Qualified Inspector Guidance

NYC DEP BEPA

November 2024

NYC Environmental Protection

Qualified Inspector Guidance

Objective

Qualified Inspectors (QI) play a vital role in ensuring that pollution prevention plans are implemented correctly to protect waterways during construction.

The workshop will assist Qualified Inspectors in meeting their responsibilities by:

1. Providing an overview of their involvement throughout the DEP Stormwater Permitting Process
2. Outlining specific QI responsibilities during construction inspections.

Overview

- ✓ **Identifying Key Steps & Personnel**
- ✓ **Types of Inspections**
- ✓ **Preparing for Inspections**
- ✓ **Conducting Inspections**
- ✓ **Construction Close-Out**
- ✓ **Questions**

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Identifying Key Steps & Personnel

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NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Version: November 12, 2024

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Phase I: SWPPP Application

Determine the need for a SWPPP → Submit SWPPP Application → SWPPP Application Review → SWPPP Acceptance Issued → Submit SWPPP Acceptance & NOI to NYSDEC

Revisions as required (Submit SWPPP Application)

Pre-application meeting as necessary

Phase II: Stormwater Maintenance Easement

Submit Draft Stormwater Maintenance Easement → Draft Stormwater Maintenance Easement Acceptance → Submit Hard Copy of Final Stormwater Maintenance Easement → Final Stormwater Maintenance Easement Acceptance → File Stormwater Maintenance Easement

Revisions as required (Submit Draft Stormwater Maintenance Easement)

Phase III: Pre-Construction

Submit Permit Initiation Form → Permit Initiation Review & Approval → Submit Permit Request Form → Permit Request Review & Approval

Revisions as required (Submit Permit Initiation Form)

Revisions as required (Submit Permit Request Form)

Submit SWPPP Amendment

Phase IV: Active Construction

Send 7-Day Notification prior to Construction Start → Perform Project Construction → Perform QI Inspections & SMP Certification → Construction Inspections Performed → Address Any Permit Conformance Issues (on a rolling basis) → Complete Construction

Submit Permit Extension or Renewal

Submit Temporary Shutdown Request

Phase V: Construction Close-Out

Perform Final Close-Out Inspection → Prepare As-Built Plans → Submit NOT & Submit Stormwater Maintenance Permit → Final Construction Inspection Performed → NOT Form Signed & Stormwater Maintenance Permit Approval → Submit NOT to NYSDEC

Phase VI: Post- Construction

Perform Routine Inspection & Maintenance → Periodic Inspections Performed → Submit Annual Certification or Permit Renewal → Annual Certification or Permit Renewal Approval

Legend

- Project Team Action Item
- DEP Action Item
- Step Applicable for SMP Projects
- Step Applicable for MS4 Projects
- Indicates Required Step
- Indicates Supplemental Step (as required)
- Guidance Material in Progress
- Download Approved Documentation

Primary Entity

- Owner/Developer
- Owner
- Qualified Professional
- Contractor
- Qualified Inspector

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM: Direct QI Involvement

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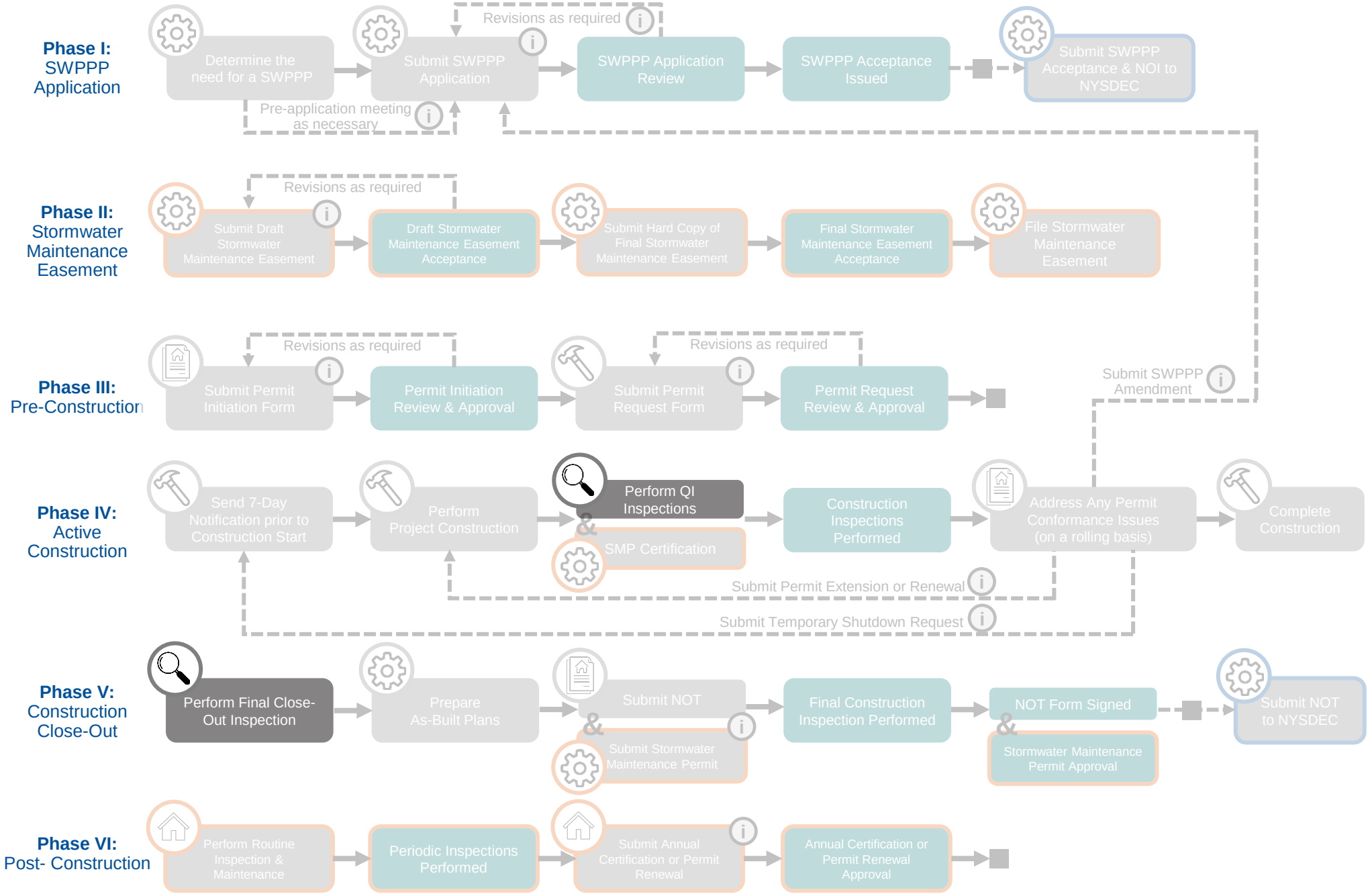

Legend

- **Project Team** Action Item
- **DEP** Action Item
- Step Applicable for SMP Projects
- Step Applicable for MS4 Projects
- Indicates Required Step
- Indicates Supplemental Step (as required)
- Guidance Material in Progress
- Download Approved Documentation

Primary Entity

- Owner/Developer
- Owner
- Qualified Professional
- Contractor
- Qualified Inspector

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM: Indirect QI Involvement

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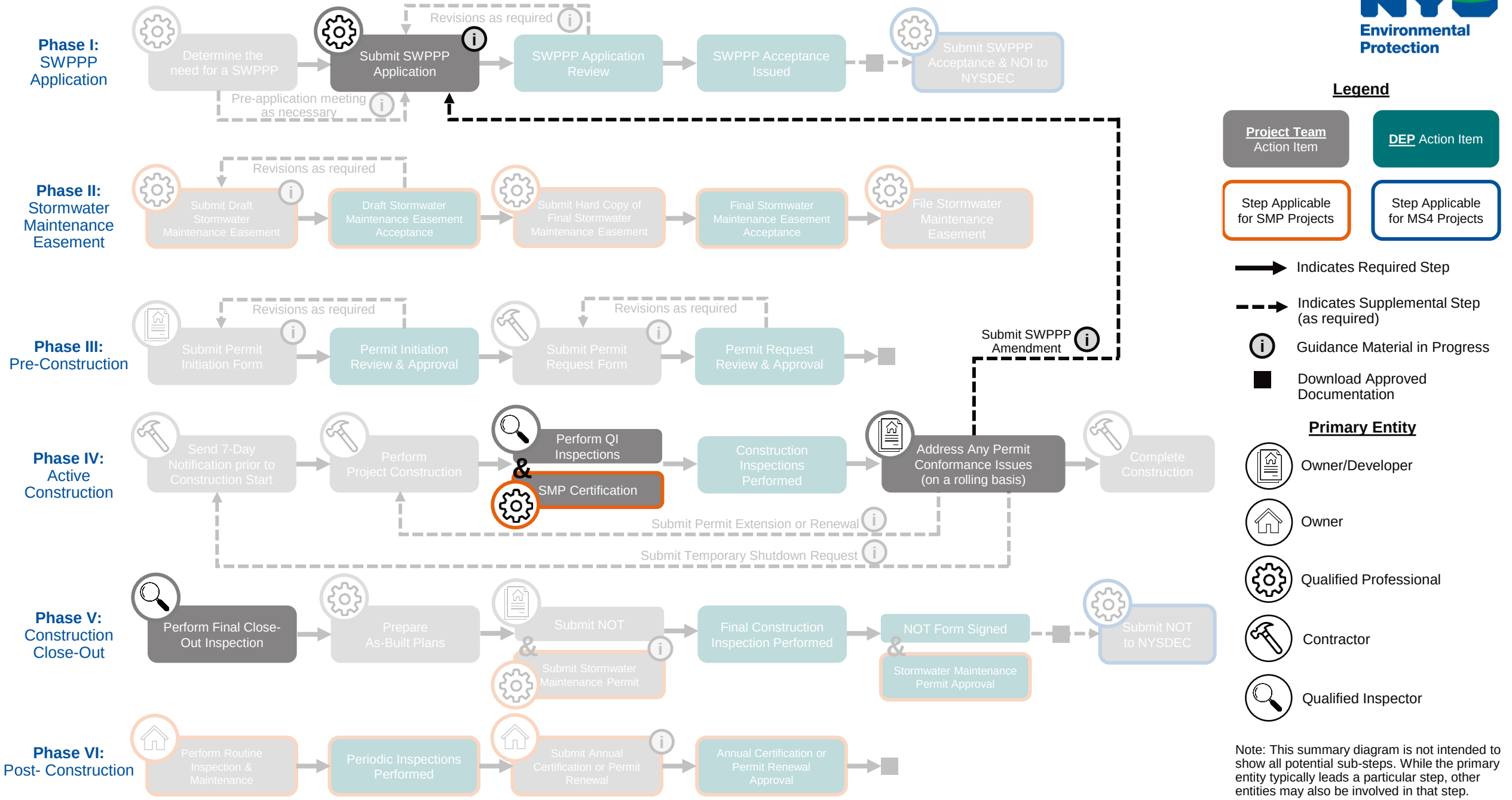


Legend

- Project Team Action Item
- DEP Action Item
- Step Applicable for SMP Projects
- Step Applicable for MS4 Projects
- Indicates Required Step
- Indicates Supplemental Step (as required)
- Guidance Material in Progress
- Download Approved Documentation

Primary Entity

- Owner/Developer
- Owner
- Qualified Professional
- Contractor
- Qualified Inspector

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

Identifying Key Personnel

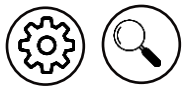
Personnel Defined

Qualified Professional (QP) means a person that is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect or other Department endorsed individual(s), as defined in the Construction General Permit.

In subsequent slides, roles accompanied by a gear symbol () must be performed by a Qualified Professional.

Identifying Key Personnel

Personnel Defined



Qualified Inspector (QI)

Definition: Qualified Professional knowledgeable in the principles and practices of ESC.

Responsible for: **Phase IV** Conducting and/or certifying QI inspections at the required frequency for the project.

Accreditation: On projects that include Stormwater Management Practices (SMPs), the Qualified Inspector must be a licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) in the State of New York.

On projects that only include ESC practices, the Qualified Inspector can be a Certified Professional in Erosion and Sediment Control (CPESC).

Identifying Key Personnel

Personnel Defined

Supervised Qualified Inspector

Definition: Must work at the same company and under the direct supervision of the Qualified Inspector certifying the inspection. Only applies to projects where the Qualified Inspector is a PE or RLA.

Responsible for: **Phase IV** Conducting QI inspections at the required frequency for the project.

Accreditation: Must have received four (4) hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other NYSDEC endorsed entity, every three (3) years.

Identifying Key Personnel

Personnel Defined

Owner

Definition: Person or entity with legal title to the property on which the project is being constructed.

Responsible for: Stormwater Permitting and Tracking System (SWPTS) acknowledgments at application and any subsequent amendments. Ensuring the operation and maintenance of stormwater systems once constructed. Submitting annual certifications or renewals of the Stormwater Maintenance Permit.

Developer

Definition: Person or entity with operational control over the project during construction.

Responsible for: Tracking and complying with Stormwater Construction Permit requirements, such as maintaining project documentation on site and in SWPTS, addressing conformance issues, ensuring the appropriate personnel are staffed on the project, coordinating between project personnel, and submitting a Notice of Termination.

Note:

The Owner and Developer may be the same person or entity. When a responsibility can be performed by *either* the Owner *or* the Developer, the term “Owner/Developer” is used.

Identifying Key Personnel

Personnel Defined

SWPPP Preparer

Definition: Qualified Professional knowledgeable in the principles and practices of stormwater management and treatment.

Responsible for: **Phase I** Preparing, signing, and sealing the SWPPP, including pre-populated Inspection Forms in Appendix F.

Accreditation: On projects that include SMPs, the SWPPP Preparer must be a licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) in the State of New York.

On projects that only include ESC practices, the SWPPP Preparer can be a Certified Professional in Erosion and Sediment Control (CPESC).

Identifying Key Personnel

Personnel Defined

SMP Inspector

Definition: Qualified Professional knowledgeable in the principles and practices of stormwater management and treatment.

Responsible for: **Phase IV** Signing and sealing SMP certification.

Licensure: SMP Inspector must be a licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) in the State of New York.

Identifying Key Personnel

Personnel Defined

Contractor

Definition: Principal entity retained by the Owner/Developer to construct the covered development project.

Responsible for: **Phase III** Pulling the Stormwater Construction Permit
Phase IV Compliance with the SWPPP and Stormwater Construction Permit conditions, employing a Trained Contractor to conduct daily inspections, completing* corrective actions identified by a Trained Contractor or Qualified Inspector.

