PURPOSE: To have a consistent way to inspect permitted construction sites to verify that the Best Management Practices (BMP) described in the project’s Storm Water Pollution Prevention Plan (SWPPP) are installed, performing properly, and adequately protecting the environment.

RESPONSIBLE PARTY: The position title responsible for the permitted construction site MS4 inspections as of the effective date of this procedure is a Campus Planning, Engineering, and Safety Professional with UMD Facilities Management, otherwise known as the UMD Storm Water Contact (UMDSWC). In the event that the Campus Planning, Engineering, and Safety Professional is unavailable, the Research Safety Professional (or other staff person) with certification in Site Management will become the UMD Storm Water Contact for the purpose of this SOP.

PROCEDURE:

Priority Sites for Inspections: The University of Minnesota Duluth MS4 does not have a significant quantity of MPCA Construction Permit permitted sites. To satisfy the requirements of the MS4 Permit, sites with discharges to restricted waters, trout streams, impaired waters or those site generating citizen complaints would be prioritized higher than those that do not.

SWPPP Responsibility: It is the responsibility of the Architect/Engineer (A/E) SWPPP designer and the Contractor to verify the SWPPP is followed and adequately protects the environment. UMD as both project owner and MS4 inspects to ensure compliance with the designed SWPPP and MPCA Construction / MS4 permit requirements.

Inspection Timing: Construction site inspections by the MS4 will be conducted at the following intervals per the UMD Permitted Construction Site Storm Water Process flowchart:

a. Pre-Land Disturbing Activity Inspection (Post BMP installation).

b. General Construction Inspection(s) (If project takes more than 2 months timing would be minimum of 1 per construction season)

c. Post Construction BMP Installation Inspection(s) (if applicable)

d. Final Stabilization Inspection (Approval for BMP Removal / N.O.T. submittal)

* Contractors are required to conduct their own weekly / rain event inspections as required by the MPCA Construction Permit and submit copies to the PM at the next construction meeting (or by email).
Inspection: The Construction Site Inspection Forms workbook has forms for each type of inspection. Inspection will be completed using the Worksheet associated with its inspection requirements according to the phase of construction.

Inspection Results: Inspection response follows the Construction Inspections portion of the UMD Permitted Construