

Inspector guidelines for project stormwater and environmental management

During the preconstruction meeting

1. Discuss goals and expectations during the preconstruction meeting. Consider handing out the latest Erosion Control Supervisor Expectations document, <http://www.dot.state.mn.us/environment/erosion/construction-site-management.html>.
2. Ensure that training proof is collected at the preconstruction meeting. Add proof-of-training documentation to the SWPPP file (folder). Ensure that the contractor has a backup when the lead Erosion Control Supervisor is unable to be available (at least once per day when work is occurring). Not only do individuals get busy, but sometimes life requires presence elsewhere.
3. Discuss what NPDES inspection form will be used. Ensure it meets the minimum of permit section 11.11. it is even more important that the form has meaning to the project engineer or supervisor. The inspection process is a communication tool and represents a weekly punch-list of what, where, and when corrections are necessary. Consider discussion example forms found at the link above (Stormwater Inspection Report Template).
4. Determine where the inspection files, documents, photos, amendments to plans will be stored. Do not store in a mailbox subject to vandalism or stealing.
5. Discuss how stormwater will be managed for culvert ends, and where water leaves the project.
6. Obtain contractor submittals (example Site Management Plans as per 1717.2) for dewatering, management of concrete, spill prevention, solid waste, fugitive dust prevention and areas of environmental sensitivity.

During the weekly project meeting

1. Discuss the weekly/rain event NPDES inspection findings.
2. Discuss and agree to solutions in areas where the plan items are not working to limit or prevent the discharge of non-storm water items. Creative thinking does not mean extra money.
3. Ensure contractor submits and discusses a weekly look-ahead schedule for how erosion prevention will be incorporated into the soil disturbances operations. Evaluate for reasonableness. Ask if there are portions of areas that can be finished to permanent vegetative covers (time of year to grow perennial plants is important).
4. Define hold-points prior to any work in critical areas in a manner where those actually performing the work task understand the agreed site management plan (from the weekly meetings). It is not unusual

that what is accepted for the critical work (means and methods, timeframes) are not communicated with the operators on site.

Prior to termination of contract and permit

1. Verify with the contractor competent person that all synthetics used for temporary sediment controls have been removed. Focus on project perimeters, culvert ends and urban inlets. It is not unusual that synthetic fabrics are lost in soil or hidden by vegetation.
2. Verify there is no active erosion occurring (focus on bridge ends, culvert sides, and conveyance bottoms).
3. Verify that a uniform perennial cover is present over all areas shown in the plan. Plan to take representative photos as proof.
4. Verify that the permanent stormwater pollutant systems are functioning as designed (storm water directed to infiltration systems drains in 48 hours or less).