Note: * *Contractors must begin implementing corrective actions within one business day of being notified and must complete corrective actions within five business days or, if the corrective action requires engineering design, within 15 business days.*

Identifying Key Personnel

Personnel Defined

Trained Contractor

Definition: Person employed by the Contractor* who is knowledgeable in the principles and practices of ESC and responsible for the day-to-day implementation of the SWPPP.

Responsible for: **Phase IV** Conducting daily inspections that ensure that the Contractor* with which they are employed is in compliance with the SWPPP.

Accreditation: Must have received four (4) hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other NYSDEC endorsed entity, every three (3) years.

Note: **Sub-contractors working on a portion of the project described in the SWPPP are required to employ their own Trained Contractor to conduct daily inspections of their work and ensure compliance with the SWPPP.*

Types of Inspections

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Types of Inspections

Key Components

Qualified Inspector responsibility

- Qualified Inspector (QI) Inspections
  - Frequency
  - Inspection Activities
  - Key Personnel
  - Responsibilities
- Trained Contractor Inspections
- SMP Certification Inspections

Types of Inspections

Qualified Inspector Inspections

Project-Dependent Frequency	Activity Performed	Key Personnel Involved	Responsibility
Weekly (Standard)	Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation	• QI • Supervised QI • Owner/Developer	Qualified Inspectors are responsible for conducting and/or certifying QI inspections. In some cases, a Supervised Qualified Inspector can be responsible for conducting field inspections under the supervision and certification of a Qualified Inspector. Within 1 business day of completing an inspection, the QI must notify the Owner/Developer and Contractor of corrective actions. QIs must track status of corrective action and compliance with completion timeframes in following inspections. All inspection reports must be maintained on site with the SWPPP and made available to DEP upon request. Qis shall submit a summary of QI inspections to DEP via email monthly. The Owner/Developer is responsible for listing the QI in SWPTS.
Twice per week (Enhanced)	Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation	• QI • Supervised QI • Owner/Developer	Same personnel and responsibilities as “Weekly” frequency but activities are to be performed twice per week if one or both of the following conditions are met: • Project disturbs > 5 acres of soil at any one time • Site discharges to an impaired waterbody Inspections must be separated by a minimum of 2 full calendar days.

Types of Inspections

Qualified Inspector Inspections

Project-Dependent Frequency	Activity Performed	Key Personnel Involved	Responsibility
Weekly (Standard)	Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation	• QI • Supervised QI • Owner/Developer	Qualified Inspectors are responsible for conducting and/or certifying QI inspections. In some cases, a Supervised Qualified Inspector can be responsible for conducting field inspections under the supervision and certification of a Qualified Inspector. Within 1 business day of completing an inspection, the QI must notify the Owner/Developer and Contractor of corrective actions. QIs must track status of corrective action and compliance with completion timeframes in following inspections. All inspection reports must be maintained on site with the SWPPP and made available to DEP upon request. QIs shall submit a summary of QI inspections to DEP via email monthly. The Owner/Developer is responsible for listing the QI in SWPTS.
Twice per week (Enhanced)	Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation	• QI • Supervised QI • Owner/Developer	Same personnel and responsibilities as “Weekly” frequency but activities are to be performed twice per week if one or both of the following conditions are met: • Project disturbs > 5 acres of soil at any one time • Site discharges to an impaired waterbody Inspections must be separated by a minimum of 2 full calendar days.
Monthly (Approved Temporary Shutdown)	Inspect and document site compliance with the SWPPP, including the effectiveness and integrity of ESC practices during temporary shutdown	• QI • Supervised QI • Owner/Developer	Same personnel and responsibilities as “Weekly” frequency but activities may be performed monthly. Only applies to projects that have submitted a Temporary Shutdown Request through SWPTS **and** received an approval to reduce inspection frequency.

Types of Inspections

Trained Contractor Inspections

Frequency	Activity Performed	Key Personnel Involved	Responsibility
Daily for all projects	Daily inspections of ESC practices & pollution prevention measures	• Trained Contractor • Contractor • Owner/Developer	Trained Contractors are responsible for conducting daily inspections that ensure compliance with the SWPPP. All inspection reports must be maintained on site with the SWPPP and available for DEP review. The Owner/Developer is responsible for ensuring that the Contractor and Trained Contractor are identified in the SWPTS portal.

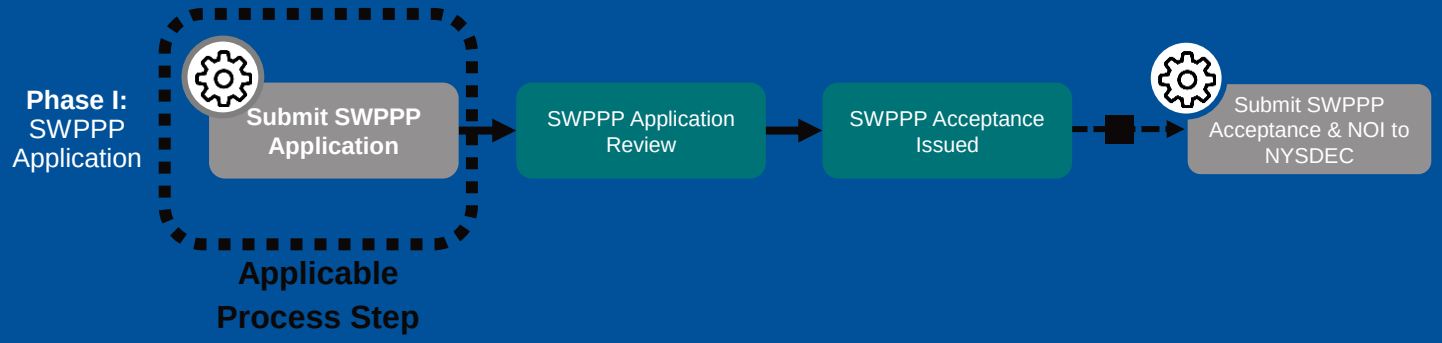
Note: *On construction sites where soil disturbance activities have been temporarily suspended, temporary stabilization measures have been applied to all disturbed areas, and Temporary Shutdown Request has been approved, the Trained Contractor can stop conducting daily inspections.*

Types of Inspections

SMP Certification Inspections

Frequency	Activity Performed	Key Personnel Involved	Responsibility
As needed to certify SMP construction	Inspections of SMP components to certify that the practice has been installed in accordance with the plans	• SMP Inspector • Qualified Inspector (QI) • Supervised QI • Owner/Developer	SMP Inspectors are responsible for certifying correct installation of SMPs. The QI or Supervised QI is responsible for documenting when SMP construction has begun in the QI Reports and informing the Owner/Developer of this activity. Once informed of the start of an SMP construction by the Owner/Developer, the SMP Inspector must determine how frequently they need to be on site to inspect and certify each component of the SMP while it is visible. Once constructed, the SMP Inspector must submit the SMP Certification to DEP and sign and seal the as-built of the SMP.

Preparing for Inspections



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Preparing for Inspections

Key Components

- Inspection Templates
  - What are the different types of inspection reporting templates included in Appendix F of the SWPPP?
  - What parts of the templates is the SWPPP Preparer responsible for pre-populating during SWPPP Preparation?
- Personnel Responsibilities
  - What are the inspection responsibilities of the SWPPP Preparer when developing a SWPPP?
  - What are the inspection responsibilities of project personnel when preparing for construction?
- Pre-Construction Inspection Document Checklist
  - What documents must be kept on-site prior to beginning construction and inspections?

Preparing for Inspections

SWPPP Appendix F Templates

DEP has developed several inspection and SMP certification templates to assist projects in meeting requirements of SWPPP Appendix F for inspections documents:

- F.1 – Daily Inspection by Trained Contractor
- F.2 – Qualified Inspector Report
- F.3 – Monthly Summary of QI Report
- F.4 – QP SMP Certification Forms

Qualified Inspector responsibility

Refer to DEP Stormwater Permits page to download Appendix F templates & NYS DEC SPDES General Permit Part IV for additional guidance

Preparing for Inspections

Personnel Responsibilities

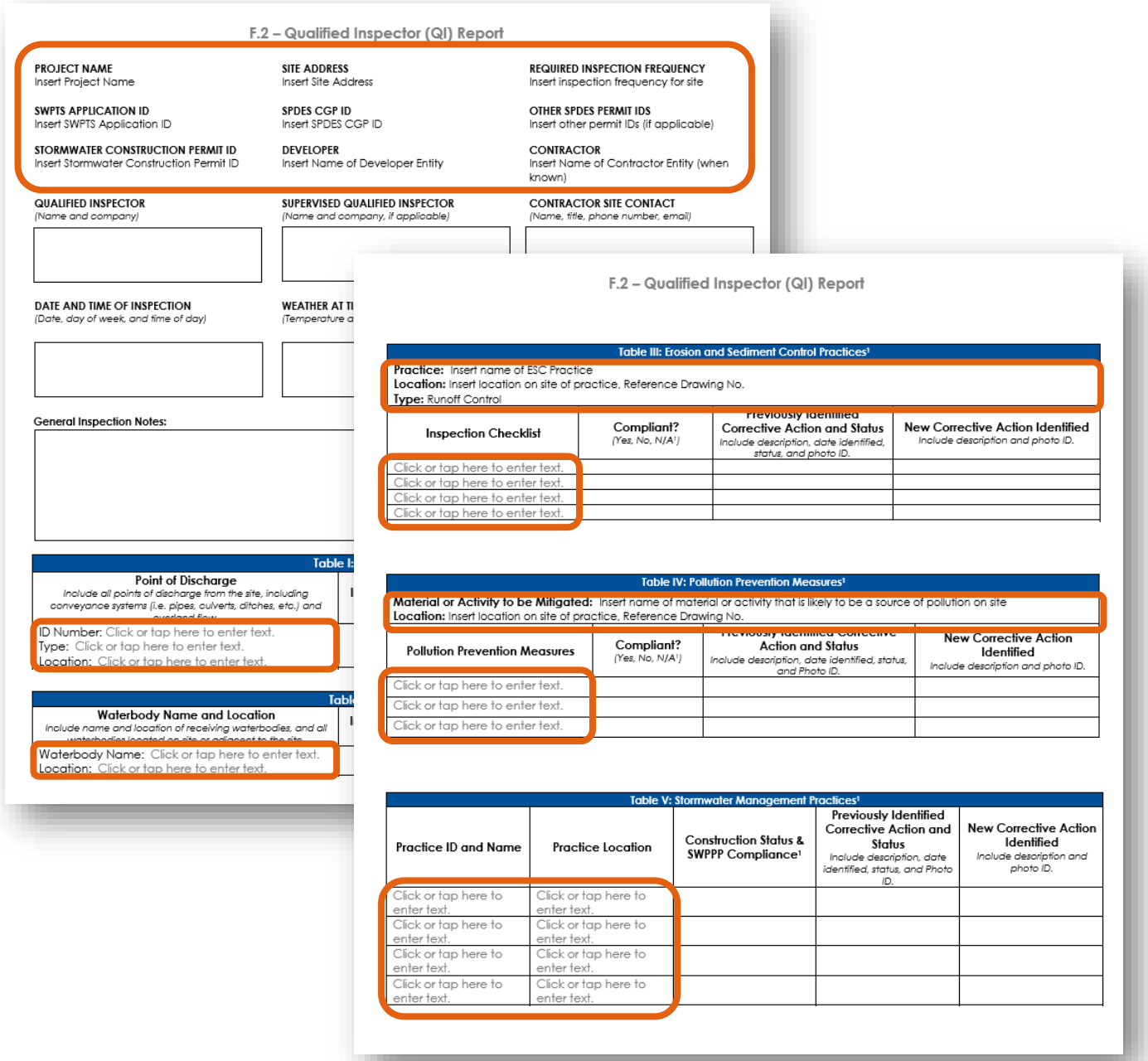
Phase	Inspection Activity Performed	Key Personnel Involved	Responsibility
Phase I (SWPPP Application)	Develop preliminary inspection templates to be used by Trained Contractor(s), QI(s), and SMP Inspector(s) during construction	• SWPPP Preparer	SWPPP Preparer must include all inspection and maintenance information related to proposed pollution prevention measures, erosion and sediment control practices, and stormwater management practices, in the SWPPP prior to submission. This includes developing pre-populated inspection and SMP certification templates. DEP has developed templates that are available on the DEP Stormwater Permits webpage. All inspection-related documentation shall be submitted in SWPPP Appendix F.
Phase III (Pre-Construction)	Finalize inspection documents and update SWPTS to ensure inspection personnel are listed	• Owner/Developer • Qualified Inspector (QI) • Supervised QI	Prior to beginning inspections, the QI must review the inspection templates in SWPPP Appendix F to ensure they are in compliance with Part IV of the Construction General Permit. The Owner/Developer is responsible for ensuring that a copy of the SWPPP, Stormwater Construction Permit, inspection templates, and all accreditation certifications are kept on site.

