



Engineering Services Operations Manual Standard Operating Procedure

ES-U102 NPDES Construction Site Inspection Plan and Inspection Form

1. Objective:

- 1.1. Implementation of the stormwater, erosion, and sedimentation inspection program for construction sites discharging stormwater to the MS4.
- 1.2. To ensure compliance with regulatory agency permitting requirements.

2. Scope:

- 2.1. Construction site inspections are conducted for land-disturbing projects which have potential to discharge stormwater runoff into our MS4.

3. Reference:

- 3.1. Palm Beach County MS4 Final Permit (#FLS000018-003).
- 3.2. FDEP Stormwater, Erosion and Sedimentation Control Inspection Training Certification Program.

4. Outstanding Issues:

- 4.1. Creation of a fine schedule for erosion control non-compliance.

5. Approvals:

- 5.1. Construction Coordinator or Project Engineer.
- 5.2. Inclusion to the project file of the Inspection Forms/Daily Reports.

6. Responsibilities:

- 6.1. Construction Coordinator/Project Engineer/Project Coordinator
 - i. Approve contractor Pollution Control Plan.
 - ii. Approve contractor BMP procedures.
 - iii. Approve reporting results.
 - iv. Document and maintain testing results and records.

7. Inputs:

- 7.1. CWPB Inspection Form/Daily Report.
- 7.2. Contract documents.
- 7.3. Drawings.
- 7.4. SWPPP/Erosion Control Plan.

8. Outputs:

- 8.1. CWPB Inspection Form/Daily Report.

9. Control Mechanisms:

- 9.1. Regulatory requirements.
- 9.2. Final Project Acceptance.
- 9.3. Local Ordinance Sec. 90-201, 90-208.

10. Procedure:

- 10.1. Timing of Construction Site Inspections.
 - i. Before the start of construction, after the placement of BMP's.
 - ii. During construction.
 - iii. At the end of construction.
- 10.2. Prioritizing and frequency schedule for construction site inspections.
 - i. Construction site size.
 - ii. Water body status.
 - iii. Significance of adverse water quality impacts.
 - iv. Seasonality and rainfall.
 - v. Historical inspection considerations.
 - vi. Public/Private development.
- 10.3. Inspection.
 - i. Inspections are the responsibility of the Engineering Services Dept. and/or its designee. The City shall use the "Daily Field Report" form. The designees form shall be approved by Engineering Services.
- 10.4. Inspection reporting.
 - i. Weekly. (Contractor)
 - ii. Shall be completed during every field visit. (City)
 - iii. After every rain event of 1 inch or more. (Contractor/City)

10.5. Enforcement measures.

- i. Notice of violation-verbal. (Documented in reports)
- ii. Notice of violation-written.
- ii. Stop work notice.
- v. Fines.

10.6. Filing reporting documentation.

- i. Reports are to be filed by date in the Engineering Services "F" drive under the Project name and number.
- ii. Contractor to provide weekly/rain event reports to the City.

10.7. Training.

- i. All employees/inspectors shall be certified NPDES inspectors.
- ii. New employees/inspectors shall be provided training.
- iii. Existing employees/inspectors shall be provided refresher training annually.

11. Associated Documents:

- 11.1 Inspection form/daily report.
- 11.2. Violation notices.
- 11.3. Contract documents.



NPDES COMPLIANCE INSPECTION REPORT

Project Name: _____

Project No.: _____

Constr Coord/Field Rep: _____

Date: _____

Weather: _____

City Owned: Yes ☐ NO ☐ Private Owned: Yes ☐ No ☐

Reviewing Water Body: _____

SWPP PLAN:

Yes ☐ No ☐ N/A ☐

RECORDS AVAILABLE:

Yes ☐ No ☐ N/A ☐

EROSION CONTROLS IN PLACE:

(Per SWPP, if Applicable)

Yes ☐ No ☐ N/A ☐

SEDIMENT CONTROLS IN PLACE:

(Per SWPP, if Applicable)

Yes ☐ No ☐ N/A ☐

EROSION CONTROLLED ON SITE:

Yes ☐ No ☐ N/A ☐

SEDIMENT CONTROLLED ON SITE:

Yes ☐ No ☐ N/A ☐

TURBIDITY CONTROLS IN PLACE:

Yes ☐ No ☐ N/A ☐

INLET PROTECTION:

Yes ☐ No ☐ N/A ☐

STABILIZATION:

Yes ☐ No ☐ N/A ☐

DE-WATERING:

Yes ☐ No ☐

Discharge Point: _____

ALL OTHER SOURCES OF POLLUTION CONTROL:

Yes ☐ No ☐ N/A ☐

(Describe Below)

COMMENTS:

CORRECTIVE ACTION: