



## Records Review Checklist for Storm Water Discharges Associated with Construction Activity

*This form is intended for use during the Records Review portion of a compliance evaluation inspection for a permitted construction project under the General Permit for Storm Water Discharges Associated with Construction Activity.*

### **Entry/Introduction Information**

- Permit Number:
- Permit Authorization Date:
- Site/Project Name:
- Project Location:
- County:
- Decimal Degrees @:
- State Receiving Waters (include MS4 if applicable):
- SIC code(s):
- Owner / Operator:
- Mailing Address:
- Phone:
- SWPPP Administrator:
- Phone / Email:
- Inspector / Agency:
- Personnel/ Position(s) @ Inspection:
- Inspection Date:
- Arrival Time:
- Departure Time:
- Weather Conditions:
- Construction Start/End Dates:
- Current Phase of Project:
- Total Project Area:
- Area of Disturbance:

### **Records Review**

*Copies of the following records must be maintained on-site by the SWPPP Administrator.*

*Are the following records available for review during the inspection?*

*Yes No N/A*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the general permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the completed and signed NOI form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the Department's Confirmation Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the signed SWPPP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BMP installation and design standards for all BMPs installed and detailed in the SWPPP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP Delegation Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP Administrator(s) Training Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP Revision/Update Log
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noncompliance Reports

Notes:

**Inspection Records**

*Are inspections being completed? Note: Inspection schedule is either weekly or bi-weekly and precipitation and snowmelt events*

*Yes No N/A*

			Once every 14 calendar days
			After precipitation or snowmelt events (W/in 24 hours of a precipitation event of .25" or greater after snowmelt)
			Weekly
			During Periods of temporary shut down – if so, note periods of shut down

Notes:

*Are inspection records documenting the following?*

*Yes No*

		Required information specified in Part 2.3.4 of the general permit
		Instances of noncompliance
		Maintenance on installed / implemented Best Management Practices
		Repair on installed / implemented Best Management Practices
		Replacement of installed / implemented Best Management Practices
		Installation of new Best Management Practices

Notes:

**Storm Water Pollution Prevention Plan (SWPPP)**

*SWPPP: Does the SWPPP clearly define and/or document the following?*

*Yes No*

		SWPPP Administrator(s)
		Inspection and maintenance procedures
		Updates to reflect current site conditions
		Construction Activities, BMP Scheduling, and Phasing

Notes:

*Site Description: Does the SWPPP clearly describe the construction activity?*

*Yes No N/A*

			Nature of construction activity
			Description of support activities
			Total site area
			Area expected to undergo disturbance

			Character and erodibility of soil(s), other earthen material(s), and cut and fill material(s)
			Run-off coefficient (applicable to construction projects 5 acres or greater)
			Name(s), size of drainage area(s), and location(s) of each outfall
			Description of existing vegetation and estimate of the percentage of existing vegetation

Notes:

*Site Map: Does the SWPPP contain a map(s) which identifies?*

Yes No N/A

			Site Boundaries
			Locations and types of construction support areas
			Locations of ground-disturbing activities
			Preconstruction topography – including state surface waters receiving discharges from the construction project
			Drainage pattern(s) and flow directions (use arrows) of storm water and authorized non-storm water flow onto, over, and from the site property before and after major grading activities, including lines showing boundaries between different drainage areas
			Storm water, and allowable non-storm water discharge locations and types, including the locations of any storm drain inlets and where storm water or allowable non-storm water will be discharged to state surface waters
			Municipal separate storm sewer systems, where the construction activity's storm water discharges are into them
			Locations and sources of run-on to the site from adjacent property that may contain potential pollutants (including sediment)
			Locations of areas of cut and fill
			Locations of areas which are to remain undisturbed including vegetative buffer areas
			Locations of existing vegetation or other pre-existing ground stabilization measures prior to construction (such as forest, pasture, lawn, pavement, structures)
			Approximate slopes before and after major grading activities. Note areas of steep slopes both before and after grading
			Locations where sediment, soil, or other construction and building materials will be stockpiled
			Locations of fueling, vehicle and equipment maintenance, and/or vehicle cleaning and washing areas
			Locations of concrete washout and other waste management areas
			Locations of ground water or other construction dewatering activities and discharges
			Designated points on the site where vehicles will exit onto paved roads
			Locations of other potential pollutant-generating activities not specified elsewhere
			Locations of all structural and non-structural BMPs for potential pollutants other than sediment
			Locations and specific types of all temporary or permanent erosion and sediment control BMPs
			Locations and specific types of all storm water control BMPs, including impoundments or conveyances such as retention and detention ponds, ditches, pipes, and swales
			Locations of structures and other impervious surfaces upon completion of construction
			Map scale
			North arrow
			Map legend

Notes:

*Pollutant Sources: Does the SWPPP clearly define pollutant sources?*

Yes No N/A

Yes	No	N/A	
			Disturbed and stored soils
			Vehicle tracking of sediments
			Vehicle trucking of sediments
			Management of contaminated soils
			Outdoor storage activities (building materials, fertilizers, chemicals, etc.)
			Loading and unloading operations
			Vehicle and equipment maintenance and fueling
			Significant dust or particulate generation
			Routine maintenance activities involving fuels, oils, solvents, pesticides, herbicides, fertilizers, detergents, etc.
			On-site waste management practices (waste piles, liquid wastes, dumpsters, etc.)
			Concrete truck and equipment washing
			Dedicated asphalt and concrete batch plants
			Non-industrial waste sources (worker trash and portable toilets)
			Demolition materials
			Other non-storm water discharges
			Other areas or procedures where potential spills can occur

Notes:

*Description of Best Management Practices: Does the SWPPP clearly describe and locate, when applicable, the following BMPs?*

Yes No N/A

Yes	No	N/A	
			Structural BMPs for Erosion and Sediment Control
			Non-Structural BMPs for Erosion and Sediment Control
			Materials Handling
			Dedicated Concrete or Asphalt Batch Plants
			Vehicle Tracking Control
			Waste Management and Disposal, Including Concrete Washout
			Stabilization Measures
			Minimization of Ground Disturbance
			Ground Water Dewatering
			Operational Controls
			Spill Prevention and Response Procedures
			Off-Site Vehicle Trucking of Sediment

			Local Sediment and Erosion Control Requirements
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Notes:

*Final Stabilization: Does the SWPPP clearly describe all procedures and BMPs to be used to achieve final stabilization?*

*Yes No N/A*

			Seed selection
			Application method(s)
			Soil preparation
			Soil amendments
			Soil stabilization measures
			Sediment control BMPs

Notes:

*Post Construction Storm Water Management: Does the SWPPP clearly describe BMPs to be used to control storm water and potential pollutants in storm water discharges after construction activities are complete? The description must include all applicable local requirements.*

*Yes No N/A*

			Storm water detention structures
			Storm water retention structures
			Storm water run-on / diversion devices
			Infiltration devices and techniques
			Low impact development (LID) devices and techniques
			Green infrastructure

Notes: