

CHAPTER 102 VISUAL SITE INSPECTION REPORT INSTRUCTIONS

Completion of the Visual Site Inspection Report is a requirement of National Pollutant Discharge Elimination System (NPDES) permits for stormwater discharges associated with construction activities issued under Chapter 102 by the Department of Environmental Protection (DEP) and authorized county conservation districts (CCDs). This form is to be used for during the earth disturbance activities at a project site. For project sites that do not require permit coverage, this form may be used but is not required. The Visual Site Inspection Report may be converted for electronic use by a permittee/co-permittee, and such use is acceptable under the terms of the permit as long as: 1) there are no changes to the content of DEP's report template, and 2) the permittee/co-permittee is capable of printing physical copies of completed reports upon request. Inspection reports must be retained on-site for a period of time specified in the permit and be made available to DEP/CCDs upon request.

General Information

Report the following information in the space provided:

- **Project Name** – Identify the project (or project site) name as it appears on the first page of the permit issued by DEP/CCD.
- **Permit No.** – Enter the permit number associated with the authorization for earth disturbance activities, if applicable.
- **Permit Type and Permit No.** – Check the appropriate box to indicate the type of permit held by the permittee, if applicable; either General NPDES Permit coverage (PAG-01 or PAG-02); an Individual NPDES Permit; an Individual Erosion and Sediment Control (E&S) Permit; or an Erosion and Sediment Control General Permit (ESCGP).
- **Permit Effective and Expiration Dates** – Enter the dates the General Permit coverage or Individual Permit became effective and will expire. *Reminder – renewal applications for Individual Permits are due 180 days prior to the expiration date unless permission is granted for submission at a later date.*
- **Permittee and Inspector Information** – List the permittee's name as it appears on the first page of the permit issued by DEP/CCD. List the name of the person who completed the inspection, the inspector's phone number and email address, the company (firm) employing the inspector, and the inspector's title with the firm, as applicable.
- **Municipality and County** – Record the municipality and county where the project site is located.
- **Inspector Qualifications** – Check the box next to "The inspector named above is qualified" if any one or more of the following are true:
 - The inspector has completed the Qualified Site Inspector Training Program in DEP's Clean Water Academy (check the box if true). Note that DEP/CCD may request a copy of the completion certificate for the program.
NOTE – The Qualified Site Inspector Training Program can be accessed after logging into your Clean Water Academy account. If you do not have an account, visit the [Clean Water Academy website](#), click on the Login button in the upper right corner, and select "Create new account." Fill out all requested information and select "Request account." An automated email message will be sent requesting that you confirm your email address. After confirming your email address your account should be approved within five (5) business days.
 - The inspector holds active certification as a Certified Professional in Erosion and Sediment Control (CPESC) from a recognized organization.
 - The inspector holds active certification as a Certified Erosion, Sediment, and Stormwater Inspector (CESSWI) from a recognized organization.
 - The inspector has equivalent training and experience in inspecting earth disturbance and post-construction stormwater management activities and this equivalent training and experience has been approved by DEP/CCD in writing. If this option is selected be sure to maintain the written approval on-site. To obtain this approval inspectors should submit a resume of training and experience and relevant training certificates.

Inspection Information

- **Inspection Date and Time** – Enter the date of the inspection (month, date, and year) and the time of the inspection (circle AM or PM).
- **Inspection Number** – List the inspection ID number if desired (i.e., optional). If used, an inspection number should be unique for each inspection and project site.
- **Precipitation in Previous 24 Hours and Source** – Identify the amount of precipitation, in inches, that have occurred over the 24 hours prior to the inspection. Enter the source of the precipitation data in the space provided (e.g., on-site rain gauge, local weather station measurement).
- **Current Site Conditions** – Check the appropriate box(es) to specify the overall condition of the site with respect to earth disturbance activities. More than one box may be selected.
- **Current Weather Conditions** – Check the appropriate box to specify the weather conditions at the start of the inspection.
- **Inspection Type** – Check the appropriate box for the type of inspection being conducted, either “Routine (Weekly)”, “Post-Storm (> 0.25 inch)” (i.e., an inspection conducted within 24 hours of a measurable stormwater event), or “Corrective Action” (i.e., an inspection done in response to a finding by the permittee/co-permittee or by DEP/CCD that correction action must be taken).

