

## ACTIVITY: Construction Site Inspections and Oversight

Effective Date: 11/1/2017

Revision Date: 1/27/2025

Prepared by: Storm Water Quality

Division Reviewed by: Matthew Hendrix

**Permit Requirement 4.2.4**

**Purpose:** To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable (MEP).

**Scope:** This document will provide standard operating procedures/instructions (SOPs/SOIs) for conducting SWPPP inspections and the documentation and oversight of permitted construction projects to ensure compliance with State and City stormwater regulations.

**Project Tracking Procedures:**

- **New Projects:**

- Identified by emails from Development Review (and/or [CDX NeT-CGP](#) reconciliation)
- Create a folder on the city's network (I-drive) under the "pending projects" subfolder with the project name (as shown on the SWPPP or NOI); put the address in parenthesis
  - Download all current/approved documents and put them in this folder, including the email from Development Review
- Add project to the "Construction Projects - PENDING" table of the tracking database (enter all known information)
  - Projects are assigned (primarily) to one inspector for the life of the project via the "Assigned Inspector" column of the projects table;
  - The assignments are broken up by zone (1-4) unless one inspector ends up with more projects than the other, in which case the Water Quality Supervisor will assign the project to a different inspector (regardless of the zone it falls into)
  - This division of the sites by zone is subject to change as the west side expansion continues and construction slows in the eastern half of the city
- Add the project to the "Storm Water Quality" map on ArcGIS Online (<https://slcipugis.slcgov.com/portal/apps/webappviewer/index.html?id=34944fbc558242ee8732c2cb1df05e67#>) by selecting the "Edit" function and then selecting (left click) the "Storm Water Permit Preconstruction" symbol (black target), and then clicking on the project's location on the online map
  - Fill out all known details of the project's attributes,
  - Attach any approved compliance documentation to the map point (click "Choose File" to select the documents to be added to the map)
- As compliance documents are approved/accepted, update the "Project" table of the inspections tracker to reflect most current information
- As compliance documents are received, they are stored on the I-drive in the individual project file folders and then added to the online map (as attachments to the respective project)
- A work order must be created in Cityworks for each new project (to be maintained and amended through the life of the project); this will be used for tracking SLCDPU-SWQ's time and resources through the life of the project
  - Go to the following webpage: [http://slcipuapp2/slc\\_cityworks/](http://slcipuapp2/slc_cityworks/)
  - From the "Work Orders" dropdown, select "New"
  - Set "Entity Group" to "Storm" and select "SWQ\_CONSTRUCTION\_PERMIT"
  - Click "Create"
  - In the "Instructions" field, enter the PUT# and SW#, separated by commas
  - In the "WO Address" field, enter the site name followed by the address

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- In the “**Location Details**” field, enter the contractor's name, phone number, and email, separated by commas
- Click “Save”
- Click the magnifying glass icon (top right).
- Set “**Group**” to "Storm" and “**Type**” to "SWQ\_CONSTRUCTION\_PERMIT"
- Enter the PUT# and click "Verify"
- The corresponding UID for the PUT# will populate click “Select”
- **Prioritization:**
  - Identify whether the site is considered **Priority** (see below) and update the Project tracker with this determination
  - Per MS4 permit (4.2.4.3.5) certain construction sites should be prioritized for increased inspections; the following criteria are used by SLCDPU-SWQ for prioritization:
    - >10-acres of disturbance
      - A project is no longer considered priority when all the site’s impervious surfaces are installed, and the project is going vertical; unless the remaining pervious areas are still >10-acres in which case it will remain priority until the property is stabilized
      - When changing the priority status, include a date/time-stamped note in the “Project Notes” column of the tracker stating this (and why the status was changed)
    - Proximity to waterbody
      - Sites that discharge directly to, or into the MS4 within 0.5 miles from the receiving waterbody are prioritized due to the increased potential for impacts to waters of the state
    - Steep slopes
      - Sites >5% grade (in any portion of the project) are prioritized due to the increased potential for erosion and sediment transport
    - History of Non-Compliance
      - If a site exhausts the prescribed three (3) Notices of Violation (see “Enforcement” section of this SOP) and is shut down for failure to comply (per Utah Code 19-5-108.3) it can be moved to priority if there is reason to suspect that non-compliance may continue
      - A project can be moved into or out of priority status at any time due to History of Non-compliance, but the reason must be tracked in the “Project Notes” column of the project tracker
- When a new stamped NOI is received from SLCDPU Records Division, send an email to any contacts found on the city/state NOI (and the SWPPP) using the template “2024\_SLCDPU-CityDischargePermit\_NOTICE-OF-REQUIREMENT-FOR-PRECON&INITIAL\_template.docx”; ensure that all elements of the template are updated to be specific to the project (such as project name, address, permit numbers, etc.) prior to sending
  - Document (on the tracker database under “Project Notes” column) the date and time email was sent (as proof that an attempt was made to ensure compliance prior to work starting on the project)
- **Pending Projects:**

