

NPDES Compliance Inspection Manual

Appendix X



EPA Publication Number: 305-K-17-001
Interim Revised Version, January 2017



Appendix X – NPDES Industrial Storm Water Investigation and Case Development (Construction)

Background Information (complete in field)

National Database Information			General	
Inspection Type	W		Inspector Name	
NPDES ID Number			Telephone	
Inspection Date			Entry Time	
Inspector Type (circle one)	EPA	State	EPA Oversight	Exit Time
Facility Type (circle one)	Commercial/Industrial Residential Municipal		Signature	

Facility Location Information					
Name/Location/Mailing Address					
GPS Coordinates	Latitude		Longitude		
Receiving Water(s)					
Disturbed Area		Start Date		Stop Date	

Contact Information		
	Name(s)	Telephone
Name(s) and Title(s)/ Role(s) of All Parties Meeting the Definition of Operator		
Facility Contact		
Authorized Official(s)		

Site Information: (circle all that apply)							
Nature of Project	Residential	Commercial/Industrial	Roadway	Private	Federal	State/Municipal	Other
Construction Stage	Clearing/Grubbing	Rough Grading	Infrastructure	Building Construction	Final Grading	Final Stabilization	

Basic Permit Information			Basic SWPPP Information		
Permit Coverage?	Y	N	SWPPP on-site	Y	N
Permit Type	General	Individual	SWPPP Satisfactory*	Y	N
NOI visibly posted at entrance?	Y	N	SWPPP Implementation Satisfactory	Y	Y
Construction sign visibly posted at entrance?	Y	N	*A Satisfactory SWPPP must be both current and complete (see pages 3-6 of this checklist).		
Are instructions posted for obtaining the SWPPP and contacting permit authority if indicators of pollution are observed? (CGP section 1.5)	Y	N			
Copy of permit on-site?	Y	N			
NOI Date					

SWPPP Review (can be completed in office)

General	Notes:		
Is there a SWPPP?	Y	N	
Is a copy of the SWPPP on-site?	Y	N	
Was the SWPPP designed specifically for the construction site?	Y	N	
Did all "operators" sign the SWPPP?	Y	N	
Did the signatures include the certification statement?	Y	N	
Were the signatories authorized to sign?	Y	N	
Have modifications been made to the SWPPP?	Y	N	
Are the dates of all SWPPP modifications maintained within the SWPPP?	Y	N	

Do the records of modifications include the name of the person authorizing each change and a brief summary of all changes?	Y	N	
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Site Description			Notes:
Is there a site description?	Y	N	
Nature/sequence of construction activity?	Y	N	
Total area of site and total area to be disturbed?	Y	N	
Pre/post runoff coefficient/soils description?	Y	N	
Operator evaluation of Endangered Species Act requirements?	Y	N	
Name of receiving water(s) or MS4 listed?	Y	N	
Is the receiving water a tributary to waters of the U.S.? (if "yes" indicate name of tributary)	Y	N	
Is there a site map?	Y	N	
Drainage patterns/outfalls on map?	Y	N	
Area of soil disturbance on map?	Y	N	
Location of major structural controls on map?	Y	N	
Location of storm water discharges to a surface water on map?	Y	N	
Location of materials or equipment storage on map (on-	Y	N	

SWPPP Review *(continued)*

Controls to Reduce Pollutants		Notes:	
Does the SWPPP include a description of interim and permanent <i>stabilization practices</i> (e.g., seeding, mulching, riprap for the site)?	Y	N	
Does the SWPPP identify the contractor(s) and timing by which <i>stabilization practices</i> will be implemented?	Y	N	
Does the SWPPP include a description of <i>structural practices</i> (e.g., off-site vehicle tracking, silt fences, sediment traps, storm drain inlet protection) for the site?	Y	N	
Where the <i>structural practice</i> is a sediment basin that drains over 10 acres, is it adequately designed? (3,600 cu. ft./acre x total drainage acres)	Y	N	
Does the SWPPP identify the contractor(s) who will implement the <i>structural practices</i> ?	Y	N	
Does the SWPPP identify <i>storm water management</i> measures to address storm water runoff once the construction is completed (e.g., retention ponds, velocity dissipation controls)?	Y	N	
Does the SWPPP describe maintenance procedures for these controls?	Y	N	
If treatment chemicals (polymers, flocculants, etc.) are used, are they being applied properly?	Y	N	
If cationic treatment chemicals are authorized, does the SWPPP contain required description of controls and implementation procedures, etc.?	Y	N	