NOTE – Inspections must be conducted 1) weekly, 2) after rainfall events of at least 0.25 inch in a 24-hour period, and 3) as a follow-up to deficiencies found. If inspections are typically conducted on Fridays, for example, but a qualifying precipitation event occurred on Monday of that week, and an inspection was conducted on Tuesday, another inspection would not need to be conducted on Friday. The next required inspection would need to occur on or before the following Tuesday. However, if the inspection staff are accustomed to completing the inspections on Fridays, it is recommended but not required that the inspections continue on Fridays to maintain consistency and prevent missed inspections.

Inspection Checklist

Areas Subject to Inspection

For Questions 1-6, inspect the areas of the project site specified in the questions, as applicable. These areas must be inspected to comply with Chapter 102 permits if they exist at the time of inspection.

1. **Areas that have been cleared and grubbed, graded, excavated, or otherwise disturbed and are not yet stabilized.**

Check the appropriate box if disturbed areas have been inspected. The box for “N/A” may instead be checked if disturbance has not been initiated at the time of the inspection or if the project site has been permanently stabilized. If applicable, check all additional boxes describing the status of stabilization. More than one box may be checked if applicable on different areas of the project site.

2. **BMPs/SCMs installed to comply with the permit (including site perimeter BMPs).**

Check the appropriate box if erosion and sediment control (E&S) best management practices (BMPs) and/or post-construction stormwater management (PCSM) stormwater control measures (SCMs) have been inspected. The box for “N/A” may instead be checked if E&S BMPs have not yet been installed. If applicable, check all additional boxes concerning photographs and inspection checklists.

Note that for certain Chapter 102 permits, permittees must take color photographs of all E&S BMPs and PCSM SCMs on the project site at least monthly and when deficiencies in BMPs and SCMs are identified unless otherwise approved in writing by DEP/CCD. This approval may be rescinded in writing by DEP/CCD at any time if non-compliance is observed. The photographs must have a date and time stamp and be made available for DEP/CCD review upon request. The photographs must be attached to the inspection report. For linear E&S perimeter BMPs, photographs are necessary only of BMPs installed at topographic low spots on the site and at locations where a BMP failure is identified. For other E&S BMPs and for PCSM SCMs, photographs of key components are necessary such as slopes, inlet and outlet structures, erosion control matting, spillways, skimmers, barriers, and vegetation, for example.

DEP has E&S BMP and PCSM SCM checklists that may optionally be used when conducting inspections. If those checklists were used, they should be attached to the report and the appropriate box should be checked.

Explain any problems or deficiencies identified for BMPs or SCMs during the inspection; if none, check the appropriate box.

3. Material, waste, borrow and equipment storage and maintenance areas covered by permit or E&S Plan approval.

Check the appropriate box if these areas have been inspected. The box for "N/A" may instead be checked if none of these areas are applicable to the project or timing of the inspection. If off-site construction support activities are part of the project and include material, waste, borrow or equipment storage and maintenance, these activities must be inspected. Also included in this item is concrete washout and related areas for waste management. Explain any problems or deficiencies identified for these areas; if none, check the appropriate box.

4. Areas where stormwater flows within the site, including drainageways designed to divert, convey and/or treat stormwater.

Check the appropriate box if natural or designed drainageways on-site have been inspected. The inspector should verify that stormwater is flowing where it is designed or expected to flow, without accelerated erosion or sedimentation. Explain any problems or deficiencies identified for these areas; if none, check the appropriate box. Note that a box for "N/A" is not provided because this inspection item is always applicable.

