

## SWPPP Inspection Standard Operating Procedure

### Pre-inspection Items

- Contact Site Superintendent or Project Manager or designated SWPPP contact at least 1 day before you plan to visit site to make sure a copy of their SWPPP and SWPPP map are available.
  - Review previous municipal inspection forms – are there reoccurring problems?
  - Proper equipment
    - Hard hat
    - Vest
    - Safety shoes
    - Safety glasses/Sun Glasses
    - Camera
    - GPS unit?
    - Inspection form (Utilisync)
    - Inspector credentials/business cards
- > Smartphone/Tablet

### On-Site before inspecting site

- Review SWPPP – updates and changes
- Review any specific concerns
- Check contractors inspection forms to make sure they are doing their required weekly inspections.

### Inspection

- Use Utilisync inspection Form (same as state)
  - Is all site information correct? (Site contacts, UPDES Permit number and expiration date, information... etc)
  - Go over each question
  - Select “Passed” or “Failed”. If inspection failed insert “Correction due by” date
  - Number issues in “Items from this inspection”
  - Make note to have SWPPP contact email back a copy of signed report if SWPPP contact was not present.
  - Select all applicable SEV codes
- Take photos of issues and provide comments
- Select whether form is “Draft” or “Final”
- Review findings with projects SWPPP contact and obtain signature (if not present then make sure to get a signed copy back before the next SWPPP inspection)

## Post Inspection

- Review inspection form
  - Are all the information fields complete and correct?
  - Have all the questions on form been addressed?
  - Are all photos of problems uploaded and commented?
  - Has a follow-up SWPPP Inspection been scheduled in (if required)? An automatic outlook calendar event will be created and sent to all emails.
- Click “Submit form” to email a PDF report to site SWPPP contact, Draper City Stormwater Specialist, and yourself.
  - If SWPPP contact was not present, obtain a signed copy of form and send to Stormwater specialist (electronic signature is fine)
  - Store all emails/reports in correct SWMP folder. An outlook email folder is best for emails so that you can access previous inspection reports from your mobile device.

## Follow-up

- Perform follow-up inspections (if required) until all SWPPP corrective action items have been addressed using the UPDES SWPPP Compliance Inspection form.
  - Make note on inspection form that this is a follow-up inspection
  - Use enforcement mechanisms [Warning Notice, Notice of Violation (NOV), Administrative Order (AO), Stop Work Order (SWO), Citation] to obtain compliance
- Follow “Post Inspection” step for documentation