storm Event Info	Comments	Initials
6/23/17	TR			[Signature]
6/24/17	0.74	Start 1		[Signature]
6/25/17	0.61	2	0.74" to date Inspection	[Signature]
6/26/17	0.10	3		[Signature]
6/27/17	0.0	4		[Signature]
6/28/17	TR	5		[Signature]
6/29/17	0.0	6 End	1.45" total	[Signature]
6/30/17	0.31			[Signature]
7/1/17	0.10			[Signature]
7/2/17	TR		Inspection	[Signature]

Inspection Report #1 from June 25:

Estimated Start Date:	6/24/17
Estimated Duration (#days):	2
Approximate Amount of Precipitation (in):	0.74" to date

Inspection Report #2 from July 2:

Estimated Start Date:	6/24/17
Estimated Duration (#days):	6
Approximate Amount of Precipitation (in):	1.45"

- 2.3 Weather at time of Inspection** Check the appropriate box on the form ('Clear,' 'Cloudy,' 'High Winds,' etc.) and enter the temperature from the project thermometer. If checking 'Other,' add a brief additional written description (e.g. smoke or fog).
- 3.0 Overall Site Issues:** It is likely easiest to complete part 5.0, Site-specific BMPs, first and then complete part 3.0. The reason part 5.0 is later in the form is to allow expansion of the report for projects with many BMPs. If one of these questions is not applicable to the project, explain why it is not applicable; do not simply mark 'N/A.' For example, if using no concrete on the project, the comment column for washout facilities could say "no concrete work at this time." If any of the items in this section require corrective action, follow the guidance in Section 5.0 under 'BMP Action Required/Complete by Date.'
- 3.1 Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?** This addresses all disturbed areas—such as cut slopes, utility trenches, graded areas, stockpiles, etc.—which are not currently active. Consider all the areas of the project site where ground has been disturbed, including staging areas, and disposal or material sites (where the Contractor and DOT&PF are both operators). After work has stopped in an area, either temporary or permanent stabilization must be initiated immediately.

Stabilization is considered "initiated" per CGP 4.5.1.1.3 when methods are used that would result in no bare ground, these methods include armoring, mulching, seeding when mulch is included, using rolled erosion control products, tackifier, or a variety of other methods. Track-walking and/or seeding alone is not considered initiation of stabilization. If an area is still actively being worked, stabilization is not needed until the current work activity in that area ceases, either temporarily or permanently.

It is not necessary to identify a corrective action while still within the period for initiating stabilization measures (for more information regarding this, see the instructions for the SWPPP Grading and Stabilization Activities Log and the CGP Part 4.5).

If a disturbed area requiring stabilization did not have stabilization initiated within the allowable time frame, a corrective action must be identified. Be aware that this situation is not an ordinary corrective action; the project will be out of compliance with CGP 4.5 until stabilization has been initiated.

All disturbed areas and areas needing stabilization referenced in this section must also be listed on the SWPPP Grading and Stabilization Activities Log.

Example 1: All areas are actively being worked except for a disposal site stabilized by successfully established seeding.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.1	Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: Work was temporarily stopped on May 9, 2017 in a portion of the project that is in a precipitation zone of <40 inches. Work will not resume in the next week and no stabilization has been initiated. This inspection occurred on May 9, 2017.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.1	Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/10/17	Initiate stabilization with RECP from station 100+00 - 200+00 LT/RT	CA 25

3.2 Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) required by the SWPPP to be delineated in the field, identified with barriers or markings? Areas that must be left undisturbed need markings or barriers in the field and must also be shown on the plans in the SWPPP.

Example: A culturally significant tree must not be disturbed per the plans and there is nothing in the field around or near the tree to delineate it. Construction activities have started in the area.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) required by the SWPPP to be delineated in the field, identified with barriers or markings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/30/17	Place flagging around the drip line of the cultural tree and add sign saying "do not disturb" at Sta 340+30 LT	CA 3

3.3 Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?

Example 1: All the silt fences, wattles, berms, or other controls are properly installed and functioning around the project perimeter, wherever offsite area is downslope.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: A perimeter silt fence was properly installed but is undercut or no longer adequately buried at a specific location.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/30/17	Retrench SF-2 at Station 110+00 RT	CA 31

3.4 Are storm drain inlets properly protected? All storm drains must have some form of inlet protection (perimeter booms, silt bags, etc.) to prevent discharges into a storm water system. If there are no inlets within the project site, write “No inlets within the project site” in the Comments column.