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- While the “status” of a project is “Pending,” regulatory compliance inspections have not started because initial/pre-construction compliance has not been achieved
- The project will remain in the pending folder (I-drive) until it has a pre-con and initial inspection completed, at which time it will be moved to the active folder (“Zone 1”)
  - All compliance documentation must be received/approved, and all permitting steps (including fee payment and permit issuance) must be completed before project status can be moved to “Active”
- To ensure projects do not begin land disturbance without SLCPU-SWQ being aware (before achieving full compliance and regulatory approval to begin working) all pending projects should be visited by SWQ staff at a frequency necessary to catch and respond rapidly to unpermitted activity (a monthly site visit is preferred)
  - If a project is found to be operating without achieving full (initial) compliance with all stormwater regulations and/or without approval of SLCPU-SWQ, the project will be shut down (via “Stop Work Notice”) immediately until compliance is achieved
- When the project schedules the Pre-Construction meeting and Initial Inspection, add the project to the current inspections and compliance software package (i.e. ComplianceGo);
  - Construction projects must be created within the Construction Division
  - Use the known site address, disturbance size, and contact information to create the project
  - Add applicable City staff under the “People & Roles” section (everyone can be an inspector and editor role)
  - Add applicable project contacts and city staff (including [stormwaterquality@slc.gov](mailto:stormwaterquality@slc.gov)) under the “Notification Recipients”, with specific notifications set for the following recipients
    - Group SWQ: “Inspection Report with Action Items” and “Action Item not Complete (High Alert)”
    - All other City and Project contacts: “Action Log,” “Inspection Report with Action Items,” “Action Item Not Yet Complete (High Alert),” and “Permit Expire Reminder”
  - Add separate City and State permits (PUT# and UTRC#) to the “Site Permits” section; use the expiration date from the stamped NOI (for City Permits) and status from the CDX NeTCGP (or Authorization to Discharge) and attach the permit application and any supporting documentation for each permit
  - Add the approved SWPPP to the “Documents” section
  - Add the approved SWPPP BMP map to the “Site Maps” section
  - Add the following inspection forms to the active project by clicking “Inspections and Weather Events”
    - Non-Scheduled (allows for use without recurrence):
      - “UPDES Storm Water Pre-Construction Evaluation Form for SWPPP Compliance - Salt Lake City – Custom”
      - “UT - SWPPP Compliance Inspection Form - Salt Lake City - Initial”
    - Recurring (allows for setting the set-schedule of inspections using this form):
      - “UT - SWPPP Compliance Inspection Form - Salt Lake City – Scheduled”
        - Set the recurrence of “Monthly” if non-priority, and “Bi-Weekly On Any Day” for priority sites
        - Setting the frequency allows for ComplianceGo to alert when an inspection is missed; **it may be preferred to make them non-**

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**recurring so as to avoid unnecessary notifications of “Inspection Due” alerts, but can be a useful feature****• Active Projects:**