Preparing for Inspections

SWPPP Preparer Inspection Responsibilities

F.2 – Qualified Inspector Report:

- ✓ General project information
- ✓ Applicable inspection frequency
- ✓ List of site-specific points of discharge and receiving waterbodies
- ✓ List of site-specific erosion and sediment control practices and pollution prevention measures, with associated inspection and maintenance checklists
- ✓ List of site-specific SMPs



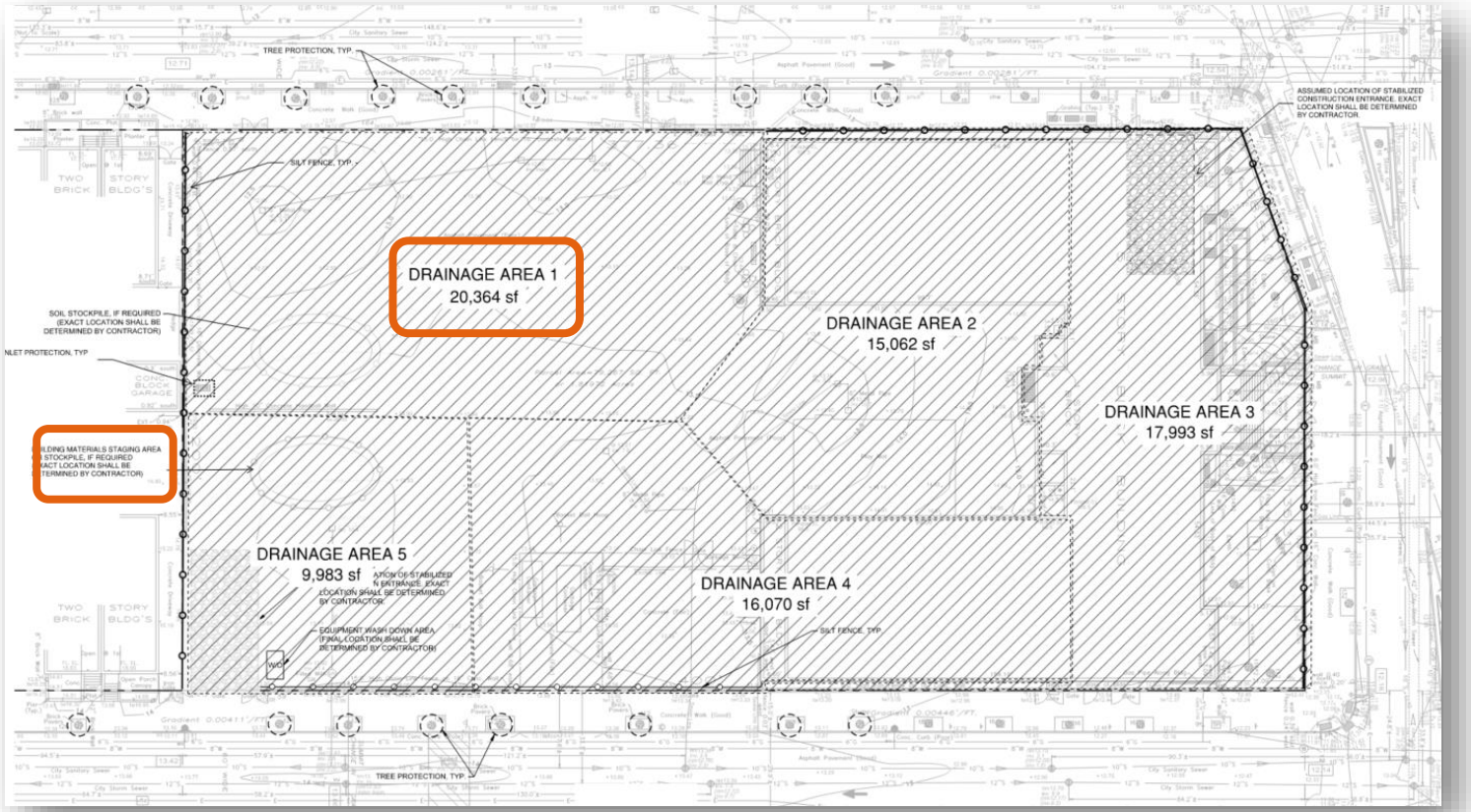
Site-specific information that **SWPPP Preparer** must include with SWPPP submission

Preparing for Inspections

SWPPP Preparer Inspection Responsibilities

F.2 – Qualified Inspector Report:

- ✓ General project information
- ✓ Applicable inspection frequency
- ✓ List of site-specific points of discharge and receiving waterbodies
- ✓ List of site-specific erosion and sediment control practices and pollution prevention measures, with associated inspection and maintenance checklists
- ✓ List of site-specific SMPs
- ✓ Site plans showing delineated drainage areas boundaries, disturbed areas, and ESC practices



Site-specific information that **SWPPP Preparer** must include with SWPPP submission

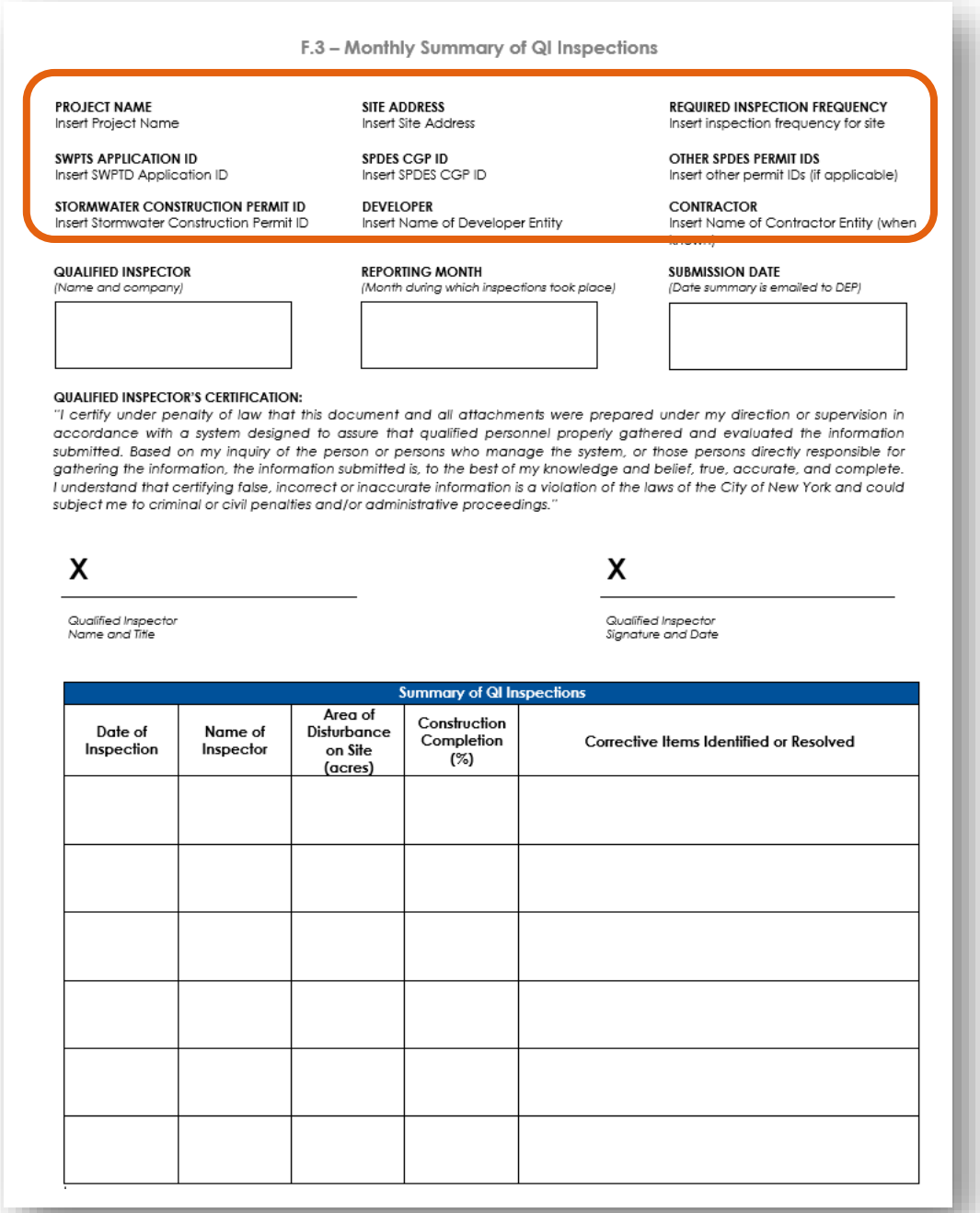
Preparing for Inspections

SWPPP Preparer Inspection Responsibilities

F.3 – Monthly Summary of QI Inspections

- ✓ General project information
- ✓ Applicable inspection frequency

Site-specific information that **SWPPP Preparer** must include with SWPPP submission



F.3 – Monthly Summary of QI Inspections

PROJECT NAME
Insert Project Name

SITE ADDRESS
Insert Site Address

REQUIRED INSPECTION FREQUENCY
Insert inspection frequency for site

SWPTS APPLICATION ID
Insert SWPTD Application ID

SPDES CGP ID
Insert SPDES CGP ID

OTHER SPDES PERMIT IDS
Insert other permit IDs (if applicable)

STORMWATER CONSTRUCTION PERMIT ID
Insert Stormwater Construction Permit ID

DEVELOPER
Insert Name of Developer Entity

CONTRACTOR
Insert Name of Contractor Entity (when known)

QUALIFIED INSPECTOR
(Name and company)

REPORTING MONTH
(Month during which inspections took place)

SUBMISSION DATE
(Date summary is emailed to DEP)

QUALIFIED INSPECTOR'S CERTIFICATION:
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision 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 understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings."

X

Qualified Inspector Name and Title

X

Qualified Inspector Signature and Date

Summary of QI Inspections				
Date of Inspection	Name of Inspector	Area of Disturbance on Site (acres)	Construction Completion (%)	Corrective Items Identified or Resolved

Preparing for Inspections

Pre-Construction Inspection Document Checklist

The following documents must be kept on site and kept current throughout construction:

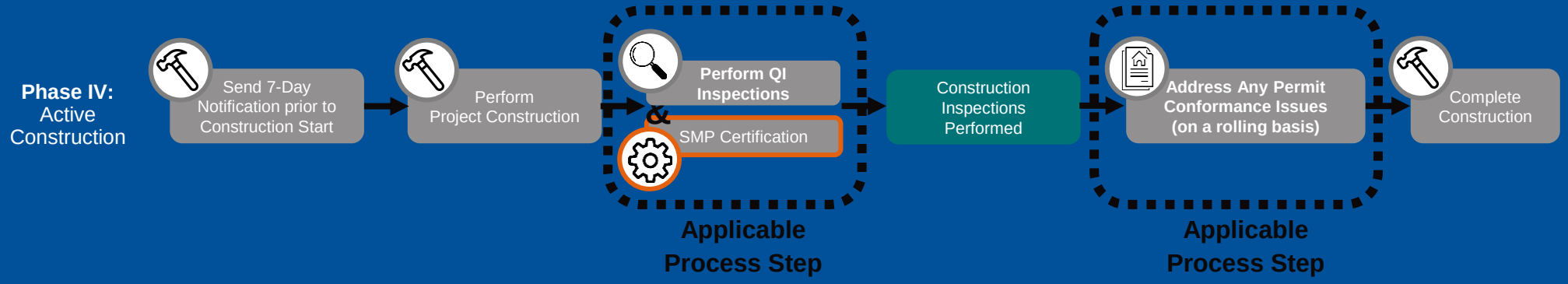
- ❑ Approved SWPPP, including Appendix F inspection templates reviewed and updated as needed by QI
- ❑ Stormwater Construction Permit
- ❑ Accreditation certificates of all personnel performing inspections during construction

The Owner/Developer must ensure that the following personnel are identified in the SWPTS portal and have signed the appropriate certifications:

- ✓ Contractor
- ✓ Trained Contractor
- ✓ Qualified Inspector

All personnel on the project must review the Stormwater Construction Permit conditions prior to beginning construction.

Conducting Inspections



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Conducting Inspections

Key Components

- Overview
  - Which inspection reports, and corresponding sections, are QIs responsible for completing?

- Qualified Inspector Reports [F.2]
  - What information must be included in QI reports?
  - How should a QI mark up a site plan during their inspection?
  - How does a QI report a corrective action?

- Monthly Summary of QI Reports [F.3]
  - What information must be included in the Monthly Summary of QI Reports?
  - How should the Monthly Summaries of QI Reports be submitted?

Conducting Inspections

Overview

Two inspection templates under SWPPP Appendix F fall under the QI's responsibility:

- F.2 – Qualified Inspector Report
  - ❑ Cover Sheet
  - ❑ Table I: Points of Discharge
  - ❑ Table II: Waterbodies
  - ❑ Table III: Erosion and Sediment Control Practices
  - ❑ Table IV: Pollution Prevention Measures
  - ❑ Table V: Stormwater Management Practices
  - ❑ Table VI: Site Plans
  - ❑ Table VII: Photos
  - ❑ Certification Page
- F.3 – Monthly Summary of QI Report
  - ❑ Cover Sheet
  - ❑ Summary of QI inspections

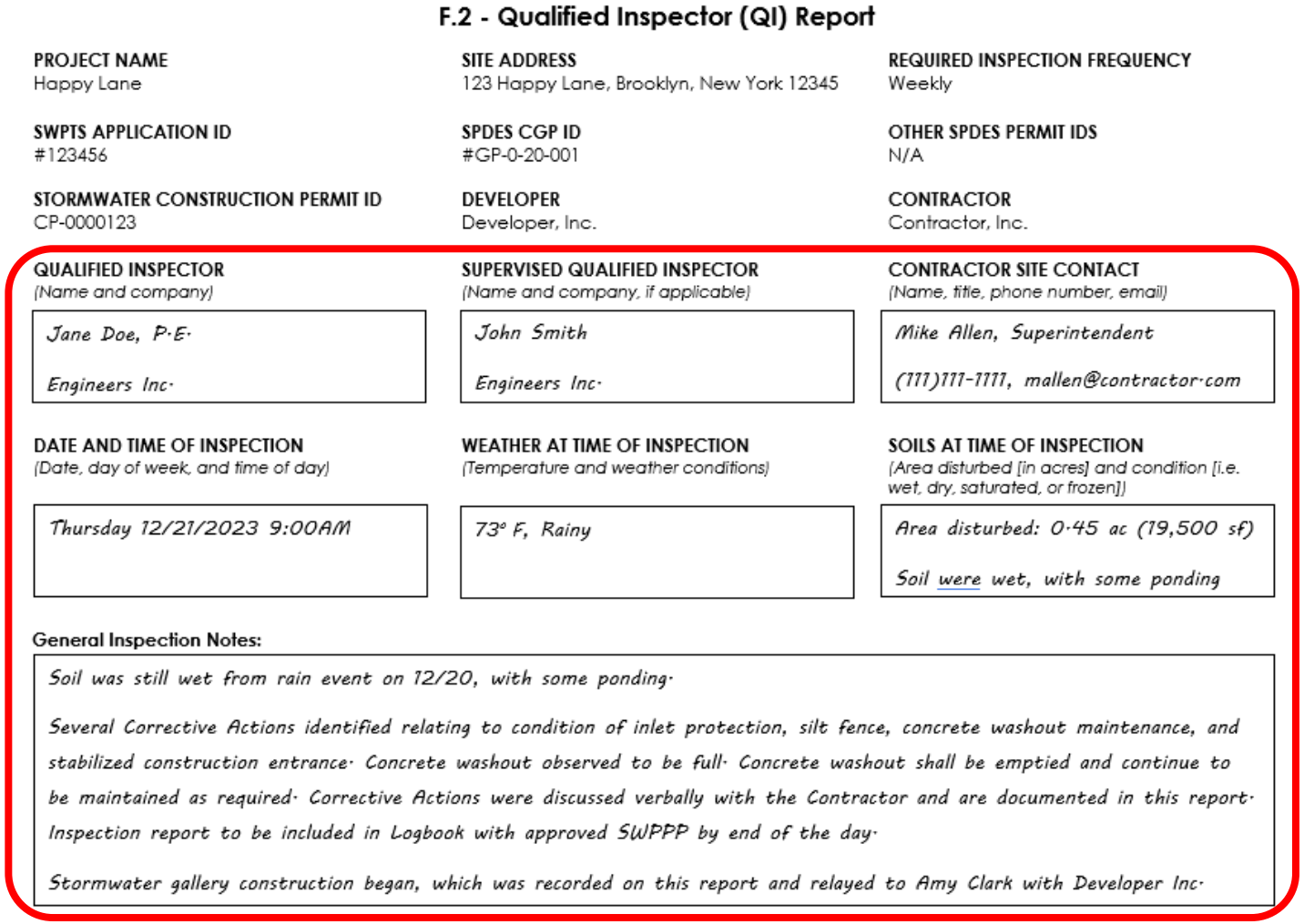
→ Document new corrective actions and status of any previously identified corrective actions using a written description and a reference to a photo included in **Table VII**. Photos must be colored and date-stamped.

