

Purpose

This Inspection & Corrective Action Report form (or “form”) was designed to assist you in preparing inspection & corrective action reports for ADEQ’s 2013 Construction General Permit (CGP). Refer to Part 4 of the 2013 CGP for inspection requirements. All operators covered under the 2013 CGP must use a standardized format that provides consistent content and format to document the results of each inspection. Electronic forms, including online databases are acceptable; provided that these formats document all of the inspection-related information required by the 2013 CGP. ADEQ’s Inspection & Corrective Action Report Form provides a way to use a standardized report form that complies with the requirements of Part 4.4 of the permit. You may supplement the inspection report form with additional information, forms or drawings, as necessary to include the specific circumstances of your project.

Remember, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by this form. In the event of a conflict between this form and any corresponding provision of the 2013 CGP, the permit’s requirements shall prevail.

Overview of Inspection Requirements

Construction operators covered under the 2013 CGP are subject to the following requirements in Part 4:

Inspection Schedule (see Part 4.2)

Operators must conduct inspections using one of the following three schedules:

- Once every 7 calendar days (regardless of rainfall); or
- Once every 14 calendar days and within 24 hours of a storm event of 0.5 inch or greater; or
- Once per month and within 24 hours of a storm event of 0.25 inch or greater.

Your inspection frequency is increased if the site discharges to an impaired water or outstanding Arizona water (OAW) (see Part 4.2(3)). Your inspection frequency may be decreased to account for stabilized areas, or discharges are unlikely based on seasonal rainfall patterns, or for winter conditions (see Part 4.2(2)).

Scope of Inspections (see Part 4.3)

At a minimum, you must examine each of the following during each inspection:

- Cleared, graded, or excavated areas of the site;
- Stormwater controls (e.g., perimeter controls, sediment basins, inlets, exit points etc.) and pollution prevention practices (e.g., pollution prevention practices for vehicle fueling/maintenance and washing, construction product storage, handling, and disposal, etc.) at the site;
- Material, waste, or borrow areas covered by the permit, and equipment storage and maintenance areas;
- Areas where stormwater flows within the site;
- Stormwater discharge points;
- Areas where stabilization has been implemented.
- Whether stormwater controls or pollution prevention practices require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge; and
- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges. The physical characteristics to look for in a discharge include color, odor, clarity, floating, settled, or suspended solids, foam, oil sheen. There may also be other obvious indicators of pollutants in the discharge.

Inspection Reports (see Part 4.4)

Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:

- Date of inspection;
- Names and titles of persons conducting the inspection;
- Summary of inspection findings, including if any permit violations have occurred on the site;

- Rain gauge or weather station readings if your inspection is triggered by either the 0.25 inch or 0.5 inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site.

Instructions for Using This Form

The Inspection & Corrective Action Report form is intended for use in the field and filled out either by hand or electronically. If you will be filling out the form electronically (i.e., you will be typing in your findings), please use the fillable PDF version of the form, available at http://www.azdeq.gov/envirom/water/permits/download/cgp_inspection_form2013.pdf.

This form may be customized to include the specifics of your project in order to make your inspection reports complete. Do this by adding extra pages from the appropriate sections of the form, or by adding maps, or blanks sheets with additional information.

The following tips for using this form will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start your inspection, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the form be compliant with the requirements of the permit. (*Note: Where you do not need the number of rows provided in the form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.*)
- **Use your site map to document inspection findings.** In several places in the form, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where the form asks for location information, reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign the Certification Statement for each inspection report.** The certification for each Inspection & Corrective Action Report form must be signed by the permittee/ operator to be considered complete. Frequently, permittees delegate inspection responsibilities to a contractor or subcontractor. In situations such as this, the contractor or subcontractor is the inspector and is required to sign Section VI.A of the form. The permittee/ operator must sign Section VI.B. If the permittee/ operator performs the inspections, then sign only Section VI.B. The form includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 6.4(8) of the 2013 CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Appendix B, subsection 11 of the 2013 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

Specific instructions follow corresponding to each section of the report form. These instructions provide you with more details in terms of what ADEQ expects to be documented in these reports.

Instructions for Completing “General Information” (Section I)

Name of Project

Enter the name for the project.