- When a project is approved to begin construction, move the project from the “...Pending” table to the “...Active” table of the tracker; enter a “next inspection due” date that fits the inspection frequency for the project (this inserts the project in the program’s inspections cycle)
- Also move the I-drive folder for the project from the “Pending” to the “Active” folder (Zone 1, unless it is a City Project in which case it is moved to the Active City Projects folder)
- The project’s map point on ArcGIS online should then be edited so the “Status” is changed to “Storm Water Permit Active” (this changes the map symbol from a Black target to a Red target)
  - If the project is known/found to have a dewatering permit, use the “Dewatering Permit” status (blue target) so it stands out as such on the online map
  - The UPDES dewatering permit number must be added to the projects tracking database, and the inspections tracking software should also be updated to reflect this, but that is a separate workflow and outside of the scope of this SOP/SOI
- Ensure that all fields on the tracker are filled out (if information is known)
- The project will sit in “Active” until final termination

**• Closing Projects:**

- When the conditions of termination are met, and the site is ready for termination, verify all compliance documentation is on-file and current:
  - Ensure NOT forms for City and State permits have been received and are filled out accurately and completely,
  - Ensure the NOT (Final) inspection has been conducted and the project passed final inspection,
  - Download invoice of the outstanding fees associated with the PUT# (from Accela: summary→reports→online-invoices/payments), then send invoice to the operator for payment
- Move the project from the “Projects – Active” table to the “Projects – Closed” table of the tracking database (cut and paste),
- The project’s file folder (in the I-drive) is moved out of the “Projects” folder to the “Completed Projects” folder, based on the fiscal year it was terminated
- The project’s map point on ArcGIS online should then be edited so the “Status” is changed to “Storm Water Permit Completed”
  - All final compliance/regulatory documentation should be attached to the map point.
- Change the status (via the edit function in “General Information”) in ComplianceGo to “inactive” so that the project is no longer seen as needing inspection
- **Certificates of Occupancy (C/O)**
  - When Development Review services sends an email for C/O, they will specify whether it is a Temporary C/O (TCO) or a Final C/O (CO) and assign a case for the C/O in Cityworks PLL (i.e. “C/O2025-00001”)
  - Create a subfolder in the [stormwaterquality@slc.gov](mailto:stormwaterquality@slc.gov) email address under “Certificates of Occupancy” or “Temporary Certificates of Occupancy” (depending on what the request is) for the fiscal year in which the request has been made;
    - Name the folder the project name and put the address in parentheses

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- It will sit in this folder (with any correspondence about the CO process) until the CO is approved (whether CO or TCO), at which point the folder is moved to the “Approved” folder under each fiscal year
- To respond to C/O:
  - If the request is for a TCO, then simply go to the workflow and/or task (in PLL) and under the “Results” for the “SWPPP Stabilized” question, select “Temp C/O”
    - This will allow Development Review to know that SWQ is good with a TCO but it is always good to enter a comment explaining that the project will continue to require a permit and full compliance until the site meets the conditions of termination and ultimate Full C/O
      - Add comments by clicking on “Comments” and clicking “Add Comment”
    - Due to the dynamics of the Temporary C/O system, SWQ will always be okay with a TCO (it does not change anything for SWQ)
  - If the request is for a Full C/O and the project has already been terminated, then simply go to the workflow and/or task (in PLL) and under the “Results” for the “SWPPP Stabilized” question select “Pass”
    - A result of “Fail” will simply send the task back through the workflow so if a project hasn’t yet been approved for termination, write a comment in the “Comments” section (Click “Comments”, then “Add Comment”, and provide detail about what is needed to meet the conditions of termination)
    - If approving the Full C/O, please add a comment stating this (along with submitting the task result)