Example 1: All inlets are protected and control measures are functioning.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.4	Are storm drain inlets properly protected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: One inlet sediment barrier is not sealed and sediment is leaking into the drain.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.4	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/29/17	Replace BMP 34 at storm drain inlet Sta 69+00 RT with a new witch's hat	CA 36

Example 3: There are no storm inlets on the project site.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.4	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		No inlets within project site

3.5 Are the construction exits preventing sediment from being tracked into the street? This is a critical inspection task, as uncontrolled off-site sediment discharges often result in public complaints. Tracking-prevention BMPs may include a rock exit pad and/or tire wash station. Remember that street sweeping alone is not a substitute for a stabilized entrance/exit.

Example: Tracking prevention BMPs are installed but sediment is still being tracked into the street.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.5	Are the construction exits preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/29/17	Replace rock in exit pad (EX-1) at Sta 235	CA 7

3.6 Is trash/litter from work areas collected and disposed of properly? During an inspection, check for trash and litter and have it addressed as soon as possible. Trash/litter should be in covered containers when stored on-site.

Example 1: All trash is contained within covered dumpsters.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.6	Is trash/litter from work areas collected and disposed of properly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: Trash is found on the ground next to one of the project’s dumpsters.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.6	Is trash/litter from work areas collected and disposed of properly?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/28/17	Remove trash at Sta. 43 LT and place in dumpster	CA 44 Remind staff to keep the dumpster lid closed at next training

3.7 Are washout facilities (e.g., paint and/or concrete) available, clearly marked, and maintained? If there are no washout facilities needed within the project site, write “No concrete or paint activity on this project” in the Comments column (see Example 3).

Example 1: The site has concrete work and there is a concrete washout (clearly marked as such and shown in the SWPPP Plan). It is not at full capacity and is not leaking pollutants.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.7	Are washout facilities (e.g., paint and/or concrete) available, clearly marked, and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: Concrete washout containment is available but does not have a clearly visible sign.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.7	Are washout facilities (e.g., paint, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/30/17	Install a sign at the concrete washout, CW1	CA 12

Example 3: There is no concrete or paint activity on the project.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.7	Are washout facilities (e.g., paint, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		No concrete work within project site

3.8 Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or other potential pollutants? Oil spills are common on construction sites, most being small spills resulting from hydraulic fluid leaks, oil changes, or refueling a small engine. However, all spills must be addressed immediately when they occur. When conducting an inspection, a sheen on the ground or on water within or adjacent to the project indicates a spill has occurred. Contaminated soil must be removed immediately. Whether reporting is required and the time frame for reporting depends on the size and location of the spill. Refer to Appendix E of the DOT&PF Alaska SWPPP Guide for DEC spill reporting requirements.

Example 1: No spills are seen during an inspection.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.8	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other potential pollutants?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: An oil stain is seen on the ground under a parked excavator.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.8	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other potential pollutants?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/28/17	Clean up oil-stained gravel from small spill under excavator at the staging yard and initiate repairs on the excavator.	CA 101

3.9 Are materials that are potential storm water contaminants stored inside or under cover?

Example 1: Cement bags, fertilizer bags, paint cans, fuel jugs, etc. are securely stored (with secondary containment) and under cover.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.9	Are materials that are potential storm water contaminants stored inside or under cover?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: Several cement bags are being stored without cover or secondary containment.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.9	Are materials that are potential storm water contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/28/17	Move cement bags into covered storage at BOP	CA 53

3.10 Are non-storm water discharges (e.g., wash water and/or dewatering) properly controlled? A list of the allowable non-storm water discharges is in the CGP. Remember that detergent is not allowed when washing buildings or vehicles.

