

## WEEKLY VISUAL INSPECTION SOP

This SOP has been added to our Utilisync Inspection form

### PREPARATION

- Bring smartphone/tablet to file Public Works Weekly Inspection Form and take pictures.
- Identify assigned locations to inspect per Public Works Inspection map
- Become familiar with potential pollutants that are related to the City's division i.e. chemicals, leaking equipment/vehicles, garbage, sediment/dirt/materials etc...

### PROCESS

- Look for chemical spills or evidence of spills and take photos (under all vehicles/equipment)
- Look for areas lacking good housekeeping (trash, sediment tracking onto impervious areas, materials not stored properly) and take photos
- Look in Storm drain inlets and outlets for trash, sediment, and/or chemicals.

### CLEAN-UP

- Assign cleanup tasks to each department to address any spills or other housekeeping tasks.
- Make sure all departments have followed up with deficiencies prior to next weekly inspection.

### DOCUMENTATION

- Fill out Utilisync form completely and submit as "draft".
- Make sure that all deficiencies have corrective actions listed before submitting utilisync form as "final".
- Store final report in appropriate folder of SWMP.