5. Discharge points on-site (i.e., is there evidence of accelerated erosion or sedimentation).

Check the box to indicate that discharge points (DPs) on-site have been inspected. DPs are locations that help define the outlets of drainage areas within a project site. DPs aid in the accounting of stormwater entering, flowing through, and discharging from a project site for all flow regimes (sheet flow, shallow concentrated flow, and channel flow), regardless of whether the drainage area outlets to a surface water or areas other than surface waters. DPs should be identified in the E&S Plan and PCSM Plan. The box for "N/A" may be checked if discharge points are not applicable to the timing of the inspection. The inspector should verify that there is no accelerated erosion or sedimentation downstream of DPs. Explain any problems or deficiencies identified for DPs or its downstream flow path; if none, check the appropriate box.

6. Locations where stabilization measures have been implemented.

Check the box to indicate that the inspector has evaluated temporary and/or permanent stabilization measures during the inspection. The box for "N/A" may be checked if temporary and permanent stabilization measures are not applicable to the timing of the inspection. For temporary stabilization, ensure that disturbed areas are covered by a minimum uniform coverage of mulch and seed with a density capable of resisting accelerated erosion and sedimentation or an acceptable BMP which temporarily minimizes accelerated erosion and sedimentation. For permanent stabilization, the inspector should ensure that disturbed areas are covered by a minimum uniform 70% perennial vegetative cover with a density capable of resisting accelerated erosion and sedimentation or an acceptable BMP which permanently minimizes accelerated erosion and sedimentation. Explain any problems or deficiencies identified for stabilization measures; if none, check the appropriate box.

Additional Questions

Questions 7 through 16 request a response of Yes, No, or for certain questions Not Applicable (N/A). Provide a response for each desired question by checking the appropriate box.

- 7. Are the approved E&S and PCSM Plans including drawings available on-site?** Check the appropriate box. If Yes, identify the location of the plans on-site.
- 8. Are pollutants being stored, used and/or transported onto, on or from the project site?** Check the appropriate box. If Yes, check the appropriate box to indicate whether a PPC Plan has been developed and is being implemented (N/A may be selected if there are no pollutants being stored, used and/or transported onto, on or from the project site). Pollutants include gasoline or petroleum products, concrete wastewater, wastewater from the washout of stucco, paint, form release oils, curing compounds and other construction materials.
- 9. Is all earth disturbance within the permitted limit of disturbance?** Check the appropriate box (N/A may be selected if earth disturbance has not commenced or there is no active construction and the site is permanently stabilized or in the process of becoming permanently stabilized). Refer to the limit of disturbance on the approved E&S Plan when answering this question.
- 10. Is the approved construction sequence being followed?** Check the appropriate box (N/A may be selected if earth disturbance has not commenced or there is no active construction and the site is permanently stabilized or in the process of becoming permanently stabilized). Refer to the E&S Plan when answering this question. Report the current stage of construction in the space provided (e.g., clearing/grubbing, bulk earthwork, PCSM BMP implementation).

11. **Are areas intended for infiltration-based PCSM SCMs being protected from compaction?** Check the appropriate box (N/A may be selected if there are no infiltration-based PCSM SCMs planned). Infiltration-based SCMs include any SCMs that are planned in which infiltration credit was claimed in the stormwater analysis as part of the PCSM Plan, such as surface infiltration basins, infiltration trenches, bioinfiltration SCMs, etc.
12. **Do all discharges from the site consist solely of stormwater?** Check the appropriate box. If there are any non-stormwater discharges occurring on-site select No, even if they are authorized by the permit.
13. **Are stormwater discharges, if occurring during the inspection, free of floating solids, foam, scum, sheen, or substances that result in observed deposits or produce an observable change in the color, taste, odor or turbidity of the receiving water?** Check the appropriate box (N/A may be selected if there are no stormwater discharges at the time of inspection). If No, contact DEP/CCD by phone immediately.
14. **Are critical stages of implementation of the PCSM Plan occurring at the time of inspection?** Check the appropriate box. If Yes, check the appropriate box to indicate whether a licensed professional or designee present on-site to oversee critical stages (N/A may be selected if critical stages are not occurring at the time of inspection).
15. **Has any fill material been imported to the site since the last inspection?** Check the appropriate box. If Yes, check the appropriate box to indicate whether environmental due diligence has been conducted on the imported fill (select N/A if no fill material has been imported to the site since the last inspection).