Example 1: There is a vehicle wash site and you confirm that no detergent is being used.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-storm water discharges (e.g., wash water, dewatering) properly controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: Dewatering is ongoing. The excavation area is not contaminated, as dewatering BMPs are installed to control the discharge, and they are properly maintained.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-storm water discharges (e.g., wash water, dewatering) properly controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 3: The dewatering discharge is being pumped through a silt bag which is rapidly nearing capacity.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-storm water discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/29/17	Replace silt bag SB-1 at dewatering pump	CA 8

3.11 Has Spill Response kit been used since the last inspection?

Example 1: Absorbent pads were removed from the spill kit to be placed under a leaking hydraulic cylinder and new absorbent pads were placed in the spill kit.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.11	Has Spill Response kit been used since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		Small (non-reportable) spill cleaned up when discovered. Kit restocked 6/1/17

Example 2: Spill kit materials were used and were not replaced.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.11	Has Spill Response kit been used since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/30/17	Replace absorbent pads in Spill Kit at office trailer	CA 4

3.12 Are the NOI postings legible, updated, and do they contain the correct information? Check that the NOI postings have not weathered to the point of being unreadable. If there has been a change in the SWPPP location or contact name or number, verify that this information has been updated on the posting.

Example: The SWPPP Manager was replaced and the NOI posting was not updated.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.12	Are the NOI postings legible, updated, and do they contain the correct information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 6/10/17	Add new SWPPP Manager to the Contractor NOI posting	CA 156

3.13 Are erodible stockpiles properly covered and have a perimeter control? During an inspection, check to make sure all stockpiles are stabilized, covered, and are protected with perimeter controls. Stockpiles should be located away from storm water inlets, water bodies, and conveyance channels.

Example: A new stockpile was added at Sta. 220+00LT. It is covered, but needs perimeter controls.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.13	Are stockpiles properly covered and have a perimeter control?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/23/17	Install perimeter controls on the stockpile at Sta. 220+00 LT.	CA 71

3.14 Are any additional BMPs needed? Describe what is needed when an entirely new BMP is required. It could be one planned for in the SWPPP, but not yet installed or it could be one the SWPPP did *not* include, in which case a SWPPP amendment is required.

Example: An unanticipated situation arises where a cut slope is eroding and the solution is to break up the slope length by installing a wattle that was not in the SWPPP.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.14	Are any additional BMPs needed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/30/17	Install wattle at mid-slope on the cut bank at Sta. 220+00 LT	CA 22, SWPPP amendment must be done by 6/3/2017

3.15 Other. Provide any other general notes here that may require documentation but are not addressed elsewhere on the form. If no additional notes are needed, this section and its checkboxes may be left blank.

4.0 Discharge Points. A discharge point is a location where collected and concentrated storm water flows are discharged from the construction site. It is important that ALL discharge points from the site are documented and inspected.

4.1 At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume, or oil sheen)?

Mark 'No' if there is any evidence of pollutant discharges leaving the project site during the inspection, and then mark 'Yes' in "Corrective Action Required?" and explain what needs to be done for both clean up and controlling the source. Describe what happened in the Comments column. Add additional pages to the report as necessary.

If evidence of a pollutant discharge is observed prior to the inspection but nothing is observed physically leaving during the inspection, mark 'Yes' for this question but 'No' for the next question (section 4.2).

Pollutant discharges or evidence of them may be:

- sediment on the wrong side of a silt fence that has traveled to a waterbody
- sediment beyond a vegetative buffer, where the buffer was established to trap sediment and the buffer and area beyond is a wetland (and thus, a water of the U.S.)
- turbid water escaping beyond the project limits and entering a ditch that discharges to a MS4 area
- a plume of turbid water entering a stream or other water of the U.S.
- an oil sheen on water leaving the project site
- drain inlet protection that has failed or is past capacity

If the pollutant was released to water, consider whether the water is storm water, non- storm water or a natural water body (water of the U.S.). If the water body is a stream that passes through a project, even if the stream is polluted only within project limits, the discharge of pollutants is considered to have left the project because the stream is a 'water of the US.' When this occurs, mark 'No' as the response to question 4.1.

Note on reporting discharges as CGP non-compliance: If a discharge to water exceeded Alaska water quality standards, it must be reported as a non-compliance on the Inspection Report (Part 6.2). The Alaska water quality standard for turbidity varies depending on the background turbidity; for more information see DEC 18 AAC 70.020. If you can see the turbidity in a discharge, it likely exceeds the Alaska water quality standard. If in doubt and there is no visible turbidity increase, document that by writing, "No visual evidence of turbidity increase."

24-hour reporting to DEC: If there is a question regarding whether or not a discharge is reportable under the 24-hour requirement, the DOT&PF Project Engineer should immediately confer with the Regional Storm Water Specialist or Statewide Environmental Office. The verbal and written reporting requirement is outlined in CGP Appendix 3.4, Page A11.

