**SWPPP INSPECTIONS**

In accordance with Part I B.4.d and Part II F of the *General VPDES Permit for Discharges of Stormwater from Construction Activities* and Chapter 18 of the Henrico County Environmental Compliance Manual:

1. Personnel responsible for on-site and off-site inspections. Inspections required by this general permit shall be conducted by the qualified personnel identified by the operator in the SWPPP. The operator is responsible for insuring that the qualified personnel conduct the inspection.
2. The applicable SWPPP inspection requirements specified in Part II F 2 shall be amended as follows:
   1. Inspections shall be conducted at a frequency of (i) at least once every four business days or (ii) at least once every five business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day, and
   2. Representative inspections used by utility line installation, pipeline construction, or other similar linear construction activities shall inspect all outfalls discharging to surface waters identified as impaired or for which a TMDL wasteload allocation has been established and approved prior to the term of this general permit.
3. Inspection requirements.
   1. As part of the inspection, the qualified personnel shall:
4. Record the date and time of the inspection and when applicable the date and rainfall amount of the last measurable storm event;
5. Record the information and a description of any discharges occurring at the time of the inspection;
6. Record any land-disturbing activities that have occurred outside of the approved erosion and sediment control plan;
7. Inspect the following for installation in accordance with the approved erosion and sediment control plan, identification of any maintenance needs, and evaluation of effectiveness in minimizing sediment discharge, including whether the control has been inappropriately or incorrectly used:
   * + 1. All perimeter erosion and sediment controls, such as silt fence;
       2. Soil stockpiles, when applicable, and borrow areas for stabilization or sediment trapping measures;
       3. Completed earthen structures, such as dams, dikes, ditches, and diversions for stabilization;
       4. Cut and fill slopes;
       5. Sediment basins and traps, sediment barriers, and other measures installed to control sediment discharge from stormwater;
       6. Temporary or permanent channel, flume, or other slope drain structures installed to convey concentrated runoff down cut and fill slopes;
       7. Storm inlets that have been made operational to ensure that sediment laden stormwater does not enter without first being filtered or similarly treated; and
       8. Construction vehicle access routes that intersect or access paved roads for minimizing sediment tracking;
8. Inspect areas that have reached final grade or that will remain dormant for more than 14 days for initiation of stabilization activities;
9. Inspect areas that have reached final grade or that will remain dormant for more than 14 days for completion of stabilization activities within seven days of reaching grade or stopping work;
10. Inspect for evidence that the approved erosion and sediment control plan, "agreement in lieu of a plan," or erosion and sediment control plan prepared in accordance with department-approved annual standards and specifications has not been properly implemented. This includes but is not limited to:
    1. Concentrated flows of stormwater in conveyances such as rills, rivulets or channels that have not been filtered, settled, or similarly treated prior to discharge , or evidence thereof;
    2. Sediment laden or turbid flows of stormwater that have not been filtered or settled to remove sediments prior to discharge;
    3. Sediment deposition in areas that drain to unprotected stormwater inlets or catch basins that discharge to surface waters. Inlets and catch basins with failing sediments controls due to improper installation, lack of maintenance, or inadequate design are considered unprotected;
    4. Sediment deposition on any property (including public and private streets) outside of the construction activity covered by this general permit;
    5. Required stabilization has not been initiated or completed on portions of the site;
    6. Sediment basins without adequate wet or dry storage volume or sediment basins that allow the discharge of stormwater from below the surface of the wet storage portion of the basin;
    7. Sediment traps without adequate wet or dry storage or sediment traps that allow the discharge of stormwater from below the surface of the wet storage portion of the trap; and
    8. Land disturbance outside of the approved area to be disturbed;
11. Inspect pollutant generating activities identified in the pollution prevention plan for the proper implementation, maintenance and effectiveness of the procedures and practices;
12. Identify any pollutant generating activities not identified in the pollution prevention plan; and
13. Identify and document the presence of any evidence of the discharge of pollutants prohibited by this general permit.
14. Inspection report. Each inspection report shall include the following items:
    1. The date and time of the inspection and when applicable, the date and rainfall amount of the last measurable storm event;
    2. Summarized findings of the inspection;
    3. The location(s) of prohibited discharges;
    4. The location(s) of control measures that require maintenance;
    5. The location(s) of control measures that failed to operate as designed or proved inadequate or inappropriate for a particular location;
    6. The location(s) where any evidence identified under Part II F 3 a (7) exists;
    7. The location(s) where any additional control measure is needed that did not exist at the time of inspection;
    8. A list of corrective actions required (including any changes to the SWPPP that are necessary  ) as a result of the inspection or to maintain permit compliance;
    9. Documentation of any corrective actions required from a previous inspection that have not been implemented; and
    10. The date and signature of the qualified personnel and the operator or its duly authorized representative.

The inspection report and any actions taken in accordance with Part II must be retained by the operator as part of the SWPPP for at least three years from the date that general permit coverage expires or is terminated. The inspection report shall identify any incidents of noncompliance. Where an inspection report does not identify any incidents of noncompliance, the report shall contain a certification that the construction activity is in compliance with the SWPPP and this general permit. The report shall be signed in accordance with Part III K of this general permit.

