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***Small-Site* SWPPP Inspection Report**

**with Instructions**

For all projects with **less than one (1) acre of soil disturbance**, RIDOT is required to develop and enforce a site-specific **Storm Water Pollution Prevention Plan** (**SWPPP**) to remain in compliance with RIDOT’s Stormwater Management Program Plan (SWMPP). As part of the SWPPP, a site-specific inspection report must be created and utilized.

***Preparing the Inspection Report***

This inspection report template has been provided by RIDOT for the development of the site-specific SWPPP Inspection Report. It must be customized for each individual Project to meet the requirements of the RIPDES Construction General Permit and our SWMPP.

**It is expected that this Inspection Report will be prepared as part of the preparation of the site-specific SWPPP.** Thisinspection report template is designed to be customized according to the SWPPP document (initially) and then customized based on conditions at the site.

Review the site-specific SWPPP and the Plans to develop the inspection report. ***On a copy of the site plan, number all stormwater BMPs and areas of the site that will be inspected.*** Include both structural (basins, outlet protection, swales, etc) and non-structural (construction entrances, perimeter barriers, trash areas, etc) BMPs and areas that will be inspected. Also, identify all point source outfalls, areas of highly erodible soils, and the priority natural resource areas (i.e. streams, wetlands, mature trees, etc). **List each BMP or area to be inspected separately in the site-specific BMP section of the inspection report**.

An appropriate rain gauge must be identified and utilized for the determination of the storm events. Rain gauges may be found on [www.wunderground.com](http://www.wunderground.com), [www.nws.noaa.gov](http://www.nws.noaa.gov) (or similar sites).

***Small-Site SWPPP Inspection Report Instructions for:***

**RIDOT PROJECT MANAGEMENT**

* The RIDOT Division Administrator of Project Management must review the SWPPP and sign the Certification Statement as the site OWNER on p. iii of the SWPPP.

RIDOT RESIDENT ENGINEER

* The RIDOT Resident Engineer (RE) must review the SWPPP and sign the Certification Statement for RIDOT Resident Engineer in Section 8. If the RE has any questions, contact the RIDOT Office of Stormwater Management (OSM) at 401-734-4892.
* After an inspection has been performed, the RE must sign the ‘acknowledgement’ certification on Page 1 of the Inspection Report **at time of receipt from the Inspector.**
* The RE must review the Inspection Report within 24-hours of receipt.
  + If the RE agrees with the Inspection report, the RE must:
    - Fill out the “NOTICE TO CONTRACTOR” box on the last page of the Report
    - Have the Contractor sign the ‘acknowledgement’ certification on Page 1
    - Make a copy of the Inspection Report with all 3 signatures for the Contractor’s use
  + If the RE disagrees with a corrective action item, the RE must:
    - Document objection with each item and provide justifiable reason in the inspection report. The contractor will not responsible for initiating corrective actions for such items. RIDOT’s OSM will review such items if warranted.
    - Fill out the “NOTICE TO CONTRACTOR” box on the last page of the Report
    - Have the Contractor sign the ‘acknowledgement’ certification on Page 1
    - Make a copy of the Inspection Report with all 3 signatures for the Contractor’s use
* It is the responsibility of the RIDOT Resident Engineer to maintain a copy of the SWPPP, copies of all completed inspection reports, and amendments as part of the SWPPP documentation at the project field office during construction.
* **The Inspection Report serves as the RIDOT directive to the Contractor to proceed with corrective actions.**
* **The RE is responsible for verifying Corrective Actions performed by the Contractor (sign/date on Corrective Action Log).**
* On a monthly basis, the Resident Engineer must electronically submit a PDF of the Inspection Reports to the Project Manager (PM) and the Environmental Division (ED). Please submit ED reports to: [heather.hamilton@dot.ri.gov](mailto:heather.hamilton@dot.ri.gov) .

Monthly submission:

* + must include each completed, dated, and signed inspection report, including any associated photos.
  + must be submitted no later than the 10th of the month following the end of the reporting period.
  + must include a copy of the daily rainfall summary data for the month as reported by the selected rain gauge (ex/ the monthly calendar from www.wunderground.com).
  + may have the report content, frequency, &/or submission format changed with approval from the ED.

