

# Instructions for the Construction Site Stormwater Inspection Report Form

## Purpose

The Arizona Department of Transportation has developed this standard Construction Site Stormwater Inspection form to assist you in preparing inspection reports that comply with Arizona Department of Environmental Quality's (ADEQ) 2020 Construction General Permit (CGP). Refer to CGP, Part 4 for full inspection and documentation requirements. You may supplement the inspection report form with additional information, forms or drawings, as necessary to include the specific circumstances of your project.

Actual obligations of the regulated construction activities are determined by the relevant provisions of the permit, not by this form. In the event of a conflict between this form and any corresponding provision of the 2020 CGP, the permit's requirements shall prevail.

## Instructions for Using the Inspection Report Form

This Inspection Report form is intended for use in the field and filled out either by hand or electronically. If you will be filling out the form electronically, please use the fillable PDF.

The form may be customized to include the specifics of your project in order to make your inspection reports complete. Do this by adding extra pages from the appropriate sections of the form, or by adding maps, or blank sheets with additional information.

It is important the appropriate sections are completed fully for each site inspection. Contact the Engineer for the project if you have further questions on completing the inspection form.

## Section-by-Section Instructions

Specific instructions follow corresponding to each section of the report form. These instructions provide you with more details in terms of what ADOT expects to be documented in these reports.

### Project Information Section

*Project Name/TRACS#:* Enter the name for the project and the ADOT TRACS number assigned to the project.

*ADEQ Authorization No.:* Enter the authorization number that was assigned to your NOI application for permit coverage.

*Inspector Name and Title:* Provide the name and title of the person(s) that conducted this inspection.

*Present Phase of Construction:* If this project is being completed in more than one phase, indicate which phase it is currently in.

### Inspection Details Section

*Inspection Date:* Enter the date you conducted the inspection.

*Start Time/End Time:* Enter the starting and ending times of the inspection.

*Adverse/Unsafe Conditions:* If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site".

### Reason For Inspection Section

*Routine Schedule:* Check the box that describes the inspection frequency that applies to you. It is possible for a project site to be subject to different inspection frequencies in different areas of the site. Check all the inspection frequencies that apply to your project. Consult CGP, Part 4.2 for the applicable inspection frequencies.

*Outfalls within 1/4 mile upstream of an impaired water or Outstanding Arizona Water (OAW):* Check box if any portion of the project is within 1/4 mile upstream of an impaired water or OAW.

*Reduced Schedule:* Check box if the site or portions of the site have been temporarily stabilized and qualify for a reduced inspection schedule as described in CGP, Part 4.2.

*Inactive/Unstaffed Site:* The entire site must be designated as inactive and unstaffed, with inactive/unstaffed conditions lasting at least six months. See CGP, Part 4.2(4) for further details.

*Storm Event:* Check box if the inspection was triggered by a qualifying storm event of either a 0.25 inch (or greater) or 0.5 inch (or greater). Specify the date when storm event began and the total amount of rainfall and duration for this specific storm event.

## Condition of Outfalls and Description of Discharges Section

During your inspection, examine all outfalls at your site, and determine whether a discharge is occurring during the inspection. If there is a discharge:

- a. Identify all points of the property in which there is a discharge;
- b. Observe and document the physical characteristics of the discharge, including color, odor, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollutants; and
- c. Document whether the stormwater controls are operating effectively, and describe any such controls that are clearly not operating as intended or are in need of maintenance.
- d. When there is no discharge, examine each outfall for evidence of erosion, sedimentation and other pollutants, and the presence of current (and indications of prior) discharges and their sources.

**NOTE:** Inspectors should attempt at least one inspection during, or immediately following a rain event in order to have the opportunity to observe the physical characteristics (color, odor, clarity, etc.) of any discharge.

**Outfall:** Specify the location on your site where the discharge is occurring. An “outfall” is defined in the permit as, “the point where construction site stormwater discharges to a surface water or to a MS4.” Be as specific as possible; it is recommended that you refer to a precise point on your site map. Repeat as necessary for multiple outfalls, additional sheets may be added.