Conducting Inspections

QI Inspection Reports [F.2]

Cover Page

- List personnel involved
- Provide date, time, weather and soil conditions, including total soil disturbance at time of inspection (in acres)
- In general inspection notes, include
  - ✓ Recent relevant weather events
  - ✓ Summary of corrective actions identified
  - ✓ Notification of new SMP construction
  - ✓ Record of any communication with project personnel
  - ✓ Other relevant comments, as needed



F.2 - Qualified Inspector (QI) Report

PROJECT NAME	SITE ADDRESS	REQUIRED INSPECTION FREQUENCY
Happy Lane	123 Happy Lane, Brooklyn, New York 12345	Weekly
SWPTS APPLICATION ID	**SPDES CGP ID**	**OTHER SPDES PERMIT IDS**
#123456	#GP-0-20-001	N/A
STORMWATER CONSTRUCTION PERMIT ID	**DEVELOPER**	**CONTRACTOR**
CP-0000123	Developer, Inc.	Contractor, Inc.

QUALIFIED INSPECTOR (Name and company)	SUPERVISED QUALIFIED INSPECTOR (Name and company, if applicable)	CONTRACTOR SITE CONTACT (Name, title, phone number, email)
Jane Doe, P.E. Engineers Inc.	John Smith Engineers Inc.	Mike Allen, Superintendent (111)111-1111, mallen@contractor.com

DATE AND TIME OF INSPECTION (Date, day of week, and time of day)	WEATHER AT TIME OF INSPECTION (Temperature and weather conditions)	SOILS AT TIME OF INSPECTION (Area disturbed [in acres] and condition [i.e. wet, dry, saturated, or frozen])
Thursday 12/21/2023 9:00AM	73° F, Rainy	Area disturbed: 0.45 ac (19,500 sf) Soil were wet, with some ponding

General Inspection Notes:

Soil was still wet from rain event on 12/20, with some ponding.

Several Corrective Actions identified relating to condition of inlet protection, silt fence, concrete washout maintenance, and stabilized construction entrance. Concrete washout observed to be full. Concrete washout shall be emptied and continue to be maintained as required. Corrective Actions were discussed verbally with the Contractor and are documented in this report. Inspection report to be included in Logbook with approved SWPPP by end of the day.

Stormwater gallery construction began, which was recorded on this report and relayed to Amy Clark with Developer Inc.

Example of report inputs

QI must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Table I: Points of Discharge

- Points of Discharge refer to locations where runoff leaves the site, including through conveyance systems and overland flow.
- The QI must describe the condition of the runoff at all Points of Discharge from the construction site.

Table I: Points of Discharge

Point of Discharge *Include all points of discharge from the site, including conveyance systems (i.e. pipes, culverts, ditches, etc.) and overland flow.*	**Inspected?** *(Yes, No)*	**Condition Observed** *Include description and photo ID, if applicable*
ID Number: POD 1 Type: MS4 Outfall to Gowanus Canal Location: On 2nd Street, near southeast corner of property	*Yes*	*Point of discharge temporarily isolated due to active construction of SMP #01 Stormwater Gallery. Pump provided on site for temporary drainage and dewatering during construction.*

Example of report inputs
QI must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Table III: Waterbodies

- Waterbodies located within or adjacent to the site and receive runoff from disturbed areas must be listed and inspected.
- The QI must document any increased sediment observed on the surface of the waterbody.

Table II: Waterbodies		
Waterbody Name and Location *Include name and location of receiving waterbodies, and all waterbodies located on-site or adjacent to the site.*	**Inspected?** *(Yes, No)*	**Condition Observed** *Include description and photo ID, if applicable*
Waterbody Name: Gowanus Canal Location: Kings County	*Yes*	*Normal conditions; no increased sediment visible.*

Example of report inputs

QI must complete during construction inspections

Conducting Inspections

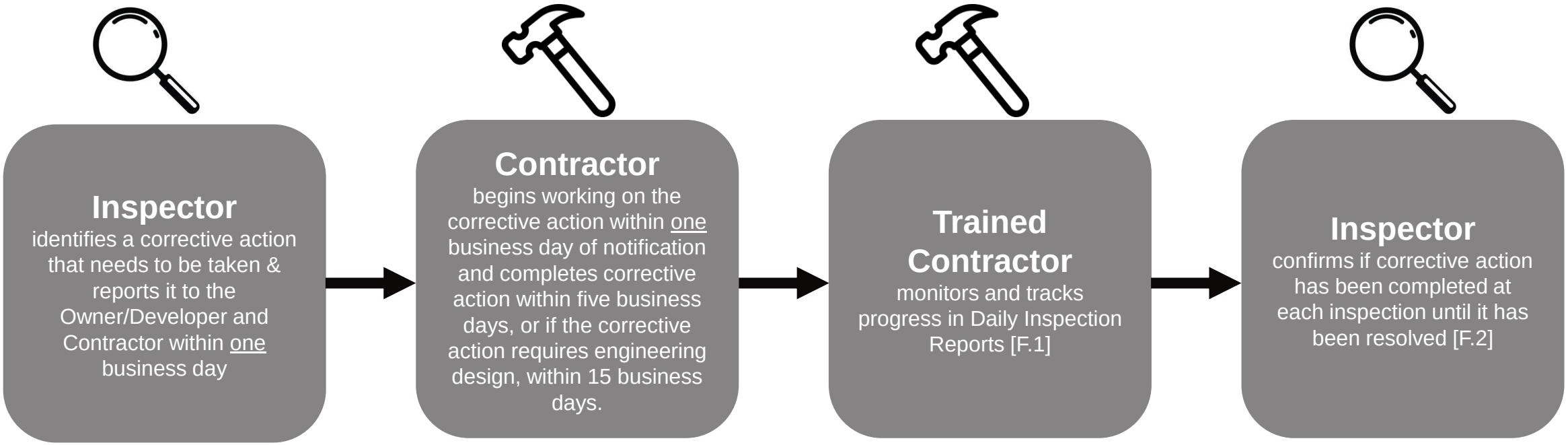
Addressing Corrective Actions

Project Team Action Item

DEP Action Item

Step Applicable for SMP Projects

Step Applicable for MS4 Projects



Refer to NYS DEC SPDES General Permit Part IV for additional guidance

Conducting Inspections

QI Inspection Reports [F.2]

Table IV: Erosion and Sediment Control Practices

- ESC Practices are used to prevent construction runoff, control sediment loading, and stabilize soils.

Table III: Erosion and Sediment Control Practices[1]

Practice: Stabilized Construction Entrance
Location: Southeast and Northeast Construction Entrance, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and photo ID.*	New Corrective Action Identified *Include description and photo ID.*
Minimum 6-inch stone layer maintained	*No*		*Additional gravel is required to prevent tracking of sediment into the ROW. (Photo ID: 04)*
Stone is clean enough to effectively remove mud from	*No*		*Sediment in right of way must be removed and stone shall be washed to prevent tracking. Washing shall be done in a stabilized area which drains into an approved sediment trapping device. (Photo ID: 03)*
All traffic uses the stabilized entrance to enter and leave site	*Yes*	*Trucks observed to use alternate entrance during inspection on 12/14. No evidence of continued behavior and street cleaned of any sediment or debris. Item closed. (Photo ID: 01)*	
Adequate drainage provided to prevent ponding at entrance	*No*		*Water flowing towards construction entrance shall be piped beneath the entrance or routed to a mountable berm with 5:1 slope. (Photo ID: 04)*

Site-specific information that **SWPPP Preparer** must include with SWPPP submission

Conducting Inspections

QI Inspection Reports [F.2]

Table IV: Erosion and Sediment Control Practices

- ESC Practices are used to prevent construction runoff, control sediment loading, and stabilize soils.
- The QI must document the inspection of all ESC practices:
  - ✓ **List Inspection Checklist Item compliance status**
  - ✓ Document status of previously identified corrective actions
  - ✓ Describe new corrective actions required
  - ✓ Reference Photo ID from Table VIII

Example of report inputs **QI** must complete during construction inspections

Table III: Erosion and Sediment Control Practices[1]

Practice: Stabilized Construction Entrance
Location: Southeast and Northeast Construction Entrance, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and photo ID.*	New Corrective Action Identified *Include description and photo ID.*
Minimum 6-inch stone layer maintained	*No*		*Additional gravel is required to prevent tracking of sediment into the ROW. (Photo ID: 04)*
Stone is clean enough to effectively remove mud from	*No*		*Sediment in right of way must be removed and stone shall be washed to prevent tracking. Washing shall be done in a stabilized area which drains into an approved sediment trapping device. (Photo ID: 03)*
All traffic uses the stabilized entrance to enter and leave site	*Yes*	*Trucks observed to use alternate entrance during inspection on 12/14. No evidence of continued behavior and street cleaned of any sediment or debris. Item closed. (Photo ID: 01)*	
Adequate drainage provided to prevent ponding at entrance	*No*		*Water flowing towards construction entrance shall be piped beneath the entrance or routed to a mountable berm with 5:1 slope. (Photo ID: 04)*

Conducting Inspections

QI Inspection Reports [F.2]

Table IV: Erosion and Sediment Control Practices

- ESC Practices are used to prevent construction runoff, control sediment loading, and stabilize soils.
- The QI must document the inspection of all ESC practices:
  - ✓ List Inspection Checklist Item compliance status
  - ✓ **Document status of previously identified corrective actions**
  - ✓ Describe new corrective actions required
  - ✓ Reference Photo ID from Table VIII

Table III: Erosion and Sediment Control Practices[1]

Practice: Stabilized Construction Entrance
Location: Southeast and Northeast Construction Entrance, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? (Yes, No, N/A[1])	Previously Identified Corrective Action and Status Include description, date identified, status, and photo ID	New Corrective Action Identified Include description and photo ID.
Minimum 6-inch stone layer maintained	*No*		*Additional gravel is required to prevent tracking of sediment into the ROW. (Photo ID: 04)*
Stone is clean enough to effectively remove mud from	*No*		*Sediment in right of way must be removed and stone shall be washed to prevent tracking. Washing shall be done in a stabilized area which drains into an approved sediment trapping device. (Photo ID: 03)*
All traffic uses the stabilized entrance to enter and leave site	*Yes*	*Trucks observed to use alternate entrance during inspection on 12/14. No evidence of continued behavior and street cleaned of any sediment or debris. Item closed. (Photo ID: 01)*	
Adequate drainage provided to prevent ponding at entrance	*No*		*Water flowing towards construction entrance shall be piped beneath the entrance or routed to a mountable berm with 5:1 slope. (Photo ID: 04)*

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Table IV: Erosion and Sediment Control Practices

- ESC Practices are used to prevent construction runoff, control sediment loading, and stabilize soils.
- The QI must document the inspection of all ESC practices:
  - ✓ List Inspection Checklist Item compliance status
  - ✓ Document status of previously identified corrective actions
  - ✓ **Describe new corrective actions required**
  - ✓ Reference Photo ID from Table VIII

Example of report inputs **QI** must complete during construction inspections

Table III: Erosion and Sediment Control Practices[1]

Practice: Stabilized Construction Entrance
Location: Southeast and Northeast Construction Entrance, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? (Yes, No, N/A[1])	Previously Identified Corrective Action and Status Include description, date identified, status, and photo ID.	New Corrective Action Identified Include description and photo ID.
Minimum 6-inch stone layer maintained	No		Additional gravel is required to prevent tracking of sediment into the ROW. (Photo ID: 04)
Stone is clean enough to effectively remove mud from	No		Sediment in right of way must be removed and stone shall be washed to prevent tracking. Washing shall be done in a stabilized area which drains into an approved sediment trapping device. (Photo ID: 03)
All traffic uses the stabilized entrance to enter and leave site	Yes	Trucks observed to use alternate entrance during inspection on 12/14. No evidence of continued behavior and street cleaned of any sediment or debris. Item closed. (Photo ID: 01)	
Adequate drainage provided to prevent ponding at entrance	No		Water flowing towards construction entrance shall be piped beneath the entrance or routed to a mountable berm with 5:1 slope. (Photo ID: 04)

Conducting Inspections

QI Inspection Reports [F.2]

Table IV: Erosion and Sediment Control Practices

- ESC Practices are used to prevent construction runoff, control sediment loading, and stabilize soils.
- The QI must document the inspection of all ESC practices:
  - ✓ List Inspection Checklist Item compliance status
  - ✓ Document status of previously identified corrective actions
  - ✓ Describe new corrective actions required
  - ✓ **Reference Photo ID from Table VIII**

Example of report inputs **QI** must complete during construction inspections

Table III: Erosion and Sediment Control Practices[1]

Practice: Stabilized Construction Entrance
Location: Southeast and Northeast Construction Entrance, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and photo ID.*	New Corrective Action Identified *Include description and photo ID.*
Minimum 6-inch stone layer maintained	*No*		*Additional gravel is required to prevent tracking of sediment into the ROW. (Photo ID: 04)*
Stone is clean enough to effectively remove mud from	*No*		*Sediment in right of way must be removed and stone shall be washed to prevent tracking. Washing shall be done in a stabilized area which drains into an approved sediment trapping device. (Photo ID: 03)*
All traffic uses the stabilized entrance to enter and leave site	*Yes*	*Trucks observed to use alternate entrance during inspection on 12/14. No evidence of continued behavior and street cleaned of any sediment or debris. Item closed. (Photo ID: 01)*	
Adequate drainage provided to prevent ponding at entrance	*No*		*Water flowing towards construction entrance shall be piped beneath the entrance or routed to a mountable berm with 5:1 slope. (Photo ID: 04)*