CONTRACTOR’S INSPECTOR

* The Contractor may be the Inspector if they are qualified, or the Contractor may designate another qualified person as the Inspector (see current Section 212 of RIDOT Specifications). The designated inspector must review the SWPP Plan and sign the Certification Statement for SWPPP Inspector in Section 8 of the SWPPP.
* **It is the responsibility of the Contractor’s Inspector to start the SWPPP Inspections BEFORE EARTHWORK BEGINS.** Earthwork is NOT allowed to proceed until a SWPPP Inspection of the site has been completed.
* A separate inspection report will be prepared for each inspection.
* Complete any items that will remain constant, such as the project information and BMP locations and descriptions. Then print out multiple copies (double-sided!) of this customized inspection report to use during the inspections *or* *save the file for future use on a computer*. **The Inspector must also include their Certification/Qualification number on each inspection report.**
* The Inspection Reference Number shall be a combination of the   
  Construction Contract Number - consecutively numbered inspections.  
  ex. Inspection reference number for the **4**th inspection of a project would be:  
   2006-AA-BBB-**4**
* Check the rain gauge for past & future weather data prior to inspection.
* Minimum Monitoring and Reporting Requirements

“…the site must be inspected at least once every seven (7) calendar days and within twenty-four (24) hours after any storm event which generates at least 0.25-inches of precipitation per twenty-four (24) hour period and/or after a significant amount of runoff or snowmelt.” (per RIPDES CGP)

* When conducting the inspection, walk the site by following the site map and numbered BMPs locations for inspection. Also, note whether the overall site issues have been addressed.
* Take photos to document issues, completed required maintenance/corrective actions – each photo should be dated and have a unique identification # and written description indicating where it is located within the project area. If a close-up photo is required, it should be preceded with a photo including both the detail area and some type of visible fixed reference point. Photos should be annotated with Station numbers and other identifying information where needed.
* For each inspection, the Inspector must determine if the Construction site is in compliance with the SWPPP, or not. The Inspector must check the appropriate check-box on Page 1 of the inspection report.
* Each report must be signed and dated by the Inspector and forwarded to the RIDOT Resident Engineer within 24-hours of the inspection.

CONTRACTOR

* The Contractor must review the SWPPP and sign the Certification Statement for Contractor in Section 8 and pg. iv of the SWPPP.
* After an Inspection has been performed, the Contractor must sign the ‘acknowledgement’ certification on Page 1 of the inspection form at time of receipt from the Resident Engineer.
* The RE will provide a copy of the signed Inspection Report to the Contractor.
* **The Inspection Report serves as your RIDOT directive to proceed with corrective actions.**
* In accordance with the SWPPP and Section 212 of the RIDOT Standard Specifications, the **Contractor will commence with the requisite cleaning and maintenance measures no later than the next consecutive calendar day after receiving such a directive from the Engineer, and will aggressively and expeditiously perform such cleaning and maintenance work until the original problem is remedied to the complete satisfaction of the Engineer**.
* The **CONTRACTOR** is responsible for maintaining the CORRECTIVE ACTION LOG for each inspection report.

***Small-Site SWPPP Inspection Report Instructions for:***

Inspector, Resident Engineer, & Contractor

***Amendments***

The SWPPP shall be amended whenever there is a change in design, construction, operation, maintenance, or other procedure which has a significant effect on the potential for the discharge of pollutants, or if the SWPPP proves to be ineffective in achieving its objectives.

SWPPP Amendments may be recommended by any party, but all amendments must be approved by the Resident Engineer. The revision must be recorded in the Record of Amendments Log Sheet within the SWPPP and dated red-line drawings and/or a detailed written description must be appended to the SWPPP. Inspection Forms must be revised to reflect all amendments by the Inspector.