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| **VSMP INSPECTION REPORT** | | | | | | | | | | | | | | | | | |
| Project: | |  | | | | | | | | | | | | | | | |
| GCP Number: | |  | | | | Notice of Coverage posted? ⬜ YES ⬜ NO | | | | | | | | | SWPPP available for review? ⬜ YES ⬜ NO | | |
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| Inspection Date/Time |  | | | Inspection Conducted By | | | | | | | (must be the Qualified Personnel identified in the SWPPP) | | | | | | |
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| Date of Last Measureable Storm Event |  | | | Rainfall Amount | |  | | | | ⬜ Not applicable since inspection frequency is at least once every four business days | | | | | | | |
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| Record the information and a description of any discharges occurring at the time of the inspection | | |  | | | | | | | | | | | | | | |
| Record any land-disturbing activities that have occurred outside the approved erosion and sediment control plan | | |  | | | | | | | | | | | | | | |
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| **Inspection requirements:** | | | | | **Have controls been installed in accordance with the approved ECP?** | | | | **Are controls effectively minimizing sediment discharges?** | | | | **Describe any maintenance needs or other deficiencies that were identified and the location of the deficiencies (e.g. have controls been inappropriately or incorrectly used?)** | | | | |
| All perimeter erosion and sediment controls (silt fence, etc.) | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Soil stockpiles and borrow areas (for stabilization or sediment trapping measures) | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Completed earthen structures, such as dams, dikes, ditches, and diversions for stabilization | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Cut and fill slopes | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Sediment basins and traps, sediment barriers, and other measures *(installed to control sediment discharges from stormwater)* | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Temporary or permanent channels, flumes, or other slope drain structures *(installed to convey concentrated runoff down cut and fill slopes)* | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Storm inlets *(to ensure that sediment laden stormwater does not enter without first being filtered or similarly treated)* | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
| Construction entrances and access routes *(for minimizing mud/sediment tracking)* | | | | | ⬜ YES ⬜ NO | | | | ⬜ YES ⬜ NO | | | |  | | | | |
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| Have stabilization activities begun on areas that have reached final grade or that will remain dormant for more than 14 days? | | | | | | | | | | | | | | | | | ⬜ YES ⬜ NO |
| Were stabilization activities completed within seven days of reaching final grade or stopping work on areas that have reached final grade or that will remain dormant for more than 14 days? | | | | | | | | | | | | | | | | | ⬜ YES ⬜ NO |
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| **Inspect for the presence of the following:** | | | | | | | | | | | | **Present?** | | **Location** | | | |
| Concentrated flows of stormwater in conveyances *(such as rills, rivulets or channels)* that have not been filtered, settled, or similarly treated prior to discharge, *(or evidence thereof)* | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment laden runoff that has not been filtered or settled to remove sediments prior to discharge | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment deposition in areas that drain to unprotected stormwater inlets or catch basins that discharge to surface waters. | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Inlets and catch basins with failing sediment controls due to improper installation, lack of maintenance, or inadequate design | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment deposition on any property *(including public and private streets)* outside of the construction activity covered by the general permit | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Required stabilization *(initiated or completed on portions of the site?)* | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment basins/traps without adequate wet or dry storage volume | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment basins where the riser appears to be leaking, water appears to be leaving the basin around the barrel pipe *(rather than through it)*, or the dewatering device appears to be dewatering basin from below the water surface | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Sediment traps that allow stormwater to discharge from below the surface of the wet storage portion of the trap | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
| Land disturbance outside of the approved limits of disturbance | | | | | | | | | | | | ⬜ YES ⬜ NO | |  | | | |
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| **Inspect the pollution prevention controls associated with the pollutant generating activities identified in the Pollution Prevention Plan** | | | | | | | | | | | | | | | | | |
| **Inspect the pollution prevention controls associated with the pollution generating activities identified in Table 8.1 of the SWPPP** | | | | | | | **Have the controls been properly implemented as outlined on the PPP sheet?** | | | | | | **Are controls effectively minimizing pollutant discharges?** | | | **Describe any maintenance needs or other deficiencies that were identified and the location of the deficiencies (e.g. have controls been inappropriately or incorrectly used)** | |
| Clearing, grading or excavating | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Paving operations | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Concrete washout and concrete waste disposal | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Structure construction, stucco, painting or cleaning | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Dewatering operations | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Material delivery and storage | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Material use during building process | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Solid waste disposal | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Sanitary waste disposal *(porta-johns)* | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Landscaping operations | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Vehicle Fueling or Maintenance | | | | ⬜ N/A | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Other (describe) | | | |  | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Other (describe) | | | |  | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Other (describe) | | | |  | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Other (describe) | | | |  | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
| Other (describe) | | | |  | | | ⬜ YES ⬜ NO | | | | | | ⬜ YES ⬜ NO | | |  | |
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| Identify the material(s) and document the location or presence of any evidence of pollutant discharges that are not authorized by the general permit | | | | | | | |  | | | | | | | | | |
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| Identify the location(s) where any additional control measures are needed that did not exist at the time of the inspection | | | | | | | |  | | | | | | | | | |
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| List the corrective actions required *(including any changes to the SWPPP that are necessary)* as a result of the inspection or to maintain permit compliance | | | | | | | |  | | | | | | | | | |
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| Document any corrective action(s) required from a previous inspection that have not been implemented | | | | | | | |  | | | | | | | | | |
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| “I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (must be either the Operator or Delegated Authority, *not necessarily the person who conducted the inspection*) | | | | | | | | | | | | | | | | | |