**Project Inspection Procedures:****• Initiating Projects (Pre-Construction Meeting and Initial Inspection):**

- After all compliance documentation has been received and the project is ready to start, schedule (or follow-through if already scheduled) a Pre-Construction meeting and Initial Inspection with the operator to discuss expectations and establish open lines of communication
- **Pre-Construction Meeting:**
  - Provide the “Pre-Construction Meeting – Storm Water Packet” of educational material to the operator or site supervisor, and upon completing the meeting, have them initial the first page, indicating understanding of each section of the packet and the content found there-in
  - During the Pre-Con, read through the “expectations” sheet in the packet and discuss each item on that list which includes the contents of the SWPPP, responsible parties and contact information, City and State prohibitions against illicit discharges, any planned training for the operator and/or subcontractors, the potential for dewatering, and site phasing or planned inactivity, the **Electronic Site Inspections requirements** (from Utah Code [19-5-108.3](#)) including the “**Opt-Out**” option, and explain the current Enforcement procedures, etc.
    - In the packet is the “Operator Opt-Out” form for opting out of Electronic Site Inspections by SLCDPU-SWQ; be sure that the operator signs this and submits to [stormwaterquality@slc.gov](mailto:stormwaterquality@slc.gov) (to be saved in the i-drive for each project, and then update the tracker to reflect that they are opting out of ESI in the “ESI Submissions Method” column)

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- If not opting out, be sure to inquire about their preferred submission method (must be in the cloud, retained for at least 5 years, and not require SLCDPU to download the information); track the method and the link on the active tracker
  - Create a “Pre-Con” subfolder in the project file and fill it with the scanned expectations acknowledgment form (with initials)
  - Fill out a “Pre-Construction Meeting” inspection form on ComplianceGo and record this on the tracker, I-drive, online map, workorder, and Accela.
- **Initial Inspection:**
  - If BMPs are installed (correctly, per plan) at the time of the Pre-Construction meeting, an “initial” inspection should be completed on ComplianceGo and tracked on the tracker, I-drive, online map, and workorder (the fee for initial inspection should already be assessed by Development Services when the NOI application fee was added, but if it is not there, then add the inspection fee to Accela:
    - In Accela, search for the PUT#, click on the “record” and go to “fees” then click “add”; then select the most current “fee schedule” from the drop down;
      - SWQ fees are found under “PU20##-DRAIN-CR”,
    - Scroll down until you find the correct fee and then put the number “1” in the “quantity” field (add a note if needed) and press enter; this will add the fee);
  - Look for posted site notice, installed BMPs (perimeter sediment barriers, track-out prevention, sanitary toilets, concrete washout and other BMPs necessary to start the work and prevent pollution); confirm accessibility of SWPPP
  - Write in the comments section of the Initial Inspection form (on ComplianceGo) whether the project is allowed to begin work, and include any stipulations/agreements about BMP installation that needs to be done (if not already in place but agreed it is not needed for approval to begin work) as well as a deadline for that work
  - Now the regular inspections frequency can start (at either monthly for non-priority or bi-weekly for priority sites; see “**Prioritization**” in the New Projects section of the “Project Tracking Procedures” part of this SOP)
  - REMINDER: It is not a compliant initial inspection unless BMPs are in place and the site is 100% compliant and ready to begin work. The project is not cleared to proceed with land disturbance until a pre-construction meeting and an initial inspection of installed BMPs and permit compliance assessment has been conducted/confirmed.
- **Inspecting Projects (after Pre-Con and Initial):**
  - **Pre-Inspection Tasks:**
    - Identify inspections for the day based on any scheduled follow-ups and required periodic/priority inspections
      - The scheduling is done via the “Projects” table of the database; this requires sorting the “Next Inspection Due” column (oldest to newest)
      - Oldest “next inspection due” should be conducted to maintain the inspections schedule but Follow-Up (including reinspection) and Priority-Projects should be prioritized if there is a scheduling conflict
    - Confirm whether the project is participating in Electronic Site Inspections (ESI) or whether the project has “Opted-Out” from ESI oversight
      - If the project did not Opt-Out, conduct ESI (as shown below)