Questions

RIDOT Environmental Division  
360 Lincoln Ave

Warwick, RI 02888

401-734-4892

## RIDOT Small-Site SWPPP Inspection Report

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| **Project Information** | | | | | |
| **Name/RIC/PTSID** |  | | | | |
| **RIDOT Project Manager** |  | | **RIDOT Resident Engineer** | |  |
| **Contractor** |  | | **Contractor’s Project Superintendent** | |  |
| **E&S Sub-Contractor Contact** |  | | **Contractor’s SWPPP Insp’s Certification & Cert. #** | |  |
| **Inspection Information** | | | | | |
| **Contractor’s SWPPP Inspector Info** | **Name** | | **Phone** | | **Email** |
| **Inspection Date** | Click or tap to enter a date. | | **Start/End Time** | |  |
| **Inspection Type**  **Weekly  Pre-storm event  During storm event  Post-storm event  Violation** | | | | | |
| **Weather Information** | | | | | |
| **Rain Gauge:** | | | | | |
| **Last Rain Event**  Date Click or tap to enter a date.: Duration (hrs): Approximate Rainfall (in): | | | | | |
| **Current Weather at time of this inspection:** | | | | | |
| **Weather Forecast at time of this inspection:** (And: When is next precipitation or wind event anticipated?) | | | | | |
| **Certification Statements** | | | | | |
| **Inspector:** (check one)  I, as the designated Inspector, certify that this site has been inspected and is in compliance with the site-specific SWPPP.  I, as the designated Inspector, certify that this site has been inspected and I have made the determination that the site requires corrective actions before it will be compliant with the site-specific SWPPP. The required corrective actions are noted within this inspection report. | | | | | |
| Print Name: | | Signature: | | Date:  Click or tap to enter a date. | |
| **Resident Engineer:**  I, the RIDOT Resident Engineer, acknowledge the receipt of this SWPPP inspection report, and understand the requirements set forth in the RIDOT Standard Specifications and the Contract Documents regarding the implementation and maintenance of erosion and sedimentation controls. | | | | | |
| Print Name: | | Signature: | | Date:  Click or tap to enter a date. | |
| **Contractor:**  I, the designated Contractor representative, acknowledge the receipt of this SWPPP inspection report, and understand the requirements set forth in the RIDOT Standard Specifications and the Contract Documents regarding the implementation and maintenance of erosion and sedimentation controls. | | | | | |
| Print Name: | | Signature: | | Date:  Click or tap to enter a date. | |

| **EROSION AND SEDIMENTATION BMP INSPECTION** | | **“No” means needs attention** | **Assoc.**  **Photo #** | **If “No”, what is the CORRECTIVE ACTION to bring into compliance?** |
| --- | --- | --- | --- | --- |
| 2.1 | Are **Limits of Disturbance** clearly marked at the site? | Yes No |  |  |
| 2.1 | Are **natural resource areas** (e.g., streams, wetlands, trees, etc.) protected with sediment barriers or similar BMPs? | Yes No None on/adjacent to site |  |  |
| 2.2 | Is **construction sequencing** being followed? | Yes No  N/A |  |  |
| 2.3 | Are **structural BMPs** properly installed to divert stormwater flow from entering the construction site? | Yes No  None needed |  |  |
| 2.4 | Is **clearing/grubbing** only occurring in areas that will have active work within 21-days? | Yes No |  |  |
| 2.4 | Is **clearing/grubbing** taking place inside the Apr 15 - Oct 15 window? | Yes No |  |  |
| 2.4 | Do **disturbed/unstabilized areas** have appropriate erosion/ sedimentation controls in place? | Yes No  All areas stabilized |  |  |
| 2.5 | Are all **slopes** protected from concentrated stormwater flow? | Yes No  No slopes |  |  |
| 2.6 | Are **ALL** storm drain **inlets &/or catch basins** properly protected with silt sacks or other appropriate BMPs? | Yes No |  |  |
| 2.7 | Are **ALL** storm drain **outfalls** properly protected from scour/erosion? | Yes No  No outfalls |  |  |
| 2.8 | Are **perimeter and sediment controls** adequately installed & maintained to prevent sediment from leaving the site (including entering drainage system)? | Yes No |  |  |
| 2.9 | If dewatering, are discharge points protected & **receiving waters** free of sediment deposits? | Yes No  No dewatering |  |  |
| 2.10 | Is **weather** forecast being checked  regularly? | Yes No |  |  |
| Notes on Erosion and Sediment Controls: | | | | |