AZCON No. (CGP Tracking No.)

Enter the tracking number that was assigned to your NOI application for permit coverage.

Inspection Date

Enter the date you conducted the inspection.

Inactive/ unstaffed site (See Part 4.2(4))

The entire project site must be designated by the operator as inactive and unstaffed, with a duration lasting at least six months.

Inspector Name, Title & Contact Information

Provide the name of the person(s) (either a member of your company’s staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector’s name, title, and contact information as directed in the form.

Present Phase of Construction

If this project is being completed in more than one phase, indicate which phase it is currently in.

Inspection Schedule (See Part 4.2)

Check the box that describes the inspection frequency that applies to you. It is possible for a project site to be subject to different inspection frequencies in different areas of the site. For example, one-third of the drainage area of a project may be actively worked, one-third may be temporarily stabilized and the other one-third may discharge to an impaired water or OAW. In this example, parts of the project would be subject to three different inspection schedules (routine, reduced and discharges within 1/4 mile of an impaired water or OAW). Consult CGP Part 4.2 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project. If your entire project is being actively worked, you can choose your frequency based on CGP Part 4.2(1): once per 7 calendar days; once per 14 calendar days and within 24 hrs of a 0.5 inch storm event; or once per month and within 24 hrs of a 0.25 inch storm event. See Part 4.2(2) for other situations which may qualify for a reduced inspection schedule.

Was This Inspection Triggered by a 0.25 Inch or 0.5 Inch Storm Event?

If you were required to conduct this inspection because of either a 0.25 inch (or greater) or 0.5 inch (or greater) storm event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

Identify all sources of non-stormwater discharges occurring at the site and the associated control measures in place.

Part 1.3(2) lists the only non-stormwater discharges that are allowed under the permit, provided that appropriate control measures are in place to assure compliance with Part 3 of the permit.

Adverse or Unsafe Conditions for Inspection

Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.2(6) and 4.4(12). These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as “Entire site”.

Instructions for Completing “Description of Discharges” (Section II)

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?

During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring during the inspection. If there is a discharge:

- a. Identify all points of the property in which there is a discharge;
- b. Observe and document the physical characteristics of the discharge, including color, odor, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollutants; and
- c. Document whether the stormwater controls are operating effectively, and describe any such controls that are clearly not operating as intended or are in need of maintenance.
- d. When there is no discharge, examine each discharge location for evidence of erosion, sedimentation and other pollutants, and the presence of current (and indications of prior) discharges and their sources.

NOTE: Inspectors should attempt at least one inspection during, or immediately following a rain event in order to have the opportunity to observe the physical characteristics (color, odor, clarity, etc.) of the discharge (see Part 4.3(11) and 4.4(5)). Such observations are a very simple and expedient way to assess whether control measures are working properly.

Discharge Point (repeat as necessary if there are multiple points of discharge – a Continuation Sheet is provided for this purpose)

Specify the location on your site where the discharge is occurring or may occur. The best way to describe the location of the discharge point is to tie it to a numbered location on the site map. A “discharge point” is defined in the permit as, “the location where stormwater flows exit the construction site.” Its location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Observations

Describe the discharge in terms of the physical characteristics of color, odor, clarity, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollutants. Also describe the physical characteristics of any allowable non-stormwater discharges, if present. These non-stormwater discharges are only allowed if the appropriate control measures are in place to assure compliance with Part 3 of the permit.

Are there visible signs of erosion or sediment accumulation? When there is no discharge, examine each discharge location for evidence of erosion, sedimentation and other pollutants, and the presence of current (and indications of prior) discharges and their sources. At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer “yes”, include a description in the space provided of the erosion and sediment deposition that you found, specify where on the site or the surface water in which you found it, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Instructions for Completing “Condition and Effectiveness of All On-site Control Measures” (Section III)

Description of Control Measures:

E&S Controls

Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 3.1.1. Include also any natural buffers established under CGP Part 3.1.1.5. Buffer requirements only apply if your project’s earth-disturbing activities will occur within 50 feet of a perennial water. Where it is infeasible to maintain the 50 foot buffer, certain alternatives or exceptions may apply, such as for linear construction projects. You may group your E&S controls on your form if you have several of the same type of controls (e.g., run-on / run-off controls, sediment basins and traps, inlet protection measures, perimeter controls, and stockpile controls may be grouped together on one line). However, if there are any problems with a specific control, you must separately identify the location of the control, whether repairs or maintenance or corrective action are necessary, and in the notes section you must describe the specifics about the problem you observed.