Example 1: No sediment deposits are observed in any receiving waters and no sediment is observed on the wrong side of any perimeter controls or other barriers.

	Overall Site Issue	Response	Corrective Action Required?	If Response is No, describe Location. If Corrective Action is required, describe Action and Location	Comments
4.1	At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume, or oil sheen)? (See next page for list of discharge points)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		

Example 2: There is a leak in a drain silt bag and sediment was deposited around the inlet.

	Overall Site Issue	Response	Corrective Action Required?	If Response is No, describe Location. If Corrective Action is required, describe Action and Location	Comments
4.1	At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume or oil sheen)? (See next page for list of discharge points)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date:5/28/17	Clean up deposited sediment outside of drain inlet at NE corner of Main and 7th and replace IP-4	CA 41

4.2 Since the last inspection, are the discharge points and receiving waters free of evidence that pollutants had left the project site (for example, sediment deposits or oily residue)? If there is any evidence of a discharge of a pollutant since the last inspection, mark “No” in the Response column, and then follow the instructions in 4.1.

4.3 **Location of Discharge Points. List the locations of all discharge points.** Section 4.3 of the form is not locked, so the list can be made shorter or longer as needed. To add rows for additional discharge points to the inspection report form, go to the last cell of the last row and hit the tab key. Form fields will disappear when you begin typing in a cell, so the ‘Yes’ or ‘No’ must be circled by hand during the inspection. If one or more discharge points are inaccessible and cannot be inspected, mark ‘No’ under the ‘Inspected?’ column. Check downstream for evidence of pollution and document where this was done.

5.0 **Site Specific BMPs** Section 5.0 is not password protected. Form fields will disappear when you begin typing in a table cell, so ‘Yes’ and ‘No’ boxes must be filled-in by hand.

BMP Identifier: This column is a mandatory entry used to add a code or number for each BMP. The BMP identifiers used must match those used on the SWPPP Site Map, and each must be unique. A BMP identifier should not be changed once it has been assigned.

BMP & Location: BMPs listed in this column must match those on the ground at the time of the inspection. Describe each BMP and its location in this column, using station numbers and offsets where applicable. This includes inlet protection, silt bags, seeded areas, turbidity curtains, stabilized entrances, etc. When a BMP is added to the list, insert a new line with the other BMPs of the same location or project sub-area in order to keep the inspection sequence logical. Grouping BMPs into one line is acceptable when groupings are small, definable, and easy to understand. When grouping, be sure to give one specific location where a corrective action is needed.

Grouping BMPs:

Example 1: A run of silt fence between breaks can be grouped when the breaks are larger than is needed for a driveway or culvert. For example, if silt fence is installed on project right from 944+75 to 955+00, but there is a break in the fence from 951+00 to 952+00 due to site topography, group as follows:

BMP Identifier	BMP & Location
SF-1	Silt Fence 944+75 – 951+00 RT
SF-2	Silt Fence 952+00 – 955+00 RT

Example 2: A check dam series in the same ditch can be grouped. For example, if three check dams are installed in a ditch on the project left from 150+00 to 152+00, they can be grouped as follows, indicating the number of check dams in the series:

BMP Identifier	BMP & Location
CD 1-3	Check Dam Series (3) 150+00 – 152+00 LT

Example 3: Inlet protection at an intersection can be grouped. For example, at the intersection of First Avenue and Main Street, inlet protection is installed in four inlets:

BMP Identifier	BMP & Location
IP-4	Four witch’s hats at intersection of First Avenue and Main Street

BMP Installed? If installed, mark “Yes.” If not installed, mark “No.” Follow up as described below depending on the situation:

BMP Installation: If “No” is marked in this column, no corrective action is needed if the BMP is not overdue (no construction activities have occurred in the area). However, if the BMP is overdue to be installed or was removed for replacement and has not been reinstalled at the time of the inspection,

then complete the required information for a corrective action. A corrective action is also required if “Yes” is marked in the ‘BMP Installed?’ column, but the BMP was installed incorrectly.

Example 1: The BMP needs to be installed but the area where it will be installed will not be disturbed by construction activities for another two weeks.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
SF-1	Silt Fence 944+75 – 951+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		Area not yet disturbed. Install prior to disturbance.

