

USMS Performance Evaluation Form V122112

Project Name		Stormwater Manager	
Date of Audit		Auditor	

USMS Minimum Requirements Program #	Checklist Item	SCORE
1	Does the SWMP/SWPPP Manager hold current certification in the USMS Advanced Stormwater Manager course?	
0	Meets all USMS expectations <i>The SWMP/SWPPP Manager has provided a copy of his/her current USMS training certification in the SWMP/SWPPP Binder</i>	
1	Does not Meet all USMS expectations <i>Certified in the USMS Advanced Stormwater Manager course but has not provided evidence of such qualification in the USMS Binder at the time of the inspection</i>	
2	Meets few, if any, USMS expectations <i>Has not attended the USMS Advanced Stormwater Manager training</i>	
2	Is the SWMP/SWPPP documentation organized per the USMS guidelines? (See USMS Binder Table of Contents)	
0	Meets all USMS expectations <i>The SWMP/SWPPP Binder is organized using the USMS Binder TOC. All required sections or tabs have been filled per the USMS guidelines. Information contained in the binders is site specific and appropriate for the project</i>	
1	Does not Meet all USMS expectations <i>The USMS SWMP/SWPPP Binder TOC has been used, and the SWMP/SWPPP Manager demonstrates good knowledge of the purpose of each section or tab, however, certain required sections or tabs have not been utilized properly. Despite these omissions, permit documentation requirements have generally still been met.</i>	
2	Meets few, if any, USMS expectations <i>The USMS SWMP/SWPPP Binder TOC has either NOT been used or generally has not been used properly. The SWMP/SWPPP Manager demonstrates a lack of understanding of the purpose of the required sections or tabs within the USMS Binder TOC . Documentation does not meet permit requirements.</i>	
3	Has the USMS Documentation Checklist been utilized by the current SWMP/SWPPP Manager per the USMS guidelines?	
0	Meets all USMS expectations <i>Clear documentation exists in the SWMP/SWPPP records demonstrating that the USMS checklist form was completed by the current SWMP/SWPPP Manager; Evidence might include dated modifications to the SWMP/SWPPP Narrative tied to dated copies of the completed USMS checklist having been performed. Recently completed USMS checklists are in the USMS binder at the time of the CR inspection. Recently assigned managers have completed the checklist at least one time themselves. As a result, SWMP/SWPPP documentation meets all permit requirements</i>	
1	Does not Meet all USMS expectations <i>Some recent redlines exist in the SWMP/SWPPP written narrative but they appear random and not as a result of using the USMS checklist system; or, the USMS checklist was started but not completed; or, the USMS checklist was used over 60 days ago but not more recently; or, recently assigned manager has never used the checklist. SWMP/SWPPP written narrative was generally in conformance with permit requirements, with only minor exceptions.</i>	
2	Meets few, if any, USMS expectations <i>Clear evidence is NOT available showing that the USMS Documentation Checklist was ever used by SWMP/SWPPP Managers at the facility.</i>	

