



Weekly Storm Water Site Inspection Procedures

WHEN

How often are routine inspections required?

Inspections shall begin once ground is disturbed.

Inspections are required every 7 calendar days. Rainfall inspections are no longer required by the permit.

When can inspections be suspended?

When the site has been stabilized with a perennial, vegetative cover of sufficient density to preclude erosion.

Can inspections be suspended during the winter?

No. The permit does not allow for suspension of weekly inspections during the winter. When a project is suspended during winter suspensions, the requirement for the Prime Contractor's representative to attend site inspections will be waived. However, this does not eliminate the Prime Contractor's responsibility for correcting deficiencies noted on the site inspection report nor does it eliminate the Prime Contractor's responsibility to review and sign weekly inspection reports.

WHO

What are requirements for joint inspections?

Per the Pollution Prevention Plan (PPP), routine inspections shall be completed jointly by the Iowa DOT and the Prime Contractor. However, the following exceptions may apply:

- When a project is suspended, such as winter suspensions, the Prime Contractor's representative is not required to attend all site inspections. However, this does not eliminate the Prime Contractor's responsibility for correcting deficiencies noted on the site inspection report. The Prime Contractor's representative shall also review and sign report. Beginning with the October 2018 letting, this representative shall be the Water Pollution Control Manager (WPCM) or properly trained or certified individual from the Prime Contractor. This may also apply at the end of the project when work is no longer occurring at the site.
- When the Prime Contractor is not mobilized onsite, the responsibility to attend weekly inspections may be delegated to a properly trained or certified subcontractor. Prime Contractor's WPCM or properly trained or certified individual from the Prime Contractor is still required to review and sign the report.

What training or certification is required?

Individuals performing inspections for both the Iowa DOT and Prime Contractor are required to be current on Erosion & Sediment Control Basics (ESC Basics) training. If the individual is an Erosion Control Certification (ECT) technician, then the individual meets this requirement.

Regarding weekly inspections, does the RCE have any responsibilities?

Yes, RCE is responsible to monitor inspection reports on a monthly basis to determine whether deficiencies identified in inspection reports were adequately and timely addressed, and if not, have the authority and responsibility to direct immediate actions to correct the deficiencies.

HOW

How is an inspection performed?

Many controls cannot be effectively inspected by just driving through the jobsite and may require close examinations.

Any required controls that are not installed require corrective action. The corrective action shall be documented in the report.

- Check where water is leaving the site for evidence of erosion and sedimentation.
- Sediment controls (silt fence, perimeter & slope sediment control devices, silt basins, etc.):
 - Check condition of control. Are they installed per standard road plan or detail? If it needs to be maintained or repaired, note location and work required as a corrective action.
 - Are installed controls inadequate? If so, then note additional or new control as a corrective action.
 - Are new controls needed due to construction progress? If so, then note this as additions required.
- Stabilization (seeding and mulching):
 - Do areas of the site comply with the 0/14 day rule? This means stabilization of disturbed areas must be initiated immediately after clearing, grading, excavating, or other earth disturbing activities have: 1) permanently ceased on any portion of the site, or 2) temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days.
 - Do areas that were previously stabilized require corrective action due to poor growth or erosion?
- Entrances/Exits:
 - Is there tracking onto adjacent roads?
 - Do stabilized construction entrances need to be installed?
 - Do stabilized construction entrances need to be maintained?
- Stream crossings:
 - Are crossings installed per EW-401 and Specification Section 2547?
 - Do they need to be maintained?

- Temporary stream diversion:
 - Is diversion installed per EW-402 and Specification Section 2418?
- Other housekeeping items:
 - Do fuel tanks provide required secondary containment?
 - Is concrete washout being properly maintained?
 - Is dewatering being properly controlled?

What documentation is required?

Unless project is using Permix software, Form 830214 should be completed.

Inspectors should check they are using the current version of this form. Current form is available here:

<https://forms.iowadot.gov/FormsMgt/External/830214..pdf>

How should an inspection report be filled out?

A set of instructions with examples is provided here:

https://iowadot.gov/construction_materials/earthwork-and-erosion-control/stormwater-inspection-instructions

If there has been erosion and sediment control work completed during the past week, you may refer to specific Inspector Daily Reports for detailed information.

Remember to:

1. Clearly identify each deficiency (type and location).
2. Document all actions that need to be undertaken to correct the noted deficiencies and achieve or maintain compliance, or prevent or minimize non-compliance, with storm water permit requirements and Project PPP.
3. Document the date each corrective action is implemented or deficiency otherwise addressed.
4. Clearly indicate each deficiency from the current or prior inspection that was not corrected and reason it was not corrected.

Items 3 and 4 can be noted on the next week's report or on current report. If documented on the next week's report, state on current week's report that corrective actions will be documented on the next report.

Where is report documentation stored?

Unless project is using Permix software, reports should be stored on DocExpress in the Signature Drawer. If project does not exist on DocExpress, then keep hardcopies of reports together in a binder or folder.

Who signs the report and how is it signed?

The report should be signed by both the DOT inspector performing the weekly inspection and by a properly trained or certified individual from the Prime Contractor. Beginning with the October 2018 letting, the Prime Contractor's WPCM or properly trained or certified individual shall sign the report.

For projects using DocExpress, a hardcopy of the report can also be signed in the field, which is then uploaded to DocExpress or the report can be uploaded to DocExpress and then signed in DocExpress.

For projects using Permix, the report will be signed by the Prime Contractor in Permix (if the Prime Contractor has an account) or signed in the field by the Prime Contractor.

Is anything required during weekly inspections with regard to QA (oversight) inspections?

Yes. As noted in the separate QA (oversight) inspection procedures, Oversight Inspector shall provide to Project Inspector their written findings that clearly identifies any missing or deficient controls, and recommendations to correct the deficiencies. These items shall be corrected within 7 days following the next weekly storm water inspection, unless rejected. Completion of these corrective actions or basis for rejecting any finding or recommendation shall be documented by the Project Inspector on a weekly storm water inspection report.

Note: Additional information on Permix software procedures is available here:

https://iowadot.gov/construction_materials/permix-information