Example 2: The BMP needs to be installed because it was overlooked and construction activities have started in the area.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
SF-1	Silt Fence 944+75 – 951+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 6/21/17	Install silt fence SF-1	CA 7

BMP Removal: Mark “No” in the ‘BMP Installed?’ column if the BMP was removed prior to the inspection. Note in the Comments column “removed on (month/day/year),” and the reason it was removed (e.g. area is stabilized). For the next inspection, it is best to delete the already-removed BMP from the inspection form, though it is acceptable to continue to note that it was removed. If the BMP is installed at the time of inspection, mark “Yes” in the ‘BMP Installed?’ column, even if it is discovered that the BMP needs to be removed. If it requires removal, it might be a BMP corrective action or something to note in the ‘Comments’ column, as described below:

Whether or not a BMP removal is a corrective action depends on the reason for removal. There are three common reasons why a BMP might be removed:

1. the BMP failed or is inadequate;
2. the BMP reached the end of its life; and
3. the inspectors made a discretionary decision to remove the BMP.

1. Failure or Inadequacy: Removing a BMP due to its failure or inadequacy in treating storm water is always a corrective action. The SWPPP must be amended if replacing the BMP with a different BMP.

Failure or Inadequacy	
Corrective Action?	Yes
SWPPP Amendment?	Maybe

Example 1: An inlet protection BMP has failed due to damage and will be replaced with the same kind of BMP.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
IP-NW	Inlet Protection at NW corner of site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 6/12/17	Replace torn witch's hat with new one at IP-NW	CA 23

Example 2: On the 6/10/17 inspection, it is observed that a series of five straw wattles in a ditch have become buried by sediment and are no longer slowing the flow of water. The inspectors decide to replace the wattles with larger and more durable rock check dams that were not called for in the initial SWPPP.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
SW 5-10	Straw wattles at 944+75 – 951+00 RT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 6/12/17	Replace wattles with a series of rock check dams in ditch	CA 23, Needs SWPPP Amendment by 6/17/17

2. BMP Life is Complete: A BMP reaches the end of its life when the project work progresses to a point that it is no longer needed. For many BMPs, this occurs when disturbed areas are permanently stabilized. For others, like BMPs treating dewatering discharges, it is when the activity that made them necessary has stopped. In these cases, the removal is not a corrective action. The SWPPP details installation and removal of BMPs, so when the function of a BMP is no longer needed, it is part of the plan - and not a corrective action - to remove it.

BMP Life is Complete	
Corrective Action?	No
SWPPP Amendment?	No

Example: Concrete work is completed on a project and the washout station has been removed.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
CWO	Concrete washout at NW corner of bridge	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		removed 6/10/17 Concrete work complete

3. Discretionary Removal: Storm water inspectors have the discretion to remove a BMP. In a case where a BMP has not failed or reached the end of its life, but turned out to be unnecessary or redundant due to changes in the project schedule or construction activities, the unneeded BMP can be removed. A SWPPP amendment is required within seven days, along with a corrective action. Both the SWPPP Amendment Log and the Corrective Action Log (if a corrective action is required) should summarize the basis for the unnecessary BMP determination. The Site Map must also be updated.

Discretionary Removal	
Corrective Action?	Maybe
SWPPP Amendment?	Yes

Example 1: The SWPPP calls for silt fencing to be installed as a perimeter control where a large strip of vegetation was to be removed along a road project. The contractors were able to maintain a 50-foot wide vegetative buffer between the disturbed area and the project boundary, and the inspectors decide that, as a result, the silt fence is not necessary.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
SF-3	Silt fence 944+75 – 960+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete-by Date:		SF-3 not needed, 50 ft. veg. buffer is in place. SWPPP Amendment required by 6/20/17

Example 2: In the 6/5/17 inspection report, a rock flume is installed on a slope, but the Project Engineer decided to divert water around the slope instead of down the rock flume. The rock flume is no longer needed.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
3	Rock flume at SW slope	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 6/12/17	Remove rock flume at SW slope (BMP 3)	CA 19, Rock flume not needed. Water is re-routed & flume is dry. SWPPP Amendment required by 6/12/17

BMP Action Required? BMP Actions are actions that correct a problem occurring on the project. These include, but are not limited to:

- repairing a BMP, installing/removing a BMP under certain conditions (see previous section for more detail);
- containing and cleaning a spill;
- placing exposed materials in a proper storage area; or
- removing accumulated sediment more than 1/3 the height of silt fences or more than 1/2 the height of other sediment control measures.

