**CSEP Inspection Procedure Summary**

**May 7, 2013**

1. **Review SWMP Components with Documentation Checklist**
	1. Project information
	2. Permit Certification
	3. Written Narrative
	4. Inspection Report form and content
	5. Site Map required elements
* Create Findings/Recommendations with photo of each discrepancy
1. **Create a digital Sitemap that matches Operator’s current Sitemap**
	1. Populate and annotate Pollution Sources (PSs) to match
	2. Populate and annotate BMPs to match
	3. Populate and annotate Other Items (site boundaries, surface waters, etc.)
2. **Review ‘PS’, ‘BMP’ and ‘Other Site Map Items (OSMI)’**
	1. Verify that each PS is adequately described in the narrative
	2. Verify that each BMP has a detail sheet, is described fully in the narrative, is related to a phase of work, etc
	3. Verify OSMIs are described in the SWMP
		* Create Findings/Recommendations with photo for each discrepancy
3. **Take a picture of the current Sitemap that the contractor has created and insert the photo into the Reference Tab**
4. **Begin Field Inspection**
	1. Start at the trailer/jobsite entrance
	2. Walk the perimeter of the site counter-clockwise
	3. Evaluate perimeter controls and all discharge locations including access points
	4. Constantly compare site conditions against the sitemap and update digital map
	5. Identify and Evaluate ALL PSs and BMPs that exist
		* Were they accurately reflected on the site map by the Operator?
		* Are BMPs implemented, appropriate, installed properly & maintained
		* Create Findings/Recommendations with photo of each discrepancy
		* E-Impact Score and Categorize each Finding
		* Once evaluated, mark each BMP and PS as ‘OK’ if not associated with a Finding/Recommendation
5. **Conclude Inspection**
	1. Evaluate the project’s compliance systems and processes against the USMS Checklist
	2. Develop list of recommendations to improve implement USMS
	3. Review report with contractor (closing conference)
6. **Complete Initial Report and email link for Operator to access final report**
7. **Monitor, Evaluate and Approve/Reject Operator’s corrective actions entered into the CSEP database until all corrections are approved by the CR**