Stabilization Area

List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.

P2 Controls

Provide a list of all pollution prevention (P2) practices that are implemented at your site. This list must include all P2 practices required by Part 3.1.3, and those that are described in your SWPPP.

Repairs or Other Maintenance Needed?

Note that the permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition (Part 3.1 – general maintenance) and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions. See Section IV of this form and Part 5.1 of the permit for triggering conditions.

E&S Controls

Answer “yes” if the E&S control requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to 1/2 or more the above-ground height of the control (CGP Part 3.1.1.4(5)); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 3.1.1.4(5)); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 3.1.1.4(5)); and (4) for sediment basins, as necessary to maintain at least 1/2 of the design capacity of the basin (CGP Part 3.1.1.4(5)). *Note:* In many cases, “yes” answers are expected and indicate a project with an active operation and maintenance program. You should also answer “yes” if work to fix the problem is still ongoing from the previous inspection.

P2 Practices

Answer “yes” if the P2 practice requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. *Note:* In many cases, “yes” answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Required? / Date of Discovery.

E&S Controls

Answer “yes” if during your inspection you found any of the following conditions to be present (CGP, Part 5.1): (1) a necessary E&S control was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 3.1.1 requirement; (2) one of the “prohibited discharges” listed in CGP Part 1.4 is occurring or has occurred; or (3) ADEQ or USEPA determines that modifications to the control measures are necessary to meet the requirements of Part 3. If you answer “yes”, you must take corrective action and complete the corrective action report in Section IV of this form. The entire Inspection Report form is downloadable at http://www.azdeq.gov/enviro/water/permits/download/cgp_inspection_form2013.pdf. *Note:* You should answer “yes” if work to fix the problem from a previous inspection is still ongoing.

Provide the date on which the condition that triggered the need for corrective action was first identified. If the condition was discovered for the first time during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition’s discovery.

P2 Practices

Answer “yes” if during your inspection you found any of the following conditions to be present (CGP, Part 5.1): (1) a necessary P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 3.1.3 requirement; (2) one of the “prohibited discharges” listed in CGP Part 1.4 is occurring or has occurred, or (3) ADEQ or USEPA determines that modifications to the control measures are necessary to meet the requirements of Part 3. If you answer “yes”, you must take corrective action and

Instructions for completing Section III, cont'd

complete a corrective action report (see Section IV of the form). *Note:* You should answer “yes” if work to fix a problem discovered during a previous inspection is still ongoing.

Provide the date on which the condition that triggered the need for corrective action was first identified. If the condition was discovered for the first time during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Stabilization Method

For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock) and indicate whether stabilization has been initiated.

Notes

E&S Controls

For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. If repairs or maintenance is required, briefly note the actions taken to fix the problem. When repairs or maintenance have been completed, record in the notes in Section III or Section V of the form the date completed and what was done. If it is infeasible to complete the installation or repair of an E & S control within 7 calendar days or before the next storm event, briefly note the reason why it is infeasible. *Note: If corrective action is required, you must complete a separate corrective action report (see Section IV) to describe the condition and your work to fix the problem.* At a minimum, the following conditions must be documented on the form:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site's sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance
8. Identification of material storage areas and, evidence of or potential for, pollutant discharge from such areas

For buffer areas (applies only to areas adjacent to perennial waters), make note of whether they are marked off (as required in Part 3.1.1.5(2)(e)), whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

Stabilization

For each area where stabilization has been initiated, describe the progress that has been made, and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated, and the date it is to be completed.