If a BMP action is required, check “Yes,” even if it is repaired immediately. Then document the repair in the SWPPP Corrective Action Log.

Routine maintenance is not considered a corrective action and does not need to be documented on the inspection form. If the routine schedule is not adequate to address an identified concern, then a corrective action is required. For example, if construction waste is taken to the landfill once every two weeks, and a routine landfill trip occurred 4 days ago but the dumpster is already completely full, a corrective action such as an early run to the landfill, a more frequent landfill trip schedule, or installing an additional or larger dumpster is needed.

Complete-by date. Every BMP Action (or every “Yes” checked in this column) must have a complete-by date. The complete-by-date should be entered on the report prior to certification by the Superintendent. Since every situation is different, it is not expected that all of the complete-by dates will be the same for every corrective action.

The Contractor should assign a realistic complete-by date that is in compliance with the CGP and meets other conditions in the contract, which are:

- a) For conditions that are easily remedied (i.e. removal of tracked sediment, maintenance of a control measure, or spill clean-up), initiate corrective action within 24 hours and complete as soon as possible.

b) For all other conditions, meet both of the below requirements:

1. The complete-by date must protect water quality. If the BMP needing action is close to or in a waterbody, then the date must be very soon, preferably the same day as the inspection.
2. The complete-by date must be within seven days of discovery per the CGP Part 8.2.1.2.

If it is known at the time of inspection that an identified corrective action cannot be practicably completed as described above, the Contractor can ask the DOT&PF Project Engineer to approve of a later complete-by date. Describe the circumstance in the 'Comments' column for back-up documentation regarding the decision. If there is a potential for discharge of pollutants, describe and implement additional or alternative BMPs as soon as possible to minimize or prevent the discharge of pollutants until the planned solution is installed and operational.

If BMP Action is required, describe Action and Location: Any time a BMP requires a corrective action, describe what is needed in this column so it is clear to other project staff and regulatory inspectors. If BMPs are grouped together, identify the specific location where the action is needed. Even if the action is done immediately or later the same day, note what was needed. Any BMP action noted on the inspection report must be noted on the SWPPP Corrective Action Log in order to document when each corrective action was completed. Use the same language in the Corrective Action Log, Section 3.0 and Section 5.0 to describe the BMP Action and Location.

In rare cases, a BMP Corrective Action is identified, but it turns out that the corrective action was not needed. If this happens use the 'Description' column in the Corrective Action Log to document the basis for the determination that an action was not necessary in order to comply with Part 8.3.1.2 of the CGP.

Example: Storm water inspectors identified a corrective action to replace a witch's hat that had holes in it, but did not realize that the holes they observed were part of the design. The BMP was functioning as intended and did not need to be replaced.

BMP Identifier	BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
IP-9	Inlet protection Sta 200+25 R	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete-by Date: 5/25/17	Replace torn witch's hat at IP-9	CA 17

Example, continued: Explain why the BMP action was not needed in the Corrective Action Log:

Corrective Action Number	Date Identified (check box if outside inspection)	Description of corrective action, including the following as applicable: <ul style="list-style-type: none"> • Related SWPPP Amendment # • Note if a >2-yr., 24-hr. storm event occurred (see instructions) • All corrective actions require a complete by date and description 	Complete-by Date	Date Complete	Name of Person Documenting Completion
17	5/23/17	Replace torn witch's hat at IP-9 Note: Witch's hat was not torn; holes are part of the design <i>J.D. 5/24/17</i>	5/25/17	N/A	Jane Doe

Comments: Use this column for explanatory notes. It is helpful to cross-reference the corrective action number from the Corrective Action Log when there is a corrective action required.

6.0 Inspection Certification

6.1 Areas of Inspection: To comply with the requirements of the CGP, you must verify that all of the following have been inspected:

- areas disturbed by construction activity
- areas used for storage of materials that are exposed to precipitation
- areas where control measures are installed
- areas where sediments or other pollutants have accumulated or been deposited and may have the potential for or are entering a storm water conveyance system
- all locations where vehicles or equipment enter or exit the site
- areas where storm water typically flows
- all discharge locations
- all portions of the site where temporary or permanent stabilization has been initiated

If any required area was not inspected, mark “No” and list the area(s) missed, and then explain why they were missed. If a required area was missed during an inspection, unless it was missed due to a documented access or safety issue, this is a CGP non-compliance that must be documented in Section 6.2.

