



Instructions: Gather Site Map, List of Significant Materials and Table 2 from the SWPPP for this Facility. Complete an Inspection Form each month; at least two per year must be during a runoff event. Maintain Inspection Form and supporting documentation for at least three years from the date of the inspection. Be sure to indicate any corrective actions needed and date completed on this form. Send copy of completed Inspection Form to DEHS staff only if changes to the SWPPP, Site Map or Significant Materials list are indicated by inspection.

Part 1. Inspection Details

Form section for Part 1: Inspection Details. Includes fields for Date and time of inspection, Name of inspector, Site conditions during inspection (checkboxes for Dry or frozen, Runoff with/without sampling, Wet), and Weather conditions.

1 Indicate total accumulation for the precipitation event, to the nearest tenth of an inch. For less than 0.1", indicate "Trace". Use data from the nearest MCES rain gage station (http://es.metc.state.mn.us/eims/climate/precip_chart.asp).

Part 2. Significant Activities and Materials

Form section for Part 2: Significant Activities and Materials. Section A: Review/recall activities at Facility since the previous stormwater inspection. Includes questions about spills, salt/sand application, street sweeping, and permanent changes.

2 Plan revision may be needed. Review list of Significant Materials and Site Map, marking up as needed to reflect site conditions. Send changes with completed Inspection Form to EC staff to revise the Site Map and/or SWPPP. If site conditions indicate changes to the Site Map or SWPPP are needed, the Plan must be updated prior to submittal of the Annual Report for the reporting period.

Form section for Part 2: Significant Activities and Materials. Section B: Review Significant Materials List for this Facility; the list should be complete and accurate. Includes question about list completeness.

Form section for Part 2: Significant Activities and Materials. Section C: Review the location of each Significant Material at the Facility as indicated on the Site Map. Includes questions about map accuracy, construction work, and stockpiles.

3 If the project disturbs more than 1 acre, make a copy of the Site Map and mark up to indicate disturbed area and indicate the permit number covering the activities. For projects <= 1 acre in size, make a copy of the Site Map and mark up to indicate disturbed area, as well as all temporary BMPs and/or BMP maintenance activities at the time of inspection. Staple the marked up Site Map to the Inspection Checklist and maintain with Checklist.

Part 3. Best Management Practices (BMPs)

Form section for Part 3: Best Management Practices (BMPs). Section A: Review areas at the Facility that are indicated as a Structural BMP on the Site Map. Includes question about BMP functionality.



Are rip rap areas reasonably free of vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Are vegetated areas in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Are structural BMPs functional, and areas nearby free of evidence of erosion?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Are impermeable surfaces reasonably free of salt, sand, detritus and/or other debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:

⁴Corrective action needed; appropriate corrective action must be initiated within 30 days of discovery, and functionality of BMPs restored to full operation as soon as field conditions allow.

B. Review the non-structural BMPs indicated on Table 2 of the SWPPP.	
Are all Significant Materials stored indoors or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No ²
Are containers with Significant Materials plainly labeled?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Is inventory of Significant Materials maintained on-site managed appropriately for current and anticipated needs at the Facility (excess inventory minimized)?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Is housekeeping of Significant Materials (point-of-use issues) acceptable at time of inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Are Spill Response Materials adequately stocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Are training, SOPs and fuel/chemical delivery provisions up-to-date and being implemented at Facility at the time of the inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:

Part 4. Outfalls and Sampling

A. Review the location of stormwater outfalls at the Facility as indicated on the Site Map.	
Are the map designated locations accurate and complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No ²
Are outfalls stable and functional (no evidence of erosion or intrusion)?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ If no, indicate corrective action taken and date completed:
Water flowing from outfall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, was the runoff free of discoloration, sheen, foam and floating items?	<input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ <input type="checkbox"/> N/A If no, indicate corrective action taken and date completed:
If yes, was sample taken during inspection?	<input type="checkbox"/> Yes ⁵ <input type="checkbox"/> No ⁶

⁵If a sample is taken, it should be taken within the first 30 minutes of a runoff event, if possible. If not possible to collect the sample within the first 30 minutes, an explanation of why this was not possible should be maintained with test results. Staple any test results and explanation, if applicable, to the relevant Inspection Form.

⁶If water was flowing from outfall but a sample was not taken, indicate reason in Part 1 of form; e.g. "quarterly sample already taken" or "sampling not required".