P2 Practices

For each P2 control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize or eliminate pollutant discharges. If repairs or maintenance is required, briefly note the actions taken to fix the problem. When repairs or maintenance have been completed, record the date completed and what was done. If it is infeasible to complete the implementation, installation or repair of a P2 practice within 7 calendar days or before the next storm event, briefly note the reason why it is infeasible. *Note: If corrective action is required, you must complete a separate corrective action report (see Section IV) to describe the condition and your work to fix the problem.* At a minimum, the following conditions must be documented on the Inspection Report form:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 practice is no longer working due to lack of maintenance

Use the “Notes” section to provide a list of any additional control measures that may be required by Part 3.1 of the permit, but were not covered under E&S Controls, Stabilization or P2 Practices, above. Use the “Notes” section to describe any other instances of non-compliance with the conditions of this permit that are not associated with Part 4.4(10). If you do not identify any incidents of non-compliance, you must certify by checking the box on the certification page of this report form (Section VI.A and/ or VI.B) that the construction project or site is being operated in full compliance with the SWPPP and the permit.

Instructions for Completing Part A of the Corrective Action Report Form, “General Information” (Section IV.A)

You must complete Section A of the report form within 24 hours of discovering the condition that triggered corrective action

Date/ Time Problem First Discovered

Specify the date on which the triggering condition was first discovered. Also specify the time of the discovery.

Name/Contact Information

Provide the individual’s name, title, and contact information as directed in the form.

Site Condition That Triggered Corrective Action

Under the CGP, corrective action is required when one of 3 triggering conditions occurs at your site. See CGP Part 5.1. Check the box that corresponds to the condition that triggered this corrective action.

Description of the Site Condition

Provide a summary description of the condition you found that triggered corrective action under CGP Part 5.1 and the specific location where it was found. Be as specific as possible about the location; it is recommended that you refer to a precise point on your site map. If you have already provided this explanation in an inspection report, you can refer to that report.

Deadline for Completing Corrective Action

This deadline is fixed in CGP Part 5.2. For all projects, the deadline is either: (1) no more than 7 calendar days after the date you discovered the problem, or (2) if it is infeasible to complete work within the first 7 days, as soon as practicable following the 7th day. If your estimated date of completion falls after the 7-day deadline consistent with (2), above, explain (a) why you believe it is infeasible to complete work within 7 days, and (b) the schedule for installing and making the new or modified stormwater control operational in the soonest practicable timeframe.

Instructions for Completing Part B of the Corrective Action Report Form (Section IV.B)

You must complete Section B of the report form no later than 7 calendar days after discovering the condition that triggered corrective action.

Section B –Changes to Stormwater Controls to be Implemented

Provide a list of changes (i.e., modifications and / or replacements) you plan to make to your control measures to correct the problem and record either the actual date you completed the work or the planned date. Keep in mind that your work must be completed within the timeline that you specified in Section IV.A for the completion of corrective action work. Refer to Part 5.2 for Corrective Action deadlines and Part 6.5(2) for conditions requiring a SWPPP modification.

Also, if a SWPPP modification is necessary consistent with Part 6.5.2(1) in order to reflect changes implemented at your site, indicate the date you modified your SWPPP. Keep in mind that SWPPP changes must be made within 7 calendar days of completing the corrective action work.

Space is provided for you to include additional notes or observations regarding the change that you implemented at your site to correct the problem.

Instructions for Completing the Continuation Sheet for Miscellaneous Items (Section V)

Use this page for continuation of notes from any other section and for hand drawn maps and diagrams. You may also attach separate sheets with maps and diagrams. If not identified in the notes associated with Section III, identify evidence of or potential for, pollutant discharge from any material storage areas at the site.

Instructions for Signature/ Certification (Section VI)

Signature and Certification by Contractor or Subcontractor (Section VI.A)

Operators who conduct their own inspections are not required to sign Section VI. A. An inspector who is delegated by the operator as a contractor or subcontractor is required to sign the form in Section VI.A, because they carried out the inspection and completed the form on the permittee's behalf. In such cases, the permitted operator is still required to sign the inspection report in Section VI.B.

Signature and Certification by Permittee (Section VI.B)

At a minimum, Section VI.B of the inspection report must always be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- For a corporation: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- For a partnership or sole proprietorship: A general partner or the proprietor, respectively.
- For a municipality, state, federal, or other public agency: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to ADEQ, if requested.