

CONSTRUCTION SITE MANAGEMENT AND INSPECTION SOP

1. PURPOSE

- A. Establish which personnel are responsible in performing and documenting SWPPP inspections
- B. Establish which personnel are responsible for maintaining active construction sites log.
- C. Develop standard procedures for identifying priority construction sites
- D. Develop standard procedures for documenting/tracking inspections and enforcement.

2. CONSTRUCTION SITE INSPECTIONS/DOCUMENTATION

- A. A Draper city RSI certified Storm Water Inspector is responsible for completing construction site inspections and follow-up inspection.
 - a. Follow Draper City's SWPPP Inspection Standard Operating Procedure for inspections
 - b. Use the UPDES SWPPP Compliance Inspection form that is included in the Utilisync software.
- B. Storm Water Inspector is responsible to email a PDF copy of the UPDES storm water inspection evaluation form for SWPPP compliance to the SWPPP site contact and to the Storm Water Specialist via Utilisync.
- C. Frequency of inspections:
 - a. Inspections of UGCP regulated projects are to be done at least monthly.
 - b. Inspections of Priority Construction Sites are to be done at least biweekly.
- D. Conduct routine inspections during construction activity (at the minimum frequency identified above)
- E. Conduct a final inspection of the site once the owner/operator has filed a Notice of Termination (NOT) has been filed with the State.
 - a. Use the same UPDES Storm Water Inspection Evaluation form for SWPPP compliance that was completed in the SWPPP review.

3. MONTHLY INSPECTION LOG

- A. The Monthly Inspection Log is regularly updated by the Storm water Specialist which includes a list of active construction sites, contact information, scheduled inspection dates, and other SWPPP related information.
 - a. All construction sites are to be included.
 - b. Sites which are Utah General Construction Permit (UGCP) regulated (sites with a land disturbance of greater than or equal to one acre and sites less than one acre that are part of a larger common plan of development) are to be identified on the Monthly Inspection Log.
 - c. Priority construction sites are identified in the monthly inspection log using the following criteria:
 - I. Include at a minimum sites discharging directly into or immediately upstream of waters that the State recognizes as impaired (for sediment) or high quality:
 - Jordan River

- Willow Creek
- Corner Creek
- East Jordan Canal
- Salt Lake City/Jordan Canal

II. Include areas that are located in sensitive areas including:

- Wetlands
- Ponds
- Historic areas (Parks, Houses, Properties)
- Slope Stability Study Area (Sensitive Hillside) where project is over 1 Acre and/or Less than 1 Acre and part of Common Plan of Development

III. Consider current and past SWPPP compliance.

- If owner operator has a history of negligence then the site will be inspected more frequently until compliance is met

4. ENFORCEMENT ACTION

- A. Follow procedures identified in SOP – Construction Storm Water Enforcement SOP as needed.

5. DOCUMENTATION

- A. The Storm Water specialist is responsible for updating the SWPPP Inspection log.
- B. The Storm Water Specialist is responsible for storing all SWPPP inspection reports electronically in the SWMP documentation folder.
- C. Any Enforcement actions taken are also to be logged in the Enforcement Log for tracking purposes.
- D. Records of inspections and enforcement shall be kept for 5 years or until construction is completed, whichever is longer.
- E. A Storm Water Event log is to be kept by the Storm Water Inspector for each project which will include drive thru inspections, monthly/biweekly inspections, follow-up visits, and response to complaints. This log as well as any associated photos is to be scanned and saved to the project folder once as soon as they are observed in the field.