

CITY OF MILPITAS

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INSPECTION CHECKLIST

PROCEDURE FOR INSPECTING STORM WATER PREVENTION POLLUTION PLAN (SWPPP)

	Code Requirements	Code section	Req'd
A. GENERAL			
	The goal of the construction activities control measures is to minimize the water quality impact during construction. These control measures apply to both private development project (PJ's), municipal public works construction projects (CIP's and encroachment permits (EP's)). An SWPPP Inspection Form is required for each inspection conducted, one copy is filed in the project file and one copy is filed in the General SWPPP Inspection file.		
B. SITE INSPECTIONS			
1.	At the onset of a construction project perform an initial inspection to identify deficiencies in the BMP's and file a report. (Chaper 9, Section F, Exhibit B-2)		
2.	Perform inspection of BMP's on a regular basis at the beginning of the project. A report must be filed after each inspection.		
3.	Inspections are required before and after storm events at the beginning of the project. A report must be filed after each inspection.		
4.	The frequency of inspections for active construction sites is at least once per month, or more frequently based on the size of the project, site conditions, precipitation and the projects potential on storm water quality.		
5.	The inspection and monitoring of the site should include, but not limited to the following:		
	a. Evidence of spills		
	b. Adequacy of trash containers		
	c. Examine integrity and use of containment structures		
	d. Verify training of employee's		
6.	e. BMP's for chemical or fuels not addressed in the SWPPP must be developed		
	Construction sites with inadequate erosion/sediment controls are given notice and such notice is documented and followed up with action commensurate with the risk of pollutants entering City storm drains and waterways.		
	The levels of enforcement are as follows:		
	a. First level-Written field notification of non-compliance		
	b. Second level-Threat of work stoppage		
7.	c. Third level-Issuance of work stoppage		
	d. Fourth level-Referral to Regional Board		
C. MONITORING EROSION AND SEDIMENT CONTROL BMP's			
1.	Monitoring should consist of regular inspection to determine the following:		
	a. Are erosion and sediment control BMP's installed in accordance with the SWPPP in the proper locations.		
	b. Are the BMP's effective? Check the presence of sediment behind or within control devices on the site.		

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Code Requirements		Code section	Req'd
	c. Have drainage patterns changed? If the site has undergone significant grading, adjustment of the BMP's will likely be required to address the change. The inspector shall determine the extent of the changes to the drainage pattern and the necessity of additional or changes to the BMP's.		
	d. Check to ensure that areas are stabilized as quickly as possible after completion of construction activities in and area. If construction or other site conditions do not allow		
	e. BMP's must be properly maintained. Erosion controls should be installed as soon as practical after and area becomes inactive (inactive is defined as an area in which no construction activity will occur for a period of 30 days or longer) and before the next rain. The capacity of sediment controls must be restored prior to the next rain event.		
C. BMP MAINTENANCE			
1.	The inspector should inspect the site on a regular basis, during and after any storm generating runoff to determine maintenance requirements and general condition of the installed system. All maintenance requirements and general condition of the installed system. All maintenance related to a storm event should be completed within 48 hours of the storm event. The following maintenance tasks should be performed on a routine basis:		
	a. Removal of sediment from barriers and sedimentation devices.		
	b. Replacement or repair of worn or damaged silt fence fabrics.		
	c. Replacement or repair of damaged structural controls.		
	d. Repair of damaged soil stabilization measures.		
	e. Other control maintenance as defined in each BMP fact sheet.		
D. RECORDS AND DOCUMENTATION			
1.	All Inspection Reports (routine, before and after storms, monitoring and maintenance) Compliance Certifications and Non-compliance Reports are to be retained for at least a three (3) year period. Activity based BMP's such as Good Housekeeping must be documented in each inspection.		