



**CONSTRUCTION STORM WATER POLLUTION PREVENTION PLAN
FIELD INSPECTION AND MAINTENANCE REPORT**

- TCEQ TPDES CGP
- EPA NPDES GCP

Inspection of Controls Report

Complete this form every seven days and retain in your SWP3.

General Information

Name of Project:		EPA CGP Tracking No.:	Inspection Date:
		TCEQ Authorization No.:	
Date of Last Rainfall:	Amount of Last Rainfall:		
Inspector Name, Title & Contact Information			
Present Phase of Construction			
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)			
Inspection Frequency <i>(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply.)</i>			
Standard Frequency: <input type="checkbox"/> Weekly			
Increased Frequency: <input type="checkbox"/> Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)			
Reduced Frequency:			
<input type="checkbox"/> Once per month (for stabilized areas)			
<input type="checkbox"/> Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)			
<input type="checkbox"/> Once per month (for frozen conditions where earth-disturbing activities are being conducted)			
Was this inspection triggered by a 0.25" storm event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, how did you determined whether a 0.25" storm event has occurred?			
<input type="checkbox"/> Rain gauge on site <input type="checkbox"/> Weather station representative of site. Specify weather station source:			
Total rainfall amount that triggered the inspection (in inches):			



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Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5?

Yes No

If "yes", complete the following:

- Describe the conditions that prevented you from conducting the inspection in this location:

Location(s) where conditions were found:

<i>Inspection Type:</i>	<i>Inspected? (Y/N)</i>	<i>Areas of Concern (Describe in detail in the narrative section)</i>
Disturbed Soil Areas	<input type="checkbox"/> <input type="checkbox"/>	
Material Storage Areas	<input type="checkbox"/> <input type="checkbox"/>	
Structural Controls	<input type="checkbox"/> <input type="checkbox"/>	
Sediment & Erosion Controls	<input type="checkbox"/> <input type="checkbox"/>	
Entrance(s) and Exit(s)	<input type="checkbox"/> <input type="checkbox"/>	

Discharges:

<i>Nature of discharge (silt, gravel, sand, other pollutant)</i>	<i>Location on-site of discharge</i>



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Stabilization:

When construction activities cease on a disturbed portion of the site for 21 or more days, stabilization must be initiated within 14 days unless excepted by Part III.F.2(b)(iii) of the CGP. Indicate the stabilization measures taken.

Station Number	Left or Right of Center Lane	Stabilization Measure	Date Initiated	Other Notes



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Best Management Practices Inspected: *Add additional rows if needed.*

<i>BMP</i>	<i>Station Number</i>	<i>Left or Right of Center Line</i>	<i>OK (no action required)</i>	<i>BMP failed (describe failure)</i>	<i>Failure due to Maintenance or Improper Design?</i>	<i>Describe corrective actions needed (include schedule)</i>
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			



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<i>Additional BMPs Needed</i>			
Station Number	Left or Right of Center Line	<i>Best Management Practice</i>	<i>Replacing Existing BMP? (include schedule)</i>



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Uninstalled/Missing BMPs (per SWP3)

Station Number	Left or Right of Center Line	<i>Best Management Practice</i>	<i>Schedule for installing BMP? (or reason for change)</i>



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SWP3 Updates and Required Recordkeeping Practices

Yes No

- Complete all required text fields. Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- Use your site map to document inspection findings. In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- Sign and certify each inspection report. Each inspection report must be signed and certified by the permittee to be considered complete. Where your inspections are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- Include the inspection form with your SWPPP. Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.

Retain copies of all inspection reports with your records. You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.1.7.3 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.



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TPDES Inspection Certification

TPDES Certification

Check One and Complete Signature.

- With the corrective actions noted (if any), the site is in compliance with the CGP regulations and the SWP3.
- The site is in potential non-compliance with the CGP regulations and/or the SWP3. Potential non-compliance issues are described below:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Representative's Name (Print clearly):	Title	Date
Representative's Signature:		
Representative's Organization:		
Certification Number:		



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NPDES Inspection Certification

(Natural gas line projects in Texas are regulated by the EPA)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Permittee or
"Duly Authorized Representative": _____

Date: _____

Printed Name and Affiliation: _____

Contractor Notification (City Inspector Use Only)

Furnish a copy of this inspection report to the Contractor within one calendar day of the inspection. Corrective actions must be taken as soon as possible and before the next anticipated rain event, but in no case later than 7 calendar days after being able to access the site. If corrective actions are not made within this timeframe and become potential noncompliance issues, other work on the project may be suspended by the Engineer.

Time charges will continue until the project is brought into compliance and documentation of corrective action is provided. This in no way releases the contractor of liability for noncompliance.

Contractor's Representative's Name (Print clearly):	<u>Title</u>	<u>Date:</u>
Contractor's Representative's Signature:		

COSA's Representative's Name (Print clearly):	<u>Title</u>	<u>Date:</u>
COSA's Representative's Signature:		