Inspections		Notes:	
Does the SWPPP describe inspection procedures?	Y	N	
Is the inspection schedule at least once every seven (7) calendar days; or once every fourteen (14) calendar days and within twenty-four (24) hours of the occurrence of a storm event of 0.25 inches or greater?	Y	N	
Does the Permittee determine if a storm event of 0.25 inches or greater has occurred on-site? How?	Y	N	
Does the Permittee complete an inspection report within 24 hours of completing any site inspection?	Y	N	
Does the Permittee keep a current copy of all inspection reports at the site or at an easily accessible location?	Y	N	
Do the inspection reports contain the inspection date?	Y	N	
Do the inspection reports contain a summary of inspection findings?	Y	N	
Do the inspection reports contain names and titles of personnel making the inspections?	Y	N	
Are the inspection reports signed and certified by an authorized person?	Y	N	

Corrective Actions		Notes:	
Does the Permittee complete a corrective action report for each corrective action taken?	Y	N	
Do the corrective action reports state follow-up actions taken	Y	N	

Corrective Actions			Notes:
Do the corrective action reports state a summary of modifications to stormwater controls?	Y	N	
Do the corrective action reports note whether SWPPP modifications are required as a result of the corrective action?	Y	N	
Does the Permittee keep a current copy of all corrective action reports at the site or at an easily accessible location?	Y	N	

SWPPP Implementation *(complete in field)*

General	
Site Description	<i>(include description of areas exposed to rainfall/runoff, drainage patterns & direction of flow)</i>

Stabilization Practices	
Any unprotected/ exposed slopes/areas without vegetation, mulch or matting for more than 14 days after construction	<i>(indicate "yes" or "no"; if "yes", how long without such?)</i>

Stabilization Practices	
List stabilization practices employed at site.	<i>(e.g., seeding, mulching, geotextiles, sod stabilization)</i>
Stabilization practices properly applied in a timely manner and adequately maintained?	<i>(indicate "yes" or "no"; explain if necessary)</i>
List structural controls employed at the site. (e.g., silt fences, hay bales, storm drain inlet protection, sedimentation pond, rip rap, check dam, diversion structure)	<i>(provide a brief description for each)</i>

Stabilization Practices	
Discuss how the structural controls are, or are not, appropriate for the site.	<i>(i.e., silt fence installed in a live stream)</i>
Are structural controls installed according to good engineering practices?	<i>(indicate "yes" or "no"; explain if necessary)</i>
Are structural controls properly maintained? (i.e., are inlet protection measures replaced when clogged)	<i>(indicate "yes" or "no"; explain if necessary)</i>

Stabilization Practices	
Are structural controls implemented according to the SWPPP?	<i>(indicate "yes" or "no"; explain if necessary)</i>

SWPPP Implementation *(continued)*

<u>Non-Structural Controls</u>	
Good Housekeeping	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Vegetative Buffer	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Materials & Chemical Storage	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Equipment Wash/ Maintenance Area	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Concrete Washout Areas	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>

SWPPP Implementation *(continued)*

Other Controls	
Street Cleaning	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Off-site Vehicle Tracking	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>
Spill Cleanup	<i>(indicate whether all spills are cleaned up immediately)</i>
Storm Water Outfalls	<i>(indicate whether outfalls identified correspond with the site map)</i>

Other Controls	
Waste Disposal Practices	<i>(provide brief description and whether appropriate /properly maintained; if N/A, so state)</i>

Miscellaneous	
Evidence of sediment or other pollutants in the discharge?	
Evidence of Sediment Deposition to Surface Waters	<i>(provide brief description)</i>
Does the SWPPP reflect current site conditions?	<i>(indicate "yes" or "no"; explain if necessary)</i>

Photograph Log
1.
2.
3.
4.