**Active Discharge at Outfall:** Check box if there is an active discharge at the outfall location. Also, indicate if the active discharge is the result of stormwater or a non-stormwater source.

**Evidence of erosion, sediment accumulation, and/or other pollutants:** When there is no discharge, examine each outfall for evidence of erosion, sedimentation and other pollutants, and the presence of current (and indications of prior) discharges and their sources. If “Yes”, include a description of the erosion and sediment deposition that you found, specify where on the site or the surface water in which you found it, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

**Observations:** Describe the discharge in terms of the physical characteristics of color, odor, clarity, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollutants. Also, describe the physical characteristics of any allowable non-stormwater discharges, if present.

**Identify All Potential Sources of Allowed Non-stormwater Discharges Occurring at the Site and the Associated Control Measures in Place:** CGP, Part 1.3(2) provides the list of non-stormwater discharges allowed under the permit. Enter or select from the drop down menus the sources of allowable non-stormwater discharges on the site and the Best Management Practices (BMP) in place to control them.

## Condition and Effectiveness of All On-Site Control Measures Section

**Inspected Best Management Practices/Areas:** Mark all BMPs present at the project site. The inspection should ensure that these BMPs are functioning properly and are being maintained in compliance with the permit. This does not include all potential types of BMPs or Areas for inspection. Make note of any additional BMPs and Areas within the “Other” section.

## Corrective Actions, Maintenance, Upgrading, or Additional Controls Section

Use this section to indicate which BMPs require maintenance, upgrading, or additional controls added. Also indicate which areas require Corrective Action as defined in CGP, Part 5.1.

**Location/Station:** Provide the location/station of the BMP/Area needing attention.

**Issue/BMP:** List the item being inspected for further attention. Select BMP or issue from the drop-down menu or type in description. Use a new line per Issue/BMP and additional sheets may be added if necessary.

**Action/Mitigation:** Document the activity required to bring the BMP/Area or Issue into compliance. Choose action from drop-down menu or type in description.

**Corrective Action Required:** If any of the conditions listed in CGP, Part 5.1 are present, check "Yes". These conditions are also provided as a note to this section. If "Yes", you must take all reasonable steps to minimize or prevent discharge of pollutants on the same day the condition is discovered until a permanent solution is installed and made operational. Corrective action measures are required to be completed no later than 7 calendar days after discovery (Part 5.2).

For each corrective action, a corrective action report shall be completed to document details of the corrective action. Corrective action reporting details can be found in Part 5.3 of the CGP. The ADEQ Corrective Action report form and instructions are available online at [www.azdeq.gov](http://www.azdeq.gov), search word construction.

**Other/Notes:** Provide any details that further describe the issue at hand.

**Cause:** Document the specific cause of the potential non-compliance issue. Choose cause from the drop-down menu or type in description.

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**Stabilization Measure:** Document the stabilization measure used. Choose from the drop-down menu or type in description.

**Date Initiated:** Document the date when stabilization activities started.

**Other/Notes:** Document notes concerning the stabilization efforts such as, if the measures are installed correctly and are being maintained appropriately. Also, document any concerns (example - installed sod is not receiving enough water)

### **Certification and Signature Section**

**Signature and Certification by Contractor or Subcontractor:** This section includes a certification statement confirming that the ADOT representative is providing true and accurate information and that there are significant penalties for submitting false information. Complete this section selecting the appropriate statement and by providing the inspectors name, title, date, affiliation, contact information, and signature. If inspection is carried out solely by an ADOT employee, this section does not need to be completed.

**Signature and Certification by ADOT Representative:** This section includes a certification statement confirming that the ADOT representative is providing true and accurate information and that there are significant penalties for submitting false information. Complete this section selecting the appropriate statement and by providing the ADOT representatives name, title, date, contact information, and signature.