4	Is there a narrative/detail and USMS log sheet fully completed for every BMP?								
	0	Meets all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the permit requirements and proper USMS implementation regarding BMP recordkeeping. Fully executed USMS BMP logs and associated BMP details are included in the SWMP/SWPPP for every BMP being utilized at the time of the inspection.							
	1	Does not Meet all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the permit requirements and proper USMS implementation regarding BMP recordkeeping. However, a few BMP logs or details were not included or fully completed at the time of the inspection due to an oversight, but not due to a failure to properly understand or demonstrate the ability to execute the USMS weekly process. Any omissions can be very quickly remedied.							
	2	Meets few, if any, USMS expectations							
		SWMP/SWPPP Manager is not regularly following the USMS weekly process regarding BMP recordkeeping or demonstrates a lack of understanding of the process. A number of BMP narratives or details are missing for active BMPs on the site at the time of the inspection which can not be very quickly remedied.							
5	Is there a narrative and USMS log sheet fully completed for each pollution source?								
	0	Meets all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the permit requirements and proper USMS implementation regarding PS recordkeeping. Fully executed USMS PS logs are included in the SWMP/SWPPP for every PS present at the time of the inspection.							
	1	Does not Meet all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the permit requirements and proper USMS implementation regarding PS recordkeeping. However, a few PS logs or narratives were not included or fully completed at the time of the inspection due to an oversight, but not due to a failure to properly understand or demonstrate the ability to execute the USMS weekly process. Any omissions can be very quickly remedied.							
	2	Meets few, if any, USMS expectations							
		SWMP/SWPPP Manager is NOT regularly following the USMS weekly process regarding PS recordkeeping or demonstrates a lack of understanding of the process. A number of PS logs or narratives are missing for active PSs on the site at the time of the inspection which can not be very quickly remedied.							
6	Are unique identifiers being used to identify and locate BMP's and PS's and any other required items on the Master Site Map per USMS guidelines?								
	0	Meets all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the rationale for using unique identifiers for every BMP and PS on the project. Master Site Map was fully updated at the time of the inspection and unique identifiers were generated on, and match, the USMS BMP and PS logs							
	1	Does not Meet all USMS expectations							
		SWMP/SWPPP Manager demonstrates a thorough understanding of the rationale for using unique identifiers for every BMP and PS on the project. Master Site Map was MOSTLY updated at the time of the inspection and unique identifiers were generated on, and matched, the USMS BMP and PS logs. Minor exceptions were the result of random oversights and did not indicate a systemic lack of understanding or failure to implement the USMS methodology.							
	2	Meets few, if any, USMS expectations							
		SWMP/SWPPP Manager is NOT consistently assigning unique identifiers to BMPs and PSs and is NOT using the USMS Log system as intended. The USMS Logs and Master Site Map(s) do NOT accurately or adequately reflect current site conditions at the time of this review.							

7	Have the USMS inspection frequency requirements been met by the SWMP/SWPPP Manager since the last CR Inspection?								
	0	Meets all USMS expectations							
		<i>All regular weekly inspections have been conducted, including storm event inspections, over the last 30 days or since the last review.</i>							
	1	Does not Meet all USMS expectations							
		<i>All regular weekly inspections have been conducted, including storm event inspections, over the last 30 days, or since the last records review, however, there is one instance where the inspection minimum frequency noted in the SWMP/SWPPP was NOT met. The oversight was recognized by the SWMP/SWPPP Manager prior to this review and was properly explained in the inspection records. Failure to perform inspections at the required frequency does not appear to be a systemic or recurring problem on this project.</i>							
	2	Meets few, if any, USMS expectations							
		<i>Frequency for regular and storm event inspections have not meet the USMS weekly requirements over the last 30 days or longer. SWMP/SWPPP Manager has not furnished any reasonable explanation in the SWMP/SWPPP records for missed inspections prior to this inspection.</i>							
8	Has the USMS pre-planning tool been utilized properly since the last CR Inspection?								
	0	Meets all USMS expectations							
		<i>Copies of the Participant's weekly short interval schedule are included in the inspection records for each USMS weekly inspection since the last audit demonstrating that upcoming activities were proactively assessed for the potential introduction of pollution sources. Appropriate BMPs were assigned to control the discharge of all identified pollutants associated with the new activities. BMPs are consistently being coordinated and implemented prior to the introduction of new pollutant sources.</i>							
	1	Does not Meet all USMS expectations							
		<i>SWMP/SWPPP Manager consistently uses and understands the USMS weekly pre-planning process but failed to complete the process in isolated instances since the last USMS audit.</i>							
	2	Meets few, if any, USMS expectations							
		<i>SWMP/SWPPP Manager is NOT regularly or consistently using the USMS weekly pre-planning process (Activity,PS, BMP, Documentation). BMP implementation may be "reactive" to pollution sources already present in the field, not "proactive". Systemic failure to implement the USMS approach, not isolated or random oversights.</i>							
9	Are BMP's and PS's, and any other required items, on the USMS 'working copy' site map being checked off during inspections by SWMP/SWPPP Manager?								
	0	Meets all USMS expectations							
		<i>The Working Copy Site Map is attached to the completed inspection report, each BMP and PS is individually evaluated, and condition/status documented, using the USMS methodology.</i>							
	1	Does not Meet all USMS expectations							
		<i>The SWMP/SWPPP Manager demonstrates a thorough understanding of the USMS inspection process and working copy site map use, however, random, isolated instances are found where oversights occurred and the USMS process was not followed. Isolated rather than systemic failures to follow the USMS methodology</i>							
	2	Meets few, if any, USMS expectations							
		<i>The SWMP/SWPPP Manager does NOT demonstrate a thorough understanding of the USMS inspection methodology. Systemic failure to follow the USMS process, not isolated instances. Numerous examples found during the inspection indicating that NOT all BMPs and PSs had been evaluated during the last 30 days on each weekly inspection cycle.</i>							

