Sample Contents of Inspector's Report

I. **General**
   A. Date and time of site visit
   B. Reason for inspection (e.g., routine/annual, follow-up, by municipality request, or response to complaint)
   C. Weather/rainfall
   D. Personnel participating
   E. Ability to obtain access to the site

II. **Review of Stormwater Control Operation and Maintenance Plan**
   A. Ability to obtain and review on-site copy of plan
   B. Date of last update to plan
   C. Sections out-of-date and updates needed
      1. Contact information for site personnel
      2. Information on BMPs
      3. Records of previous inspections
   D. Review of maintenance logs
      1. Comparison to maintenance schedule. Note exceptions.

III. **Results of Site Inspection**
   A. Overall condition of site and any exceptional circumstances (e.g., construction in progress, flooding)
   B. For each BMP listed in the Stormwater Control Operation and Maintenance Plan
      1. Items inspected
      2. Exceptions noted
      3. Corrective actions needed
         a. Exceptions not affecting BMP performance (correct and re-inspect in one year)
         b. Exceptions affecting BMP performance (correct and re-inspect immediately)

IV. **Compliance Status**
   A. In compliance—no corrective actions required, or
   B. In compliance—implement corrective actions and re-inspect in one year, or
   C. Not in compliance—implement corrective actions and re-inspect

V. **Summary and Recommendations**
   A. Note any required follow-up and schedule re-inspection if necessary