



II. SITE INSPECTION

A. Purpose

The City shall conduct inspections for all active construction sites within the City's MS4 in order to assess compliance with the approved SWPPP and determine whether the storm water controls required by the approved SWPPP are effective and installed properly. Please reference Chapter 909 of the City of Tiffin Codified Ordinances for inspection requirements.

B. Preparation

- 1) Review Chapter 909 of City of Tiffin Codified Ordinances.
- 2) Identify priority sites for inspection based on topography, soil characteristics, type of receiving water, history of public complaints, stage of construction, compliance history, weather conditions, or other local characteristics and issues.
- 3) Ensure City staff has proper training pertaining to site inspections including Erosion and Sediment Control techniques.

C. Procedure

- 1) City Engineer to manage site inspections for the following conditions:
 - a) Initiation of construction activity
 - b) Follow-up as needed
 - c) Following final stabilization
- 2) Bring a copy of the Storm Water Site Inspection Form and copy of approved SWPPP to the active site.
- 3) Inspect the site using the Storm Water Site Inspection Form and approved SWPPP.
- 4) Follow up with the project site owner the findings of the inspection. If feasible, prior to leaving the site, discuss any comments or recommendations to the project site owner or other responsible person to ensure corrections will be made in a timely manner.
- 5) Record inspection results, including relevant discussions, into the Storm Water Site Inspection Form.
- 6) Perform follow-up site inspection if BMP deficiencies are found and reported during the initial inspection. See Part VI of this document for enforcement action and escalation procedures.
- 7) Sites that have received verbal warnings or NOVs should be inspected more frequently.

D. City Records

The City Engineer shall maintain the following documentation for each active construction site and

should be maintained for five (5) years following project closeout:

- 1) Keep logs of number of site inspections per calendar year. Forward to the WPCC for inclusion into the MS4 Annual Report.
- 2) Maintain any public complaints and follow-up site inspections.
- 3) Keep any inspection records, including private self-inspections furnished to the City by the project site owner, as well as monthly City inspections.
- 4) Keep records of any correspondence with the project site owner.