NOTE – For areas not enrolled in the Act 2 Program, the permittee must comply with DEP’s Management of Fill Policy (Document No. 258-2182-773) if fill is imported to the site, and comply with the following when using fill at the site to level an area or bring it to grade:

- The permittee must conduct environmental due diligence to determine whether the fill has been affected by a release of a regulated substance. If due diligence was conducted prior to submitting the permit application and circumstances have not changed between the due diligence and the use of the fill, due diligence does not need to be repeated.
 - If due diligence results in evidence of a release, as defined in DEP’s Management of Fill Policy, the permittee must test the material to determine whether it qualifies as clean fill, and if so, DEP’s electronic Form FP-001 (Certification of Clean Fill) must be completed, retained by the permittee and be made available to DEP/CCD upon request. If the fill does not qualify as clean fill, but meets the regulated fill standards, it may be used in accordance with an approval for coverage under DEP Waste Management General Permit WMGR096.
16. **Have construction dewatering activities occurred since the last inspection?** Check the appropriate box. If Yes answer the follow-up question (if No the box for N/A may be selected for the follow-up question). Dewatering means the act of draining accumulated stormwater and/or groundwater from building foundations, vaults, trenches, or other similar points of accumulation. For example, if a sediment basin is being dewatered the inspector should select “Yes” to this question. The follow-up question is asked because certain Chapter 102 permits require dewatering discharges to be treated by a series of at least two BMPs.
 17. A “No” answer for questions marked with an asterisk (* typically indicates non-compliance and an explanation must be provided). A separate sheet may be used if necessary and the explanation should refer to the question number in your explanation. However, there are a few questions where an answer of “No” may not indicate a deficiency and those are described below.
 - Question 12 is identified with an asterisk and asks if all discharges consist solely of stormwater. Each permit identifies a list of allowable non-stormwater discharges. If the permittee identifies that are non-stormwater discharges, the permittee should provide an explanation of what those discharges are and indicate whether they were permitted under their current permit.
 - Question 16 asks if construction dewatering activities occurred since the last inspection and if yes, were those discharges treated by a series of at least two (2) BMPs. This question is identified with an asterisk, indicating possible non-compliance. However, not all permits include this requirement. Therefore, permittees that do not have this permit requirement may enter “Not Applicable” in the space provided.
 18. **New Operators** – List the name, address, and city, state, and ZIP code of all new operators that have commenced work on the project site since the last inspection was conducted. An operator is a person who has one or more of the following: (i) oversight responsibility of earth disturbance activity on a project site or a portion thereof who has

the ability to make modifications to the E&S Plan, PCSM Plan or site specifications; or (ii) day-to-day operational control over earth disturbance activity on a project site or a portion thereof to ensure compliance with the E&S Plan or PCSM Plan. If no new operators have commenced work at the project site since the last inspection, this section may remain blank.

19. **Former Operators** – List the name, address, city, state, and ZIP code of all operators that have ceased work on the project site since the last inspection was conducted. If no operators have ceased work since the last inspection, this section may remain blank.
20. **Corrective Action** – Describe any corrective actions that will be or have been taken by the permittee to comply with the permit and the date the corrective actions will be or have been completed in the space provided or an additional sheet.
21. Check the appropriate box if additional pages have been attached to the report.

Certification

The inspector should read the certification statement and must sign and date the inspection report, attesting to the accuracy and validity of the contents of the inspection report.

Photographs

The inspector may use the final page of the report template for photographs or may use their own template.