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| **PRE-CONSTRUCTION MEETING CHECKLIST** |  |
| **Project Name:** |  | **Date:** |  |
| **Operator:** |  | **Phone #** |  |
| **Operator E-mail Address:** |  |
| **FOR ALL REGULATED LAND DISTURBING ACTIVITIES** |
| **1.** | Have all wetlands, RPA, SPA and any other protected areas been marked as shown in the plan? | **YES** | **NO** |  |
| **2.** | Has the RLD signed and dated all plan sets? | **YES** | **NO** |  |
|  **FOR VSMP LAND DISTURBING ACTIVITIES** |
| **3.** | Is a SWPPP that satisfies the requirements of the GCP available for review? | **YES** | **NO** |  |
| **4.** | Is the SWPPP signed and dated by the Operator? | **YES** | **NO** |  |
| **5.** | Is the Operator or his Delegated Authority present at the pre-con? | **YES** | **NO** |  |
| **6.** | Have the names, numbers and qualifications of the Qualified Personnel been provided? | **YES** | **NO** |  |
| **7.** | Has a copy of the Notice of Coverage letter been posted near the entrance of the site? | **YES** | **NO** |  |
| **8.** | Has the Operator inspection frequency been identified? | **YES** | **NO** |  |
| **9.** | Has a central location for the SWPPP been designated for use by those that have responsibilities under the SWPPP? | **YES** | **NO** |  |