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| **GOOD HOUSEKEEPING  BMP INSPECTION** | | **“No” means needs attention** | **Assoc.**  **Photo #** | **If “No”, what is CORRECTIVE ACTION to bring into compliance?** |
| 3.1 | Are BMPs effectively limiting **sediment** from beingtracked into the street? | Yes No |  |  |
| 3.2 | Is **trash/litter** from work areas collected & placed in covered containers regularly? | Yes No |  |  |
| 3.3 | Are **equipment**, vehicles, containers, & storage areas free from leaks? | Yes No |  |  |
| 3.3 | Are **materials** that are potential stormwater contaminants covered or stored inside? | Yes No |  |  |
| 3.4 | Are **non-storm water discharges** (i.e. dust control H2O) free from contamination? | Yes No |  |  |
| 3.5 | Are **stockpiles** covered (either with temporary vegetation or tarps), ringed with barrier BMPs, & located at least 50 feet away from natural resources & storm drains? | Yes No  No stockpiles |  |  |
| 3.6 | Are **washout facilities** (e.g. paint, grout, concrete) available, clearly marked, and **maintained** & located at least 50-feet away from natural resources and storm drains? | Yes No  No concrete use at this time |  |  |
| 3.7 | Are **vehicle** & **equipment** fueling, cleaning, & maintenance areas free from leaks & located at least 50-feet away from natural resources & storm drains? | Yes No  No fueling areas |  |  |
| 3.8 | Is **dust** being controlled on-site? | Yes No |  |  |
| 3.9 | Is **sweeping** being used to keep sediment off roads & parking lots? | Yes No |  |  |
| **PROCEDURAL**  **BMP INSPECTION** | | **“No” means needs attention** | **Assoc.**  **Photo #** | **If “No”, what is CORRECTIVE ACTION to bring into compliance?** | |
| 4.1 | Are **permanent stormwater STUs** (i.e. infiltration basins, swales, permeable pavement areas) being protected from compaction? (*No stockpiling or vehicles in these areas*!) | Yes No  No permanent STUs |  |  | |
| 5.1 | Are all **erosion & pollution controls** being maintained in accordance with RIDOT Standard Spec Section 212? | Yes No |  |  | |
| 5.2 | Are **inspections** taking place at least every 7 days & after storm events? | Yes No |  |  | |
| 5.3 | Has the Contractor initiated & completed previous **Corrective Actions** (CA)? | Yes No  No previous CA |  |  | |
| 6.0 | Are SWPPP **Amendments** being logged? | Yes No  None |  |  | |
| 7.0 | Are SWPPP & ALL **inspection** **reports** being kept at RIDOT Field Office? | Yes No |  |  | |

**TO BE FILLED OUT BY RIDOT RESIDENT ENGINEER**

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| **OUTSTANDING CORRECTIVE ACTIONS** | | |
| Were **CORRECTIVE ACTIONS** reported in the previous inspection report? | | |
| **NO** | No Corrective Actions were issued in previous inspection report. | |
| **YES** and… | All Corrective Actions have been addressed | |
| Date work began:Click or tap to enter a date. | Date work completed:Click or tap to enter a date. |
| Corrective Actions remain and are noted in this inspection report.  **WHY did they not get addressed w/in 7-days?** | |

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| **NOTICE TO CONTRACTOR** | |
| This SWPPP Inspection Report, completed by a qualified inspector, indicates that this construction site is: | |
| **COMPLIANT** | No immediate actions are required. Keep up the good work!  **Work is required to maintain site compliance. Contractor to complete the noted corrective actions within 24 hours to stay in compliance. Site moves into non-compliant category after 24 hours if not completed. Charges may be assessed.** |
| **NON-COMPLIANT** | **This document serves as your RIDOT directive to proceed with the CORRECTIVE ACTIONS that have been outlined above.**  The SWPPP, Construction Contract documents, and Section 212 of the RIDOT Standard Specifications state that the **Contractor** will commence with the requisite cleaning and maintenance measures **no later than the next consecutive calendar day** after receiving such a directive from the Engineer **and will aggressively and expeditiously perform such cleaning and maintenance work until the original problem is remedied to the complete satisfaction of the Engineer**. |
| Date work to begin: Click or tap to enter a date. |
| Date work to be completed: Click or tap to enter a date. |
| R.E. initials: \_\_\_\_\_\_\_\_\_\_\_\_ R.E. Comments:  Date: Click or tap to enter a date. | |

**Corrective Action Log**

**TO BE FILLED OUT BY SITE CONTRACTOR**  
**FOR EVERY INSPECTION**

| **Location/ Station** | **Corrective Action** | **Date  Notified** | **Date  Completed** | **RIDOT**  **Initial** |
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| **Operator**  **Signature:** |  | **Date:** | Click or tap to enter a date. | |