Conducting Inspections

QI Inspection Reports [F.2]

Example of report inputs **QI** must complete during construction inspections

Table VII: Photos

- For all corrective actions, QI must include a photos with the following
  - ✓ Color
  - ✓ Date-stamp
  - ✓ Reference ID
  - ✓ Other notes and references

Photo ID 01 shows that a *previously identified* corrective action has been resolved

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: *01*
Other Notes and References: *View trucks using correct stabilized construction entrance along 1st street.*

Photo ID: *02*
Other Notes and References: *Inlet protection observed to not extend the entirety of the inlet or be anchored to the ground. The filter sock of correct size shall be reinstalled to protect catch basin.*

Conducting Inspections

QI Inspection Reports [F.2]

Example of report inputs **QI** must complete during construction inspections

Table VII: Photos

- For all corrective actions, QI must include a photos with the following
  - ✓ Color
  - ✓ Date-stamp
  - ✓ Reference ID
  - ✓ Other notes and references

Photo ID 03 shows a *newly identified* corrective action that the contractor must resolve

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: *03*
Other Notes and References: *Sediment observed in the right of way at the Southeastern construction entrance. Sediment in the right of way must be removed immediately.*

Photo ID: *04*
Other Notes and References: *The Northeastern construction entrance, was observed to be active and in poor condition. Per NYS DEC requirements a minimum 6" stone layer shall be maintained to facilitate the removal of sediment and prevent tracking of sediment into the right of way. Additional gravel shall be provided as required. Adequate drainage shall be provided to prevent ponding at the entrance during washing of trunks leaving site.*

Conducting Inspections

QI Inspection Reports [F.2]

Examples of ESC Corrective Actions: Storm Drain Inlet Protection

Table III: Erosion and Sediment Control Practices[1]			
Practice: Storm Drain Inlet Protection – Type IV Paved Surface Inlet Protection with Compost Filter Sock **Location:** Southwest corner of Drainage Area 1 See SWPPP Dwg. C-100 and C-110 **Type:** Sediment Control			
Inspection Checklist	**Compliant?** *(Yes, No, N/A[1])*	**Previously Identified Corrective Action and Status** *Include description, date identified, status, and photo ID.*	**New Corrective Action Identified** *Include description and photo ID.*
Drainage Area does not exceed 1 acre	*Yes*		
Compost Filter Sock installed along full length of inlet to prevent sediment from entering	*No*		*Filter sock needs to be reinstalled to protect the full perimeter of the inlet. (Photo ID: 02)*
Compost Filter Sock is full, with diameter between 12"-32" based on Maximum Slope Length requirements	*No*		*Larger diameter filter sock is needed to protect inlet. (Photo ID:02)*
Flat dimension of compost filter sock is 1.5 times nominal diameter	*Yes*		
Compost Filter Sock anchored to the ground using a wooden stake driven 12" into the ground?	*No*		*Filter sock observed to not be anchored to the ground. This shall be done with a wooden stake once correct diameter is installed. (Photo ID:02)*
Compost filter socks are free of debris and significant sediment build up.	*No*		*Inlet surrounded by sediment and some debris. Inlet needs to be cleaned before reinstallation of filter sock. (Photo ID:02)*
Compost filter socks are replaced every 6 months	*Yes*		

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: *02*

Other Notes and References: *Inlet protection observed to not extend the entirety of the inlet or be anchored to the ground. The filter sock of correct size shall be reinstalled to protect catch basin.*

Conducting Inspections

QI Inspection Reports [F.2]

Examples of ESC Corrective Actions: Standard Silt Fence

Table III: Erosion and Sediment Control Practices[1]

Practice: Standard Silt Fence
Location: Along south, east, north boundaries of site, See SWPPP Dwg. C-100 and C-110
Type: Sediment Control

Inspection Checklist	Compliant? (Yes, No, N/A[1])	Previously Identified Corrective Action and Status Include description, date identified, status, and photo ID.	New Corrective Action Identified Include description and photo ID.
Silt fence installed along site boundaries to prevent disturbed soil from leaving the site	No		Silt fence needs to be re-installed in northeastern corner of site to prevent soil from leaving site. (Photo ID: 05)
Fabric driven 6 inches or more into the ground and extends 18 inches or more above ground.	No		Silt fence along eastern boundary observed not to be buried 6-inches (Photo ID: 06).
Fabric is tight, without rips of frayed areas	No		Silt fence along southern site boundary is loose and frayed (Photo ID: 07)
Wooden stakes are stable, buried 16" or more below ground, extend 20 inches of more above ground and installed a maximum of 10 feet apart.	Yes		
Slope steepness does not exceed 2:1 and area beyond the fence is undisturbed.	Yes		
Ends of adjoined filter cloths overlap by a minimum of 6 inches	Yes		End of damaged silt fence along southern and boundaries do not meet overlap requirements (Photo ID: 06, 07)

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: 06

Other Notes and References Silt fencing along the eastern boundary of the site observed to not be buried at least 6 inches. Overlap between silt fence segments is insufficient.

Conducting Inspections

QI Inspection Reports [F.2]

Examples of ESC Corrective Actions: Concrete Washout

Table III: Erosion and Sediment Control Practices[1]			
Practice: Concrete Truck Washout – Above Ground Lined Constructed Pit **Location:** Northeastern part of site, See SWPPP Dwg. C-100 and C-110 **Type:** Runoff Control			
Inspection Checklist	**Compliant?** *(Yes, No, N/A[1])*	**Previously Identified Corrective Action and Status** *Include description, date identified, status, and photo ID.*	**New Corrective Action Identified** *Include description and photo ID.*
Concrete trunk washout is a minimum of 8 feet by 8 feet at the bottom and 2 feet deep.	*Yes*		
Concrete trunk washout is lined with plastic sheeting to prevent leaching. Sheeting is a minimum of 10 mils thick with no holes or tears.	*No*		*No liner observed in concrete washout facility. Liner must be installed (Photo ID: 08)*
No leaking observed.	*Yes*		
The location of facility is a minimum of 100 feet away from any sewer, drain, catch basin, or body of water.	*Yes*		
The concrete truck washout is less than two-thirds full.	*No*		*Concrete washout facility observed to be full. Concrete washout shall be emptied and continue to be maintained as required. (Photo ID: 08)*
Any hardened concrete remaining after evaporation shall be disposed of, reused or recycled.	*Yes*		

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: *08*

Other Notes and References: *Concrete washout observed to be full and without liner. Concrete facilities shall not exceed two-thirds full. Concrete washout shall be emptied, and new liner installed.*

Conducting Inspections

QI Inspection Reports [F.2]

Table V: Pollution Prevention Measures

- Pollution prevention measures are used to control litter, and prevent construction chemicals and debris from polluting waterways via construction runoff

Table IV: Pollution Prevention Measures[1]

Material or Activity to be Mitigated: Storage of Building Materials and Products
Location: Construction Staging Area, and across site as needed only. See SWPPP Dwg. C-100 and C-150

Pollution Prevention Measures	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID.*	New Corrective Action Identified *Include description and photo ID.*
No building materials stored on site. Only materials needed to complete daily tasks brought to site.	*Yes*		
All materials not actively in use stored in construction staging area	*Yes*		
Materials in active use stockpiled on liner and covered to avoid stormwater contamination	*N/A; no materials stockpiles on site.*		

Material or Activity to be Mitigated: Fueling and Maintenance of Equipment and Vehicles
Location: Site-wide, as needed only. See SWPPP Dwg. C-100 and C-150

Pollution Prevention Measures	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID.*	New Corrective Action Identified *Include description and photo ID.*
No equipment storage or refueling and maintenance of construction vehicles or equipment are within proximity to stormwater inlets	*Yes*		
Refueling equipment is at least 100 feet from wetlands streams and other surface waters	*Yes*		
No discharge of fuels, oils, or other pollutants generated	*Yes*	*Hydraulic fluid dripping from excavator line. Spill kit was used to clean up hydraulic fluid and line was replaced. (Photo ID: 9)*	

Site-specific information that **SWPPP Preparer** must include with SWPPP submission

Conducting Inspections

QI Inspection Reports [F.2]

Table V: Pollution Prevention Measures

- Pollution prevention measures are used to control litter, and prevent construction chemicals and debris from polluting waterways via construction runoff
- The QI must document the inspection of all ESC practices:
  - ✓ List Inspection Checklist Item compliance status
  - ✓ Document status of previously identified corrective actions
  - ✓ Describe new corrective actions required
  - ✓ Reference Photo ID from Table VIII

Table IV: Pollution Prevention Measures[1]

Material or Activity to be Mitigated: Storage of Building Materials and Products
Location: Construction Staging Area, and across site as needed only, See SWPPP Dwg. C-100 and C-150

Pollution Prevention Measures	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID*	New Corrective Action Identified *Include description and photo ID.*
No building materials stored on site. Only materials needed to complete daily tasks brought to site.	*Yes*		
All materials not actively in use stored in construction staging area	*Yes*		
Materials in active use stockpiled on liner and covered to avoid stormwater contamination	*N/A; no materials stockpiles on site.*		

Material or Activity to be Mitigated: Fueling and Maintenance of Equipment and Vehicles
Location: Site-wide, as needed only, See SWPPP Dwg. C-100 and C-150

Pollution Prevention Measures	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID*	New Corrective Action Identified *Include description and photo ID.*
No equipment storage or refueling and maintenance of construction vehicles or equipment are within proximity to stormwater inlets	*Yes*		
Refueling equipment is at least 100 feet from wetlands streams and other surface waters	*Yes*		
No discharge of fuels, oils, or other pollutants generated	*Yes*	*Hydraulic fluid dripping from excavator line. Spill kit was used to clean up hydraulic fluid and line was replaced. (Photo ID: 9)*	

Example of report inputs
QI must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Example of PPM Corrective Actions: Fueling and Maintenance of Equipment and Vehicles

Table IV: Pollution Prevention Measures[1]

Material or Activity to be Mitigated: Fueling and Maintenance of Equipment and Vehicles
Location: Site-wide, as needed only, See SWPPP Dwg. C-100 and C-150

Pollution Prevention Measures	Compliant? *(Yes, No, N/A[1])*	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID.*	New Corrective Action Identified *Include description and photo ID.*
No equipment storage or refueling and maintenance of construction vehicles or equipment are within proximity to stormwater inlets	Yes		
Refueling equipment is at least 100 feet from wetlands streams and other surface waters	Yes		
No discharge of fuels, oils, or other pollutants generated	Yes	Hydraulic fluid dripping from excavator line. Spill kit was used to clean up hydraulic fluid and line was replaced. (Photo ID: 9)	

Table VII: Photos
Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: 09
Other Notes and References: Hydraulic line of excavator fixed. Hydraulic fluid spill cleaned up.

Conducting Inspections

QI Inspection Reports [F.2]

Table VI: Stormwater Management Practices

- For any corrective actions identified, include a reference to the associated site inspection photo attached.

Table V: Stormwater Management Practices[1]				
Practice ID and Name	**Practice Location**	**Construction Status & SWPPP Compliance[1]**	**Previously Identified Corrective Action and Status** *Include description, date identified, status, and Photo ID.*	**New Corrective Action Identified** *Include description and photo ID.*
SMP #01: Stormwater gallery	Southeast portion of Drainage Area 4, near 2nd street boundary	*1*		
SMP #02: Bioretention	Northwest corner of site	*2*		*Location where bioretention practice is planned has been compacted. Soils in locations where infiltration practices are planned must not be compacted. (Photo: 10).*

Site-specific information that **SWPPP Preparer** must include with SWPPP submission

Conducting Inspections

QI Inspection Reports [F.2]

All SMPs must be categorized as “3” to close out a project

Table VI: Stormwater Management Practices

- For any corrective actions identified, include a reference to the associated site inspection photo attached.
- During each inspection include where the practice construction is:
  - (0) Not Started
  - (1) In Progress, Compliant
  - (2) In Progress, Non-Compliant
  - (3) Completed, Compliant
  - (4) Completed, Non-Compliant

Table V: Stormwater Management Practices[1]

Practice ID and Name	Practice Location	Construction Status & SWPPP Compliance[1]	Previously Identified Corrective Action and Status *Include description, date identified, status, and Photo ID*	New Corrective Action Identified *Include description and photo ID.*
SMP #01: Stormwater gallery	Southeast portion of Drainage Area 4, near 2nd street boundary	1		
SMP #02: Bioretention	Northwest corner of site	2		Location where bioretention practice is planned has been compacted. Soils in locations where infiltration practices are planned must not be compacted. (Photo: 10).

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Example of SMP Corrective Actions: Infiltration Practice

Table V: Stormwater Management Practices[1]				
Practice ID and Name	**Practice Location**	**Construction Status & SWPPP Compliance[1]**	**Previously Identified Corrective Action and Status** *Include description, date identified, status, and Photo ID.*	**New Corrective Action Identified** *Include description and photo ID.*
SMP #02: Bioretention	Northwest corner of site	2		*Location where bioretention practice is planned has been compacted. Soils in locations where infiltration practices are planned must not be compacted. (Photo: 10).*

Table VII: Photos

Include colored digital photographs, with date stamp, that clearly show the condition of all practices that have been identified as needing corrective actions (CGP Part IV.C.4.I).