All areas need to be inspected until final stabilization is achieved. During an inspection, if it is determined that portions of an area have reached final stabilization, but construction activity remains on other portions of the site, inspection of the area that reached final stabilization can be suspended by the DOT&PF Project Engineer per CGP 6.2.2. Note the suspended area in the ‘Comments’ column of the inspection report. On future reports, either delete the BMPs listed for this area from the report, or continue to mark “stable” in the ‘Comments’ column. Note that the CGP requires that inspections be resumed in areas previously indicated to be finally stabilized within two business days of the end of a storm event that resulted in a discharge from these portions of the site. This requirement is only for actively staffed sites.

Example: Every part of the site was inspected except for one discharge site that was inaccessible due to flooding.

6.1 Areas of Inspection		
Did you inspect all areas of the project that are required to be inspected by the CGP including areas disturbed by construction activity, areas used for storage of materials that are exposed to precipitation, areas where control measures are installed, areas where sediment or other pollutants have accumulated or been deposited and may have the potential for or are entering a storm water conveyance system, locations where vehicles enter or exit the site, areas where storm water typically flows, points of discharge from the site, and portions of the site where temporary or permanent stabilization has been initiated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If you did not inspect any required areas, list those locations here and explain why they weren't inspected. Discharge Point #11 could not be accessed due to flooding. We observed about 100 feet downstream of its location and did not see any evidence of pollution.

6.2 Project Compliance: Either check the box to certify compliance with the CGP or, if not compliant, leave the certification box blank and describe the non-compliance. There may be more than one incidence of non-compliance. All must be summarized on this page.

Conflict Resolution regarding Non-compliance: If the Contractor and the Department disagree as to whether the project is in compliance with the permit, elevate the issue to a supervisor immediately.

Certification Statement: A SWPPP Manager or Storm Water Inspector may conduct the inspection and enter data on the inspection report, but only the Contractor's Superintendent and the DOT&PF Project Engineer have the delegated authority to certify the Inspection Report per CGP 1.12 and 641-3.03.

First, the Contractor's Superintendent certifies the original Inspection Report within three calendar days of the inspection. Then, the Project Engineer certifies the original within three working days of the Superintendent. The Project Engineer makes a copy of the certified report for DOT&PF, and returns the original to the Contractor. The Contractor keeps the certified original report with their SWPPP.

Reviewing and changing inspection reports: Before they certify a report, the Superintendent and Project Engineer need to check that the form is filled out completely, there are no contradictory notes, all BMP actions noted on the Inspection Report have been added to the SWPPP Corrective Action Log, and all corrective actions are done no later than their assigned complete-by dates.

If the Superintendent identifies a minor error or omission before certifying the report, the minor error or omission may be corrected prior to giving the report to the Project Engineer. If the Project Engineer identifies a minor error or omission after the Superintendent has certified the report, any changes made to the report by the Project Engineer to correct the error will result in the Superintendent having to re-sign and date the changed report in the space below the original signature. Each change to the inspection report should be dated and initialed by the individual making the change. Minor errors corrected this way are not reported as non-compliance.

Minor omissions or errors that can be corrected include:

- An inspector recorded their AK-CESCL certification number or expiration date incorrectly
- An inspector's name was incorrect or unclear
- A BMP was marked as in place but had already been removed
- A box was left blank or neither the 'Yes' or the 'No' box is checked
- Inspection end-time was not recorded
- Omission of a complete-by date for a corrective action
- Omission of the description of a corrective action when the 'Yes' box is checked indicating a BMP action is needed

All corrections must reflect the conditions observed during the inspection.

After both the Superintendent and Project Engineer have certified the Inspection Report and it has been uploaded to eDocs, any errors or omissions that are found may be reportable as non-compliance and/or result in the assessment of liquidated damages.

