

## **CSEP Inspection Procedure Summary**

- I. Review SWMP Components with Documentation Checklist**
  - a. Permit Certification
  - b. Narrative
  - c. Inspection Reports
  - d. Site Map
    - Create Findings/Recommendations as necessary
- II. Create a digital Sitemap**
  - a. Populate and annotate Pollution Sources (PSs)
  - b. Populate and annotate BMPs
  - c. Add site boundaries, surface waters, etc.
- III. Review 'Project' Tab**
  - a. Verify that the PSs are described in the narrative
  - b. Verify that the BMPs have a spec sheet and are described fully in the narrative
    - Create Findings/Recommendations as necessary
- IV. Take a picture of the current Sitemap that the contractor has created and insert the photo into the Reference Tab**
- V. Begin Field Inspection**
  - a. Start at the trailer/jobsite entrance
  - b. Walk the perimeter of the site counter-clockwise
  - c. Evaluate perimeter controls and all discharge locations including access points
  - d. Compare site conditions against the sitemap
  - e. Evaluate BMPs & PSs
    - Accurately reflected on the site map
    - Create Findings/Recommendations as necessary
    - Score and Categorize each Finding
    - Once evaluated, mark each BMPs and PSs as 'OK' if not associated with a Finding/Recommendation
- VI. Conclude Inspection**
  - a. Evaluate the project's compliance systems and processes against the USMS
  - b. Develop list of recommendations to implement USMS
  - c. Review report with contractor
- VII. Complete report and email**