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- If Opt-Out form is on-file (or some documented communication saying the operator is choosing to opt-out), then conduct an On-Site Regulatory (oversight) inspection (as shown below)
    - Gather each site's compliance information (using the most recent inspections and any Past-Due Action Items on ComplianceGo) to assess enforcement status and verify specific corrective actions to be checked
    - Plan the route that the day's inspections will take, in an effort to minimize driving distances and allow for lunch break and administrative time at the end of the day/week
- **Electronic Oversight Inspections (ESI):**
  - Required unless the operator "opts-out" of ESI (Operator Opt-Out form is required)
  - ESI for Priority Sites will be conducted on the 1<sup>st</sup> and 15<sup>th</sup> of the month (or as soon as possible thereafter), while non-priority sites will be conducted on the 1<sup>st</sup> (or as soon as possible thereafter) each month so as to ensure the submission deadline (as set forth by internal policy regarding ESI) is met and that the documentation reviewed is as current as possible
  - Access the project's online documentation via the links provided by the operator (or Cityworks PLL if they do not have a means to submit the required documentation)
    - The operator's report must use geo-located and time-stamped photos of all BMPs implemented at the construction site
    - All photos must be sufficient to depict that any BMPs, site management tasks, and SWPPP compliance documents are being properly implemented to eliminate or control pollutants on site
    - The operator's report should show compliance with the Construction General Permit (CGP), Common Plan Permit (CPP) if applicable, and the site specific SWPPP
      - This includes all documentation regarding corrections taken as a result of the operator's self-inspection
- **On-Site Oversight Inspections:**
  - An onsite oversight inspection may be warranted under the following conditions:
    - Compliance with the CGP, CPP if applicable, and site specific SWPPP cannot be reasonably determined during an electronic oversight inspection
    - A perceived or reported threat to water quality that is immediate and/or imminent (defined below), or a reported complaint
      - **Immediate Threat:** A situation where pollutant discharge to state waters is already occurring or is inevitable without urgent corrective action. This refers to a present and active risk that requires immediate attention to prevent or mitigate further contamination.
      - **Imminent Threat:** A situation that poses a high likelihood of pollutant discharge to state waters in the near future if corrective actions are not taken. This refers to conditions that suggest a serious risk is developing but has not yet resulted in an actual discharge.
  - Failure to install BMPs prior to land disturbance
  - Illicit discharge, unknown/unidentified non-storm water discharge, or prohibited discharge per CGP/CPP permits
  - The operator requests that oversight inspections be performed onsite.

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- Any other oversight inspection step listed below that cannot be fulfilled
- Gather PPE and Equipment needed to complete the inspections task:
  - Personal protective equipment (PPE) i.e. Steel toe boots, safety vest, hard hat, cold/hot-weather gear, sunblock, etc.
  - Credentials (i.e. employee identification badge)
  - Camera, phone, tablet, or other device to take pictures
  - The inspection form is on ComplianceGO (web software); must bring a tablet or smart phone to conduct the inspection in the field
  - Field sampling/test equipment (for assessing discharges, as needed)
- **Conducting Inspection (whether ESI or On-Site):**
  - **Conduct a site compliance inspection** following the questions in Part 1 of the inspection form, looking for:
    - Initial Checks:
      - Site Notice posted and current with accurate information
      - SWPPP availability/accessibility
      - Track-out controls are effectively installed/maintained
      - Cleanliness of paved surfaces (particularly off-site or Right-of-Way)
    - Perimeter Inspection
      - Perimeter controls are installed (per plan) and maintained
      - Natural buffers are identified, delineated, and appropriate alternative controls are in place to protect and increase effectiveness of the buffer
      - Discharges into waterbodies or MS4 inlets must be addressed immediately and reported to DWQ Spills Line (801-536-0539)
      - Velocity dissipation devices are in place for outfalls, drainage channels, or any other locations where runoff can be slowed down to prevent erosion
    - Interior Site Inspection
      - Inlet protections are installed (per plan) and maintained
      - Stockpiles and Construction Materials are properly located (away from areas of concentrated flow) and controlled for sediment/pollutant transport using appropriate barriers/cover
      - Erosion/Sediment/Pollution-Prevention Controls are installed (per plan) and maintained in effective working condition
      - Chemical storage and fueling areas are properly contained and SWPPP/SPCC practices are being implemented (per plan) with no signs of pollutant discharges
      - Sanitation and waste management practices are being implemented (per plan) with no signs of pollutant discharges
      - Concrete, mortar, paint washout practices are being implemented (per plan) with no signs of pollutant discharges
      - Discharges into waterbodies or MS4 inlets must be addressed immediately and reported to DWQ Spills Line (801-536-0539); all others must be addressed in a manner (and timeline) so as to prevent discharges from entering MS4 or Waters of the State





