

## 4S Sample Reporting Forms

# Contractor Self-Inspection Form

## C4.1 Construction Site Inspection Checklist

Inspected By: \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Check "Yes" or "No" or "N/A" if not applicable.

YES	NO	N/A	
_____	_____	_____	1. Has there been an absence of rain since the last inspection?
_____	_____	_____	2. Are all sediment barriers (e.g., sandbags, straw bales, and silt fences) in place in accordance with the Plan and are they functioning properly?
_____	_____	_____	3. If present, are all exposed slopes protected from erosion through the implementation of acceptable soil stabilization practices?
_____	_____	_____	4. If present, are all sediment traps/basins installed and functioning properly (if applicable)?
_____	_____	_____	5. Are all material handling and storage areas reasonably clean and free of spills, leaks, or other deleterious materials?
_____	_____	_____	6. Are all equipment storage and maintenance areas reasonably clean and free of spills, leaks, or any other deleterious materials?
_____	_____	_____	7. Are all materials and equipment properly covered?
_____	_____	_____	8. Are all external discharge points (i.e., outfalls) reasonably free of any noticeable pollutant discharges?
_____	_____	_____	9. Are all internal discharge points (i.e., storm drain inlets) provided with inlet protection?

Check "Yes" or "No" or "N/A" if not applicable.

YES	NO	N/A	
_____	_____	_____	10. Are all external discharge points reasonably free of any significant erosion or sediment transport?
_____	_____	_____	11. Are all BMPs identified on the Plan installed in the proper location and according to the specifications for the plan?
_____	_____	_____	12. Are all structural control practices in good repair and maintained in functional order?
_____	_____	_____	13. Are all on-site traffic routes, parking, and storage of equipment and supplies restricted to areas designated in the Plan for those uses?
_____	_____	_____	14. Are all locations of temporary soil stockpiles or construction materials in approved areas?
_____	_____	_____	15. Are all seeded or landscaped areas properly maintained?
_____	_____	_____	16. Are sediment treatment controls in place at discharge points from the site?
_____	_____	_____	17. Are slopes free of significant erosion?
_____	_____	_____	18. Are all points of ingress and egress from the site provided with stabilized construction entrances?
_____	_____	_____	19. Is sediment, debris, or mud being cleaned from public roads at intersections with site access roads?
_____	_____	_____	20. Does the Plan reflect current site conditions?

If you answered "no" to any of the above questions (except Number 1), describe any corrective action(s) that must be taken to remedy the problem and when the corrective action is to be completed:

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### C4.2 Inspection Log

The site shall be inspected before and after storm events with 0.25 inches or greater predicted or actual precipitation, and documented on the Construction Site Inspection Checklist. Incidents of noncompliance must be reported to the Engineer.

Date	Inspector	Type of Inspection			Observations (If post-storm inspection, note size of storm in inches)
		Routine	Pre-Storm	Post-Storm	

# Attachment C5 Standard Permittee Inspection Form Requirements

## C5.1 Construction Site Inspection Checklist

Inspected By: \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Level I	Yes	No	N/A
1. Are all discharge points reasonably free of any noticeable pollutant discharges? If Yes, go to Question 2. If No, is the project a Priority Project? If Yes, go to Level II. If No, continue below.			
a. Are all material handling and storage areas reasonably clean, and free of spills, leaks, or other deleterious materials?			
b. Are all equipment storage and maintenance areas reasonably clean, and free of spills, leaks, or other deleterious materials?			
c. Are all materials and equipment properly covered?			
<i>If you answered "no" to any of the above questions, describe on the next page any corrective actions that will be required to remedy the problem and when the corrective actions are to be completed.</i>			
2. Are all discharge points reasonably free of any significant deposition of sediment? If Yes, go to Question 3. If No, is the project a Priority Project? If Yes, go to Level II. If No, continue below.			
a. Are sediment control BMPs installed downslope of all disturbed areas of the site?			
b. Are sediment control BMPs in proper repair and free of excessive sediment buildup?			
c. Are site entrance and exit points free of tracked sediment?			
d. Are all discharge points (e.g., storm drain inlets) provided with inlet protection?			
<i>If you answered "no" to any of the above questions, describe on the next page any corrective actions which will be required to remedy the problem and when the corrective action is to be completed.</i>			
3. Are all discharge points, downstream channels, and slopes not actively under construction free of erosion? If Yes, inspection is complete. If No, is the project a Priority Project? If Yes, go to Level II. If No, continue below.			
a. Are erosion control BMPs in place at or upstream of these locations?			
b. Are erosion control BMPs in proper repair?			
c. Are areas not actively under construction stabilized and access properly restricted from these areas?			
<i>If you answered "no" to any of the above questions, describe on the next page any corrective actions which will be required to remedy the problem and when the corrective action is to be completed.</i>			