Photo ID: *10*

Other Notes and References: *Location of bioretention practice in northern part of site has been compacted. Soil in locations where infiltration practices are planned must not be compacted.*

Conducting Inspections

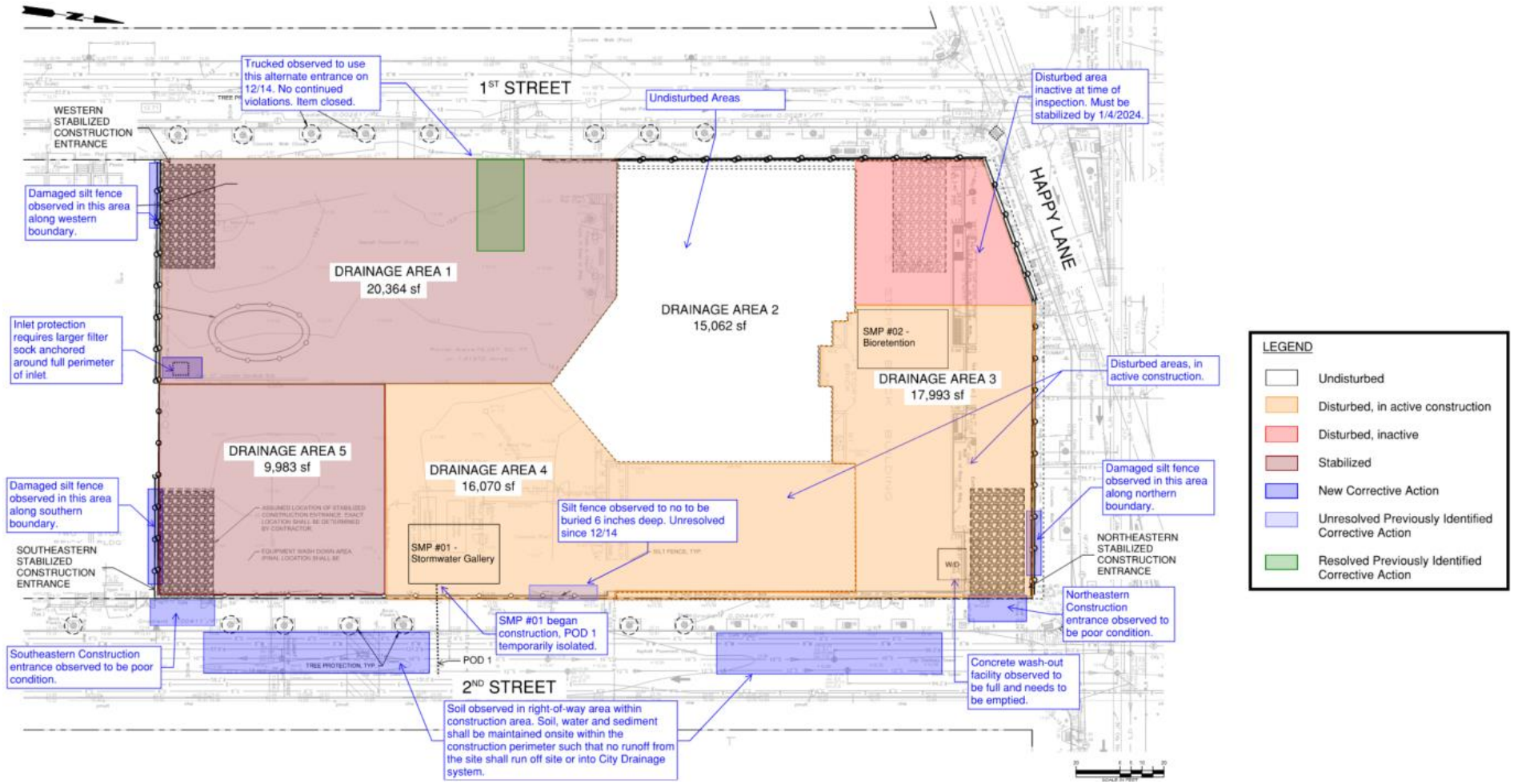
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- Soil disturbance status
- Corrective actions
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

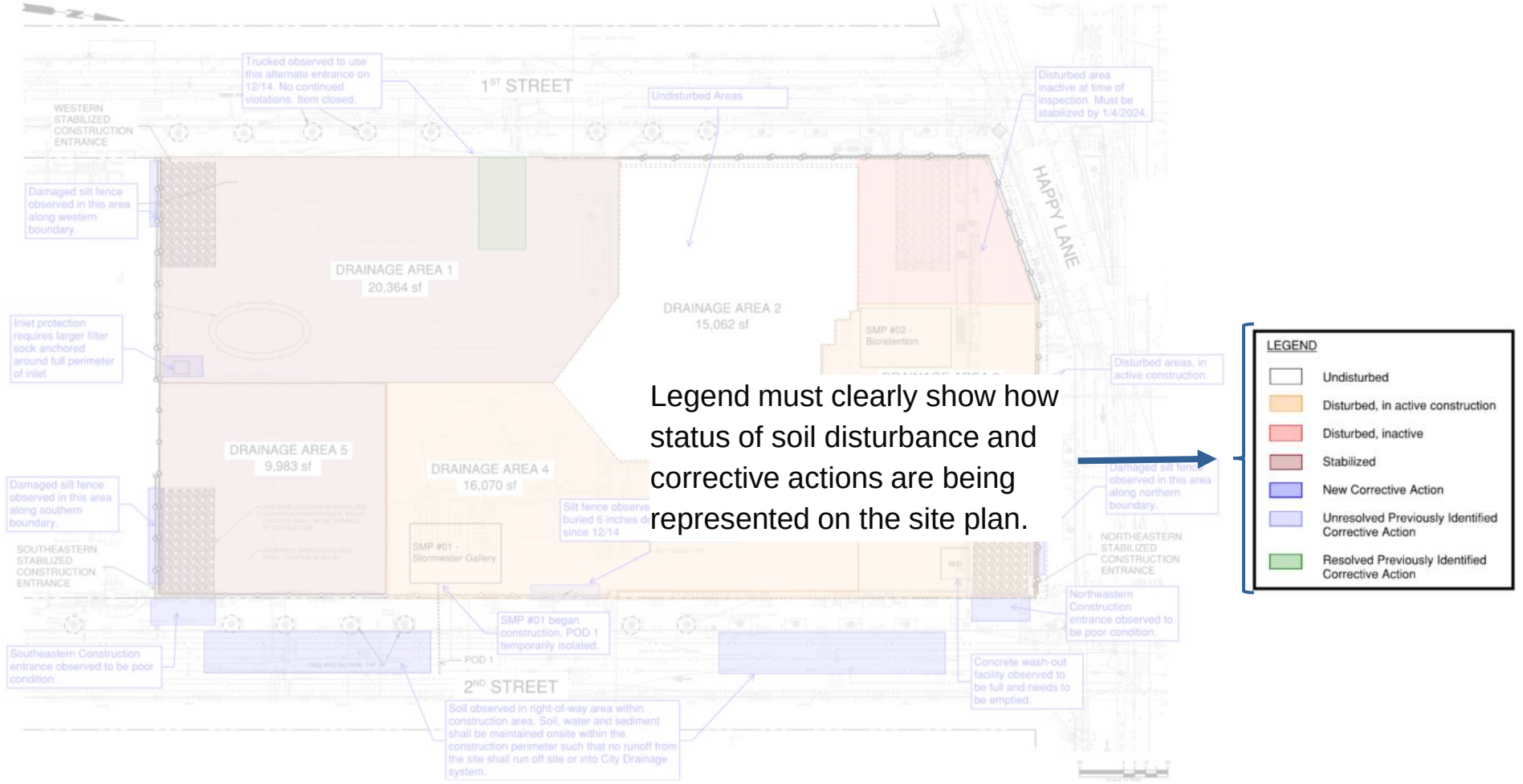
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- **Clear legend**
- Soil disturbance status
- Corrective actions
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Legend must clearly show how status of soil disturbance and corrective actions are being represented on the site plan.

Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

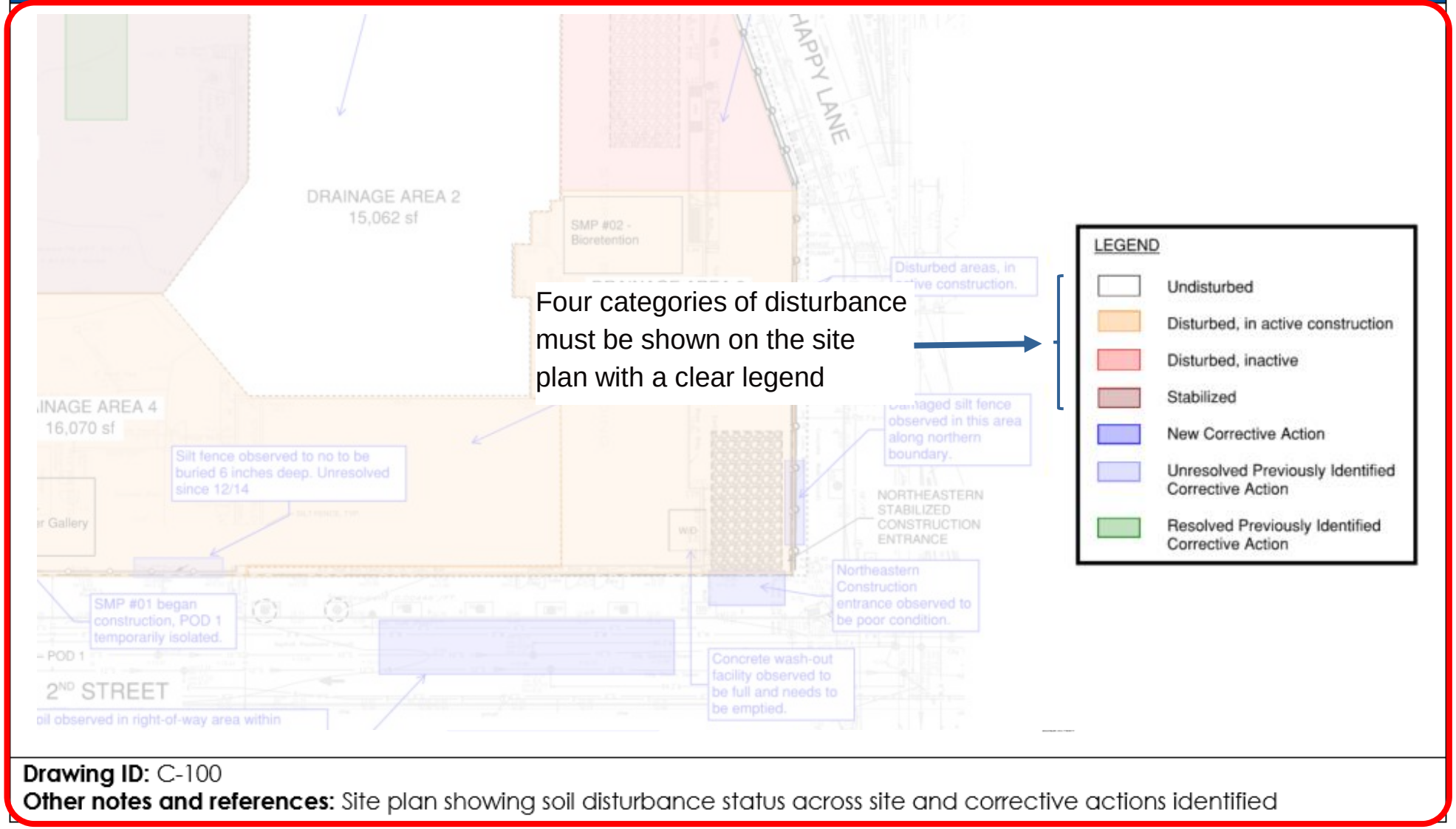
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- **Soil disturbance status**
- Corrective actions
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

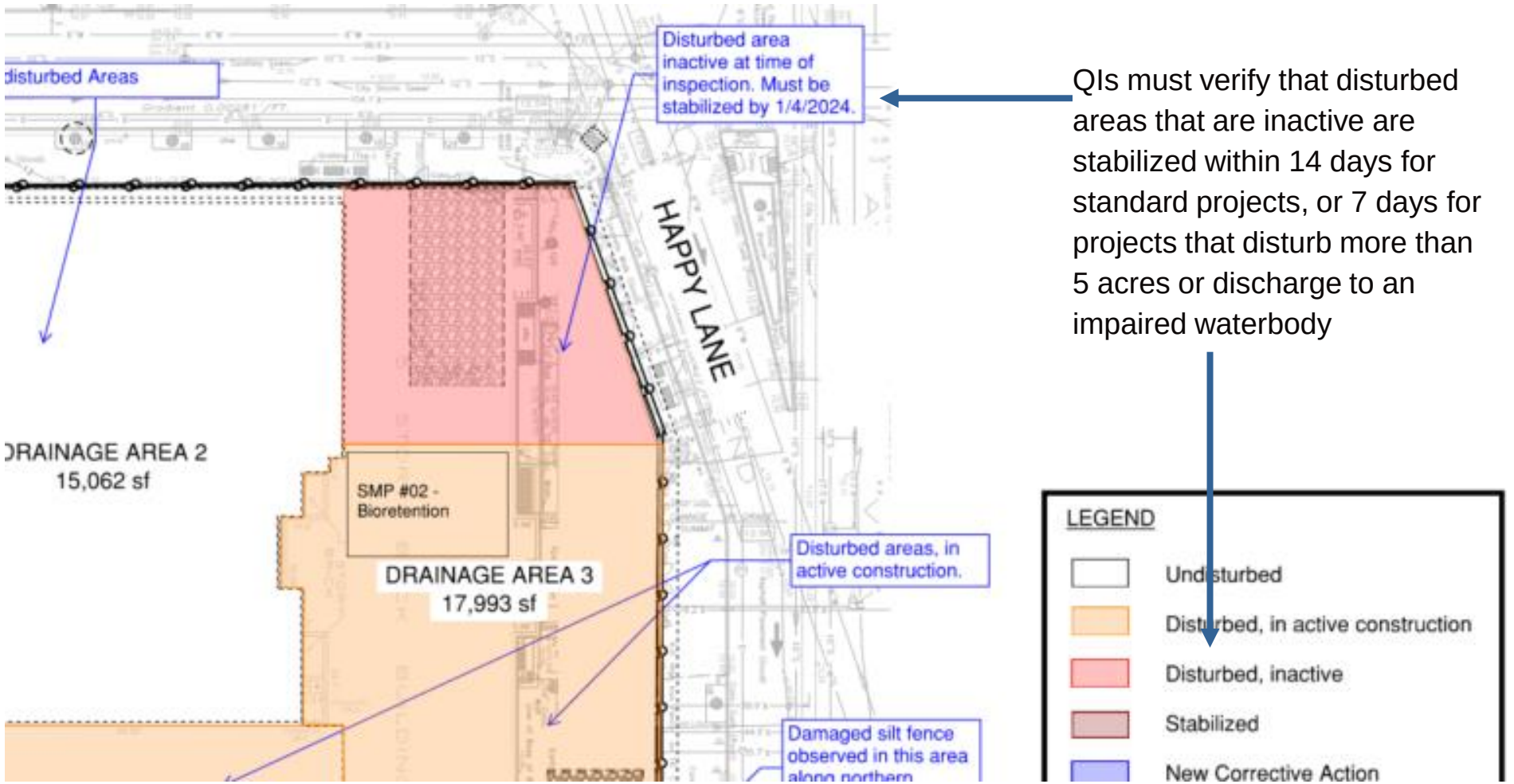
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- **Soil disturbance status**
- Corrective actions
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

QIs must verify that disturbed areas that are inactive are stabilized within 14 days for standard projects, or 7 days for projects that disturb more than 5 acres or discharge to an impaired waterbody