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- Always save any documentation (about how compliance was confirmed) with the inspection on the I-drive project folder's inspections subfolder
- When completing the inspection report and updating tracker and map point, as with all forms/reports/trackers, it is imperative that all data fields are filled out
- **If an illicit discharge** is detected during course of an inspection, meaning the discharge left the site (or has entered an on-site storm system and has the potential to leave the site during a rain event) the inspection will be completed, and enforcement procedures followed for the non-compliance, but a separate IDDE investigation will be initiated (in the IDDE MCM) and enforcement handled (as needed) to resolve the discharge
  - **If the discharge entered the MS4 or Waters of the State, report to DWQ Spills Hotline (801-536-0539)**
- **Priority Inspections**
  - Inspection frequency for priority sites is bi-weekly; otherwise, there is no other major difference between the priority and non-priority sites, except for the following:
    - When filling out the inspections tracker, include the current "priority status" ("Yes" for priority, "No" for not priority)
    - When conducting priority inspections, be sure to track whether it is the 1<sup>st</sup> or 2<sup>nd</sup> priority inspection of the month using the "Priority Inspect – 1st/2nd" column ("1st" or "2nd") – this is to make it easy to confirm that all priority inspections are being conducted – and include the Inspection Frequency currently being conducted by the MS4 at the time of the inspection
- **Post-Inspection Tasks:**
  - Enter inspection in inspections tracker database and download/move inspection report (.PDF) to the project subfolder (I-drive) in the inspections subfolder for that event
    - When adding to the tracker, use inspection "TYPE" (Pre-con, Initial, Sch'd SWPPP, Reinspection, Complaint, Site-visit, or Final)
    - The "reinspection" type is for any site visits (or electronic site inspections) to follow-up on deficiencies from an inspection
    - NOTE: After every inspection is entered on the tracker, ensure the "Next Inspection Due (date)" is filled out on the "inspections" table and added to the "Projects" table of the tracker, too
  - Email inspection report to operator and any other appropriate parties (\*this is likely completed from ComplianceGo)
  - Add inspection .PDF to "Storm Water Quality" map ([ArcGIS Online Map Portal](#))
  - Add time to work order in City Works
    - If this is a new project, the work order needs to be created first.
    - REMINDER: The Work Order is kept open for the life of the project and updated after each inspection to account for City resources.
  - Complete any enforcement escalation/documentation/correspondence and update the "enforcement actions" column of the tracker.
    - Include every action associated with a particular inspection, such as: notices of violation, stop work notices, and cost-recovery (pursuant to 19-5-108.3) separated by a semicolon between each action
  - Update Accela with the inspection fees for this inspection.