Some errors and omissions cannot be corrected because they result in permit non-compliance at the time of the inspection. Examples include:

- A BMP was not inspected
- An area that required inspection was not inspected (required areas are listed on the Inspection Report Form, Part 6.1)
- A BMP is omitted from the inspection report and there is no documentation demonstrating it was inspected
- A discharge location was not inspected

These errors or omissions should be documented in the SWPPP when they are discovered. Prepare a memo to explain the error and document the details of how the error has been addressed. To satisfy the signature requirement in CGP 1.12, the Superintendent and Project Engineer should sign and date the addendum memo using the same CGP Certification Statement found on Form 25D-100. Attach the memo to the inspection report in which the error occurred and update the SWPPP Amendment Log to reflect the addition of the memo. The addendum memo does not relieve the Contractor of liquidated damages that may have been incurred as a result of the error on the original certified inspection report.

SWPPP Construction Site Inspection Report (Form 25D-100) APPENDIX A Winter Shutdown Preparation and Documentation

Guidance Applicable to All Projects

This guidance is intended to describe how to comply with the CGP 6.2.3 option to “stop inspections fourteen (14) calendar days after the anticipated fall freeze-up.”

Preparing for Winter Shutdown

A permittee who plans to cease construction during the winter and resume construction the next summer must plan for winter shutdown and prepare their site to manage storm water flows until construction activities resume. Anticipated freeze-thaw dates can be found in Section 3.2 of the project’s SWPPP.

Ensure the following measures are completed prior to fall freeze-up until construction activities resume per CGP 4.12:

- Temporary or final stabilization for conveyance channels
- Temporary or final stabilization for disturbed slopes, disturbed soils, and soil stockpiles; and
- Proper installation of erosion and sediment control measures in anticipation of spring thaw.

Remember that **frozen ground alone is *not* considered an acceptable control measure for stabilization**. If frozen ground conditions or snow cover on the site prior to the anticipated fall freeze-up date prevent the initiation of stabilization measures listed above, the stabilization measures must be initiated as soon as practicable following the actual (rather than the anticipated) spring thaw.

A SWPPP amendment is required in order to cease inspections and enter into winter shutdown. An optional template memo is available on the DOT&PF construction forms webpage:

http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml

If you choose not to use this template, be sure to document the same information regarding winter shutdown that is contained in the template.

SWPPP Construction Site Inspection Report (Form 25D-100) APPENDIX B

Starting Inspections Prior to Spring Thaw

Guidance Applicable to All Projects

This guidance is intended to describe how to comply with the 2016 Construction General Permit Part 6.2.3 to “resume inspections at least twenty-one (21) calendar days prior to the anticipated spring thaw.”

Resuming Inspections and Accessibility

No later than the date identified in the SWPPP as 21 calendar days prior to the anticipated spring thaw:

- If the site is accessible, conduct an inspection even if the site is suspected or known to be completely frozen or covered in snow.
- If the site is impracticable to access on that date (e.g. due to winter road closures or weather safety concerns), then draft a SWPPP amendment on or before that day to revise the planned start-up date. In the memo, describe the current site conditions and accessibility issues, and assign a new date to resume inspections. Continue to monitor and record the weather and access conditions to ensure that the pre-thaw inspection is conducted as soon as practicable.

After conducting the pre-thaw inspection, resume inspections per CGP Part 6.1 or Part 6.2.1. Note that you will need to amend your SWPPP to document the change in inspection frequency.

Pre-Spring Thaw Inspections during Frozen or Snow-covered Conditions

During the inspection, frozen or snow-covered conditions should be noted on the Inspection Report as follows:

Section 1.10 Describe construction activities: Note that no activities are occurring and the project is in winter shutdown.

Section 1.11 Type of Inspection: It should be noted that this is the pre-thaw inspection.

Section 2.2 Storm Events: If the project has been in winter shutdown, and the Engineer waived the requirement to update the Daily Record of Rainfall, resume recording rainfall data as outlined in the Daily Record of Rainfall Instructions. If a storm event started on or after the day you resumed recording rainfall data, then you need to fill in the storm events since the last inspection part.

Section 2.3 Weather at time of Inspection: Be sure to include the temperature, as this is the best indication that the site is experiencing freezing conditions. Also note the extent of snow cover if present.

Sections 3.0 and 5.0 Overall Site Issues and Site Specific BMPs: Note each site issue and BMP. Do not assume all BMPs are hidden beneath snow cover, as some may be visible due to snow drift or other site conditions. If BMPs are covered with snow, indicate that they are in place and do not need corrective action, then note in the comments column that the BMPs were not visible due to snow cover at the time of the inspection.