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

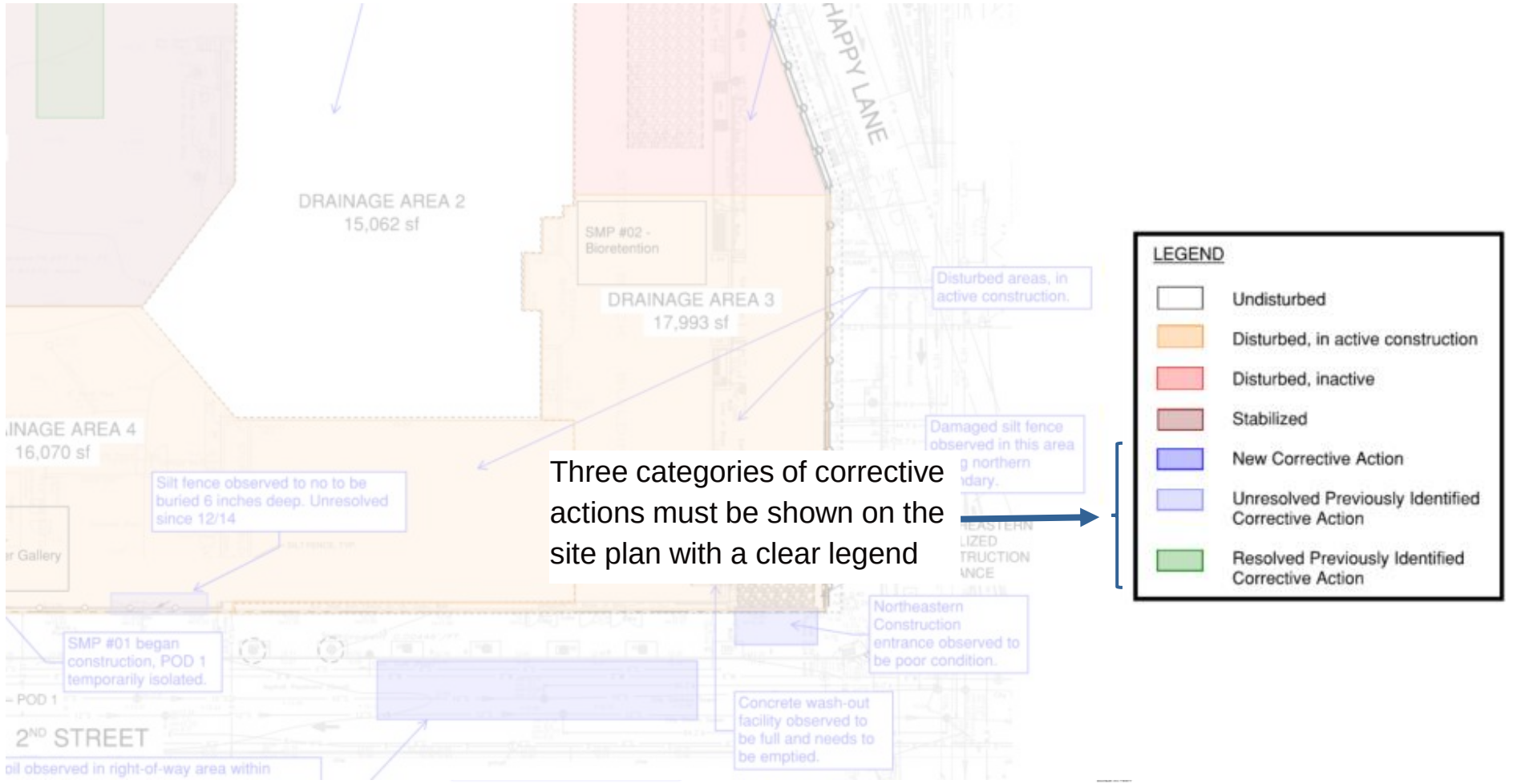
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- Soil disturbance status
- **Corrective actions**
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

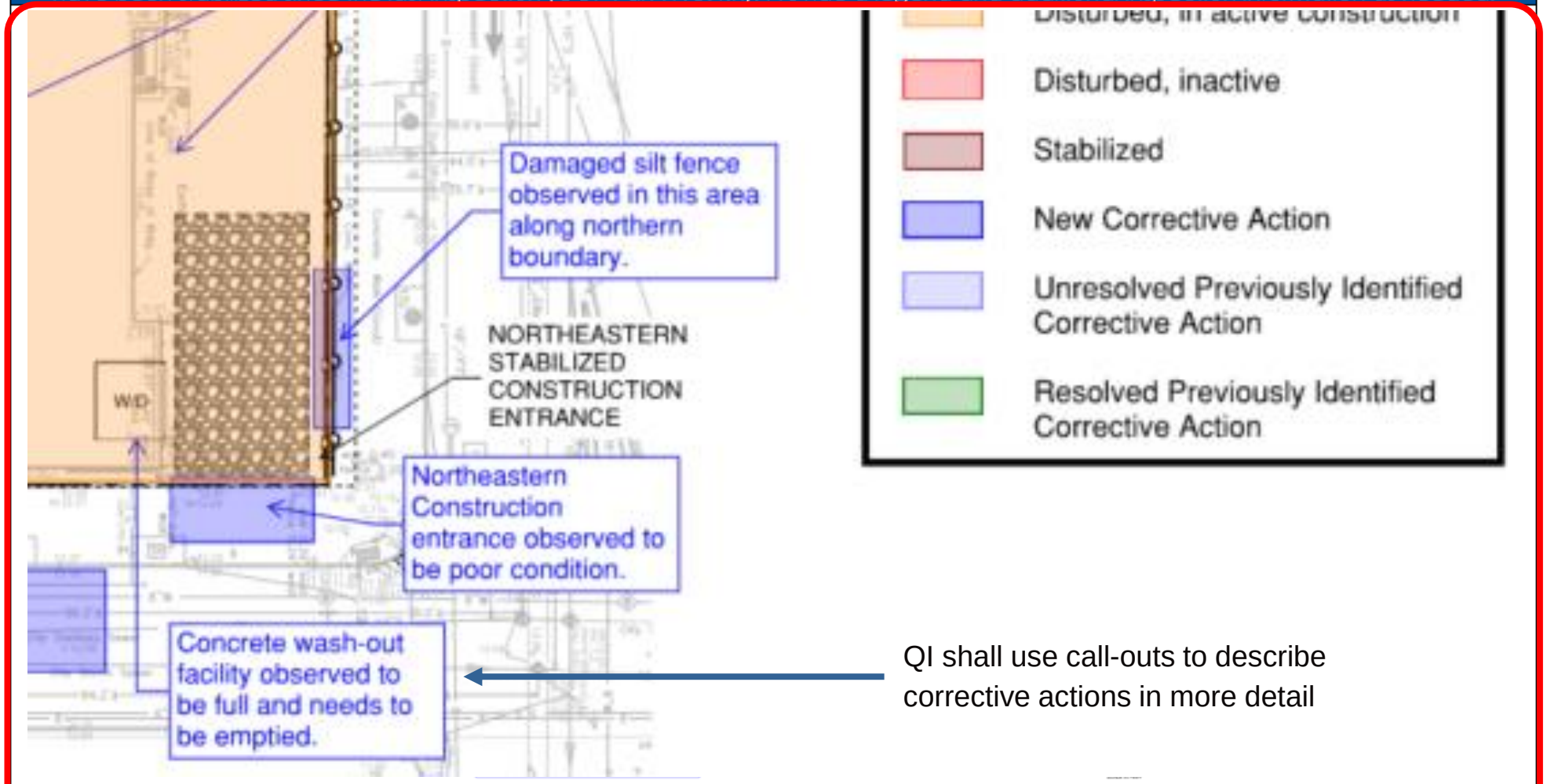
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- Soil disturbance status
- **Corrective actions**
- SMP construction status
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



QI shall use call-outs to describe corrective actions in more detail

Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

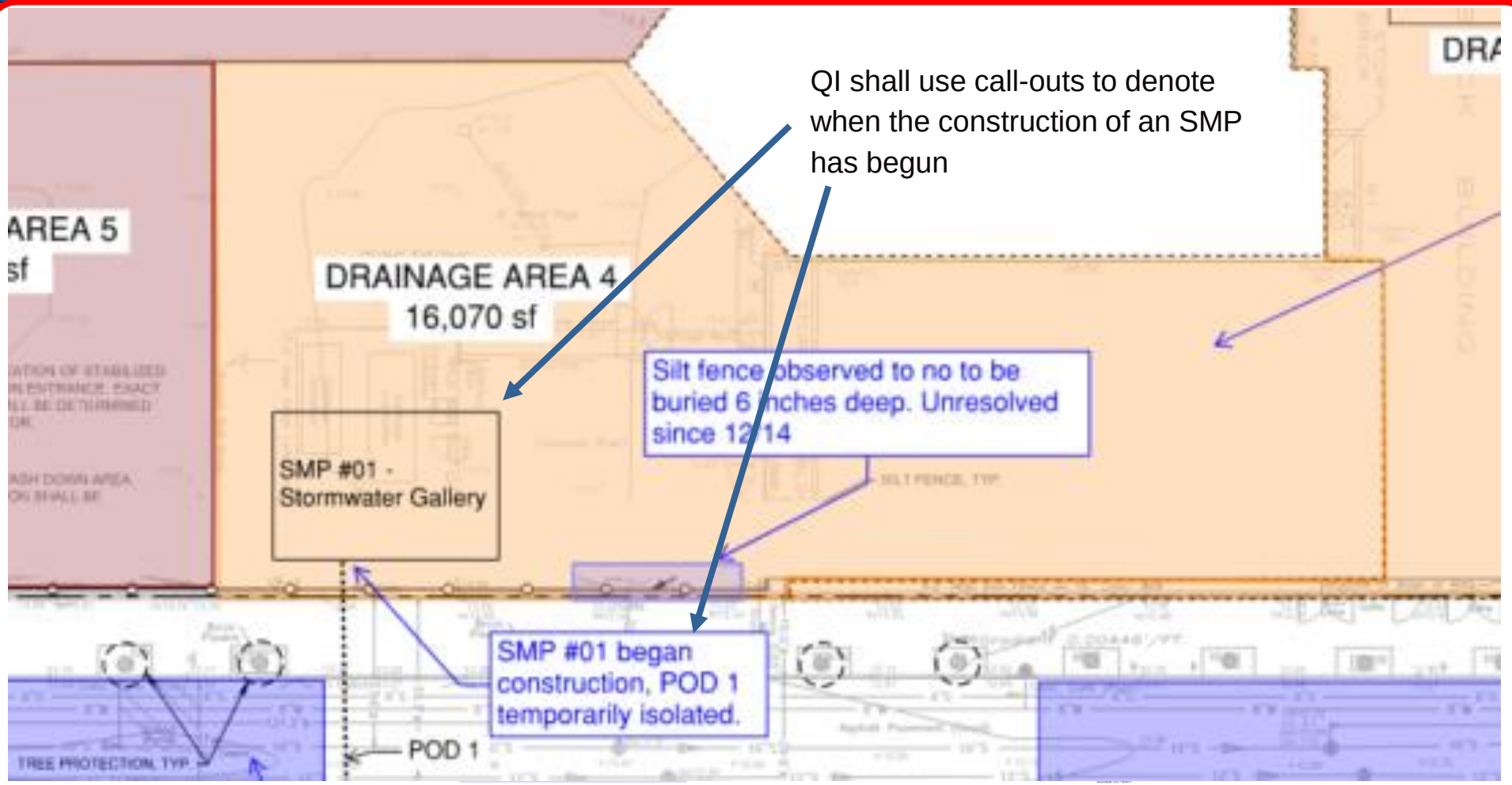
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- Soil disturbance status
- Corrective actions
- **SMP construction status**
- General notes

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

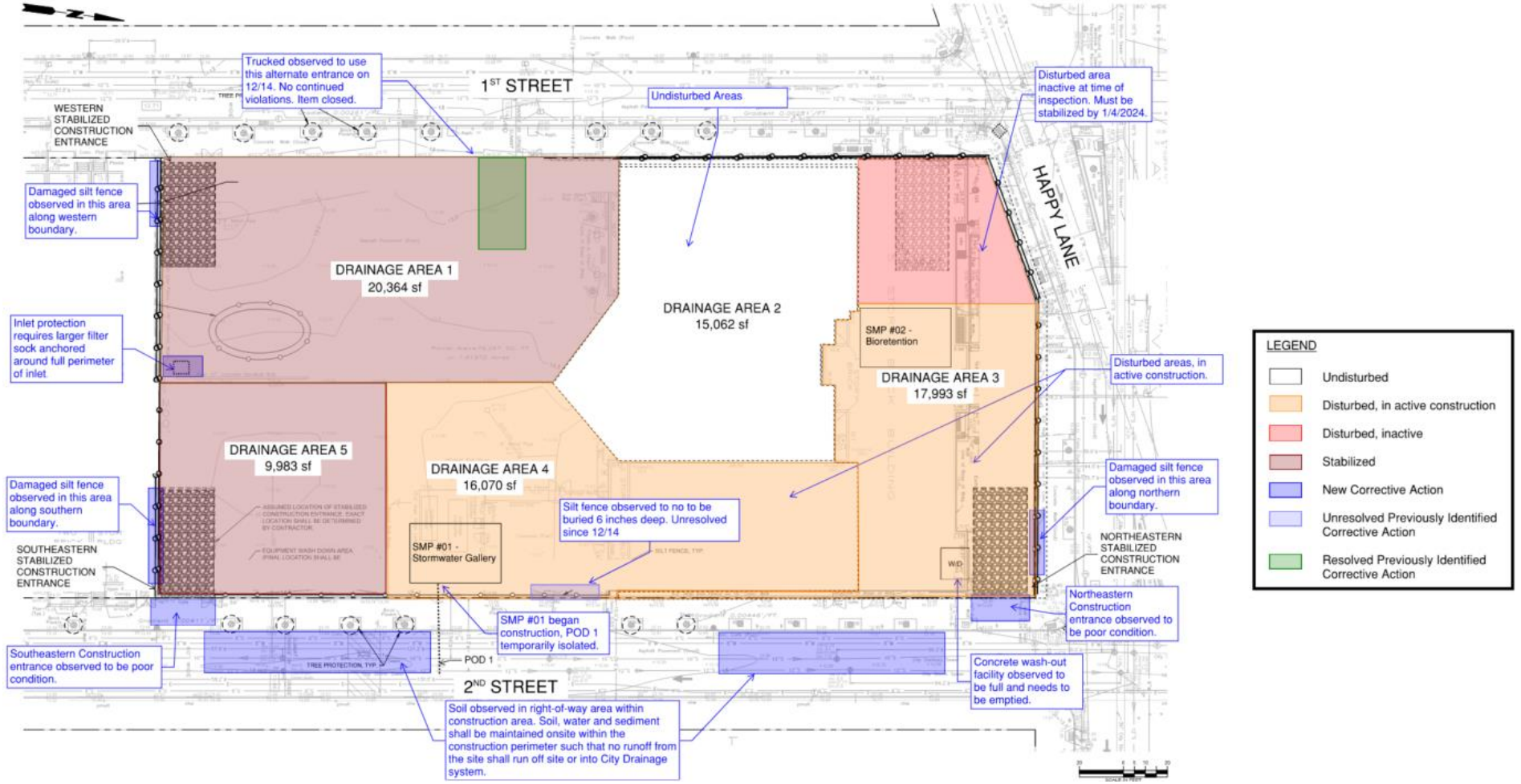
QI Inspection Reports [F.2]

Table VII: Site Plan(s)

- Clear legend
- Soil disturbance status
- Corrective actions
- SMP construction status
- **General notes**

Table VI: Site Plan(s)

Show areas with active soil disturbance activity, areas that have been disturbed but are inactive at time of inspection, and areas that have been stabilized since the last inspection (CGP Part IV.C.4.h). Provide a legend and additional inspection information as needed.