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- NOTE: Accela is a permit/fees tracking program and the fees are tied to a PUT permit # that is associated with each project. These fees can be paid regularly, at the time of annual renewal (required for renewal), and at end-of-project (required for termination)
- Schedule follow-up on tracker (and outlook calendar, as needed), based on outcome of the inspection and deadlines imposed:
  - If scheduling a follow-up to assess corrective actions from a failed/non-compliant inspection, use best judgment for what is an acceptable timetable for corrective action but make sure this matches the Action Items deadlines set in ComplianceGo; add the deadline (“follow-up date”) on the tracker
  - It is a good habit to use outlook (add Stormwaterquality@slc.gov as an invitee) to schedule reinspections and follow-ups
- **Final Inspections (“NOT”):**
  - NOT/Final-inspection is required before a project can be closed out
  - Final Inspections will be conducted on-site (regardless of Opt-Out of ESI)
  - Utilize the “Notice of Termination (NOT) Inspection Form” on ComplianceGO (which aligns with the form created by DWQ)
  - The following items must be confirmed before project can be terminated:
    - All construction activities must have permanently ceased
    - All disturbed areas must be stabilized
    - All temporary BMPs must be removed
    - Site must be clean of all blowable/floatable/dissolvable debris and materials, and all construction-related (potential) stormwater pollutants are removed
    - The UPDES CGP (or CPP) NOT must be submitted to the State and a copy received by SLCDPU
    - The filled and signed City Permit NOT must be received by SLCDPU
  - The inspection should be entered on the Inspections tracking database table as a “Final” inspection in the “Inspection Type” column
  - If there are any temporary BMPs on-site, disturbed areas have not been stabilized, or any pollutant generating activities occurring onsite, then the inspections must continue at this site until final termination is achieved.
    - If the site is not ready for termination, then the corrective actions listed on the report will be that which is needed in order to meet conditions of termination
  - Add inspection fee to Accela and (if the project passes final inspection) create/download the final invoice of fees/payments in Accela and then save it in the project folder (then send to the operator for payment)
    - All fees must be paid before the project can be officially terminated
  - The project’s map point will be edited in ArcGIS online by changing the status to “Storm Water Permit Completed” (a blue “x” as the symbol)
  - The project documentation folder should be moved to the “Completed Construction Projects” subfolder on the i-Drive
  - Contact the operator via email, copy [stormwaterquality@slc.gov](mailto:stormwaterquality@slc.gov) and [PUDevServ@slc.gov](mailto:PUDevServ@slc.gov), letting them know that the project’s termination was successful (pending payment of outstanding fees)

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- If the Final C/O has been requested already, then update the task result in PLL for that CO; if not, then when the task request comes in from Development Services, submit the result as “Pass”

**Quality Assurance and Control (QAQC):**

- Water Quality Technicians for the Construction MCM Program (or any team member conducting inspections) are responsible for setting their daily inspections schedule, and tracking what is completed and what has not yet been done (so as to ensure no inspections are missed); inspectors are only responsible for the projects that have been assigned to them
  - If a project has not yet been inspected at the monthly/bi-weekly frequency – as shown on the “next inspection due” column – it should be prioritized for inspection as soon as possible (so as to not miss the deadlines imposed by MS4 Permit); all inspections must be completed by last business day of the month, with priority sites having an additional mid-month completion deadline for the 1<sup>st</sup> priority inspection
- Inspectors are responsible for self-evaluating their own work on a daily, weekly, and monthly basis; any deficiencies noted in self-evaluation should be tracked and corrected in a timely manner and without missing any permit-required timelines
  - Conduct self-evaluation of work regularly, and take time at the end of the week to ensure that all inspections/documentation are thorough, accurate, and any corrective actions are adequately tracked with appropriate deadlines
  - If a deadline is found to have been missed, it should be prioritized for confirmation as soon as possible
- The Water Quality Supervisor is then responsible for assessing the quality of work and compliance with SOPs and MS4 permit requirements, overall
  - The Supervisor will list the QAQC deficiencies found in compliance verifications, identify the responsible party, set a timeline for completion and update the audit tracker with these details
  - The Supervisor will conduct monthly verifications (QAQC) at the start of the last week of the month to ensure timely assessments and comprehensive corrections and provide an opportunity to correct deficiencies before month’s end
  - Failures to correct deficiencies by the compliance deadline set by the Supervisor may result in disciplinary actions by SWQ Program Manager
- If Technicians fall behind on inspections and the monthly/bi-monthly frequency of inspection is at risk of being missed, the Supervisor will reach out to the SWQ-team for assistance in completing the necessary inspections