Attachment C5  
Standard Permittee Inspection Form Requirements

Level II - Priority Projects	Yes	No	N/A
4. a. Has a local SWPPP been prepared for the project?			
b. Has the local SWPPP been implemented?			
c. Are the BMPs implemented under the local SWPPP effective at meeting the minimum construction material and waste management requirements?			
<i>If you answered "no" to any of the above questions, describe below any corrective actions which will be required to remedy the problem and when the corrective action is to be completed.</i>			
5. Are soil disturbing activities occurring during the rainy season? If Yes, continue below. If No, inspection is complete.			
a. Has a WVECP been prepared?			
b. Has the WVECP been implemented?			
c. Are the BMPs implemented under the WVECP effective at meeting the minimum sediment and erosion control requirements?			
<i>If you answered "no" to any of the above questions, describe below any corrective actions which will be required to remedy the problem and when the corrective action is to be completed.</i>			

Corrective Action(s) Needed and Schedule for Completion:

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# Attachment C6 BMP Checklist

## C6.1 Erosion Control Practices

<i>BMP Description</i>	<i>Will BMP Be Used?</i>		<i>If Yes, Explain How</i>
	<i>Yes</i>	<i>No</i>	<i>If No, State Reason</i>
<b>Site Planning Considerations</b>			
Scheduling			
Preservation of Existing Vegetation			
<b>Vegetative Stabilization</b>			
Seeding & Planting			
Mulching			
<b>Physical Stabilization</b>			
Geotextiles & Mats			
Dust Control			
Temporary Stream Crossing			
Construction Road Stabilization			
<b>Diversion of Runoff</b>			
Earth Dike			
Temporary Drains & Swales			
Slope Drain			
<b>Velocity Reduction</b>			
Outlet Protection			
Check Dams			
Slope Roughening/Terracing			

### C6.2 Sediment Control Practices

<i>BMP Description</i>	<i>Will BMP Be Used?</i>		<i>If Yes, Explain How</i>
	<i>Yes</i>	<i>No</i>	<i>If No, State Reason</i>
Silt Fence			
Straw Bale Barrier			
Sand Bag Barrier			
Brush or Rock Filter			
Storm Drain Inlet Protection			
Sediment Trap			
Sediment Basin			

### C6.3 Tracking Control Practices

<i>BMP Description</i>	<i>Will BMP Be Used?</i>		<i>If Yes, Explain How</i>
	<i>Yes</i>	<i>No</i>	<i>If No, State Reason</i>
<b>Tracking Control</b>			
Stabilized Construction Entrance			



## C6.4 Non-Stormwater and Material and Waste Management Practices

BMP Description	Will BMP Be Used?		If Yes, Explain How
	Yes	No	If No, State Reason
<b>Construction Practices</b>			
Dewatering Operations			
Paving Operations			
Structure Construction & Painting			
<b>Vehicle &amp; Equipment Management</b>			
Vehicle & Equipment Cleaning			
Vehicle & Equipment Fueling			
Vehicle & Equipment Maintenance			
<b>Material Management</b>			
Material Delivery and Storage			
Material Use			
Spill Prevention and Control			
<b>Waste Management</b>			
Solid Waste Management			
Hazardous Waste Management			
Contaminated Soil Management			
Concrete Waste Management			
Sanitary/Septic Waste Management			
<b>Contractor Training</b>			
Employee/Subcontractor Training			