

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 - C. Sections out-of-date and updates needed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