10	Based on CAL documentation, are Participant Corrective Action items being addressed in a timely manner?							
	0	Meets all USMS expectations						
		The USMS CAL process is being implemented fully and properly during each inspection cycle by the SWMP/SWPPP Manager following a thorough evaluation of all BMPs and PSs. Corrective actions begin immediately or ASAP following the completion of the Manager's inspection process and all completed corrective actions are consistently verified and signed off by the Manager. Any delayed corrections are fully explained in writing						
	1	Does not Meet all USMS expectations						
		The majority of the USMS CAL process is being properly implemented, however, isolated instances exist where random oversights can be documented. The SWMP/SWPPP Manager demonstrates a thorough knowledge and understanding of the USMS methodology for correcting self-discovered findings. Isolated oversights are not systemic.						
	2	Meets few, if any, USMS expectations						
		The SWMP/SWPPP Manager does NOT demonstrate a thorough understanding of the USMS finding correction methodology. Systemic failure to follow the USMS process, not isolated instances, during the last 30 days on each weekly inspection cycle. Numerous examples found during the process review indicating that corrective actions had NOT been initiated "as soon as possible, immediately in most cases" as is required by the CGP. Corrective actions were signed off without Manager's independent verification.						
11	Is the Master Site Map being updated per USMS guidelines?							
	0	Meets all USMS expectations						
		The Master Site Map accurately reflects the existing conditions of the site with regard to BMPs and PSs at the time of this review						
	1	Does not Meet all USMS expectations						
		SWMP/SWPPP Manager demonstrates an understanding of the importance of the Master Site Map updating process, however, a few examples of oversights were observed where the Master Site Map did not reflect the current conditions on the site. Deficiencies were random and not systemic.						
	2	Meets few, if any, USMS expectations						
		SWMP/SWPPP Manager does NOT demonstrate a good understanding of the importance of the Master Site Map updating process. There were numerous deficiencies observed during the compliance review and the Master Site Map did not reasonably reflect the conditions of the site. Deficiencies indicate a systemic problem.						
12	Have the USMS Daily Logs been filled out properly?							
	0	Meets all USMS expectations						
		SWMP/SWPPP Manager demonstrates an understanding of the rationale for utilizing the USMS Daily Logs to meet permit compliance requirements. USMS Daily logs have been fully executed for each day of active construction since the last audit.						
	1	Does not Meet all USMS expectations						
		SWMP/SWPPP Manager demonstrates an understanding of the rationale for utilizing the USMS Daily Logs to meet permit compliance requirements. With only a few exceptions, USMS Daily Logs have been fully executed for each day of active construction since the last audit. Incomplete logs were due to random oversights and not due to systemic failures to follow the USMS methodology.						
	2	Meets few, if any, USMS expectations						
		SWMP/SWPPP Manager lacks understanding of, or acceptance for, the need to utilize the USMS Daily Log system. Numerous daily logs have not been filled out since the last audit, or are incomplete.						
USMS Compliance Score:							0	
USMS % Compliance:							100.00%	