Drawing ID: C-100

Other notes and references: Site plan showing soil disturbance status across site and corrective actions identified

Example of report inputs **QI** must complete during construction inspections

Conducting Inspections

QI Inspection Reports [F.2]

Example of report inputs **QI** must complete during construction inspections

Qualified Inspector Reports **must** be signed off by both the QI conducting the inspection and the QI certifying the inspection.

QI

OR

Supervised QI

Certification and acknowledgement of Qualified Inspector who conducted the inspection and completed the report.

Note: This may be a Supervised QI, or a certified/licensed QI, as required by project type.

By signing below, I certify that all information provided in this report is accurate and complete. The report, along with all attachments, is in compliance with the NYS DEC Construction General Permit and the applicable sections of the Rules of the City of New York (RCNY) Title 15, Chapter 19.1. I acknowledge that I must notify the Owner and appropriate Contractors or Subcontractors of any corrective actions that need to be taken, within one business day of the date of the inspection.

X *John Smith, Junior Project Engineer*	X *John Smith 12/21/2023*
Qualified Inspector Name and Title	*Qualified Inspector Signature and Date*

Certification and acknowledgement of Qualified Inspector who oversaw the inspection and report development.

Note: This must be a certified/licensed QI, as required by project type. If this is the same person as the signatory above, they must provide a second certification below. If the QI who signed above was a Supervised QI, the QI signing this certification must be the person who oversaw the inspection and report development.

By signing below, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision 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 understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.

QI

X *Jane Doe, Senior Project Engineer P.E.*	X *Jane Doe 12/21/2023*
Qualified Inspector Name, Title, Qualifying License/Certification	*Qualified Inspector Signature and Date*

Conducting Inspections

Monthly Summary of QI Inspections [F.3]

Example of report inputs

QI must complete during construction inspections

Monthly Summary of Qualified Inspector Reports **must** be completed and emailed to the NYC DEP address listed on the SWPPP Acceptance Form.

F.3 - Monthly Summary of QI Inspections

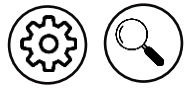
PROJECT NAME	SITE ADDRESS	REQUIRED INSPECTION FREQUENCY
Happy Lane	123 Happy Lane, Brooklyn, New York 12345	Weekly
SWPTS APPLICATION ID	**SPDES CGP ID**	**OTHER SPDES PERMIT IDS**
#123456	#GP-0-20-001	N/A
STORMWATER CONSTRUCTION PERMIT ID	**DEVELOPER**	**CONTRACTOR**
CP-0000123	Developer, Inc.	Contractor, Inc.

QUALIFIED INSPECTOR (Name and company)	REPORTING MONTH (Month during which inspections took place)	SUBMISSION DATE (Date summary is emailed to DEP)
Jane Doe, P.E. Engineers, Inc.	December 2023	Friday, December 29, 2023

QUALIFIED INSPECTOR'S CERTIFICATION:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision 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 understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings."

X Jane Doe, P.E. Senior Project Engineer	X Jane Doe 12/29/2023
Qualified Inspector Name and Title	Qualified Inspector Signature and Date



QI

Conducting Inspections

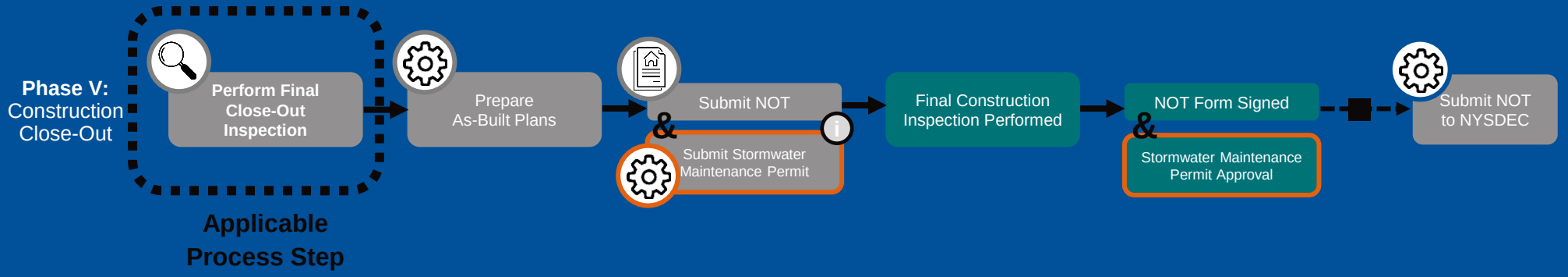
Monthly Summary of QI Inspections [F.3]

Monthly Summary of Qualified Inspector Reports **must** provide details of Weekly or Twice Per Weekly QI Inspection Reports

Summary of QI Inspections				
Date of Inspection	Name of Inspector	Area of Disturbance on Site (acres)	Construction Completion (%)	Corrective Items Identified or Resolved
11/30/2023	John Smith	0.4 Acre	20%	N/A
12/7/2023	John Smith	0.4 Acres	22%	Trucks observed to use alternate entrance; No evidence of continued behavior and street cleaned of any sediment or debris. Item closed.
12/14/2023	John Smith	0.5 Acre	24%	Hydraulic fluid dripping from excavator line. Spill kit was used to clean up hydraulic fluid and line was replaced.
12/21/2023	John Smith	0.45 Acre	26%	Several Corrective Actions identified relating to condition of inlet protection, silt fence, concrete washout maintenance, and stabilized construction entrance.

Example of report inputs **QI** must complete during construction inspections

Construction Close-out



NYC Environmental Protection

Construction Close-Out

Key Components

- Overview
  - Who are the key personnel involved in the close-out process?
  - What are the responsibilities of the key personnel in the close-out process?

- Final Close-Out Inspection and Reporting
  - What site elements require certification in the final QI inspection?
  - How are the site elements reported in the QI inspection report?
  - Once the final QI inspection is completed, how is it formalized?

Construction Close-Out

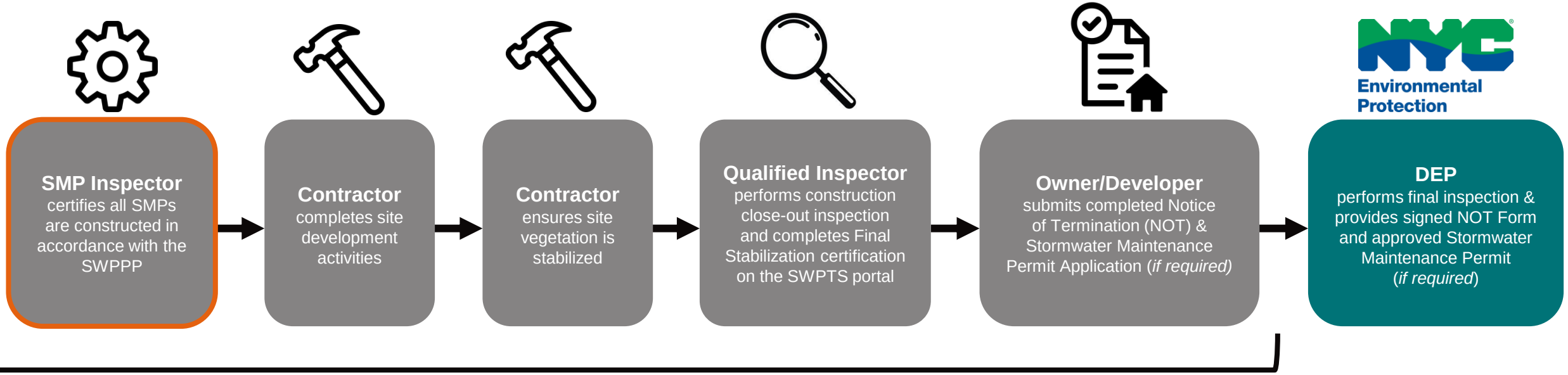
Overview

Project Team Action Item

DEP Action Item

Step Applicable for SMP Projects

Step Applicable for MS4 Projects



Regular Weekly or Twice Weekly QI Inspections must be performed until NOT/Stormwater Maintenance Permit is approved unless Temporary Shutdown status is granted.

Refer to RCNY Chapter 19.1-03 or NYS DEC SPDES General Permit Part IV for additional guidance

Construction Close-Out

Final Close-Out Inspection

Qualified Inspector must inspect & certify that:

- ☑ All development activities identified in the SWPPP have been completed;
- ☑ All areas of disturbance have achieved final stabilization;
- ☑ All temporary structural erosion and sediment control measures have been removed;

Qualified Professional must inspect & certify that:

- ❑ Any stormwater management practices identified in the SWPPP have been constructed in conformance with the SWPPP and are operational
- ❑ As-built drawings have been prepared

Qualified Inspector must inspect & certify that:

- ☑ All areas of disturbance have achieved final stabilization;

Construction Close-Out

Final QI Inspection and Report

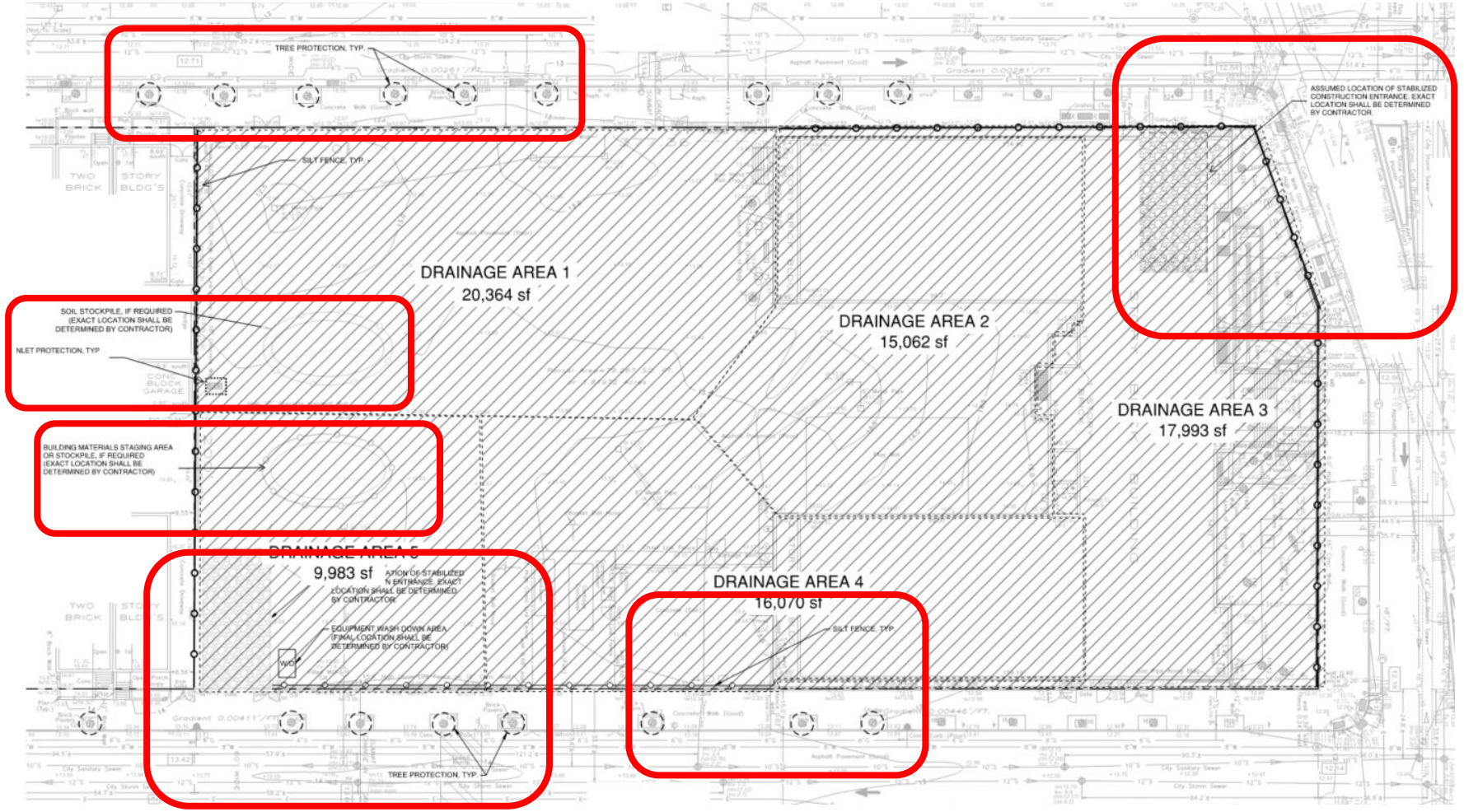
Final Stabilization: All soil disturbing activities have been completed and a uniform, perennial vegetative cover with a density of 80% has been established or equivalent stabilization measures have been employed on all unpaved areas and areas not covered by permanent structures

Construction Close-Out

Final QI Inspection and Report

Qualified Inspector must inspect & certify that:

- ☑ All temporary structural erosion and sediment control measures have been removed;



Ensure removal of all ESC practices outlined in the approved SWPPP

Construction Close-Out

Final QI Inspection and Report

Qualified Inspector must certify the close-out inspection by

signing the certification statements on the NOT in the SWPTS Portal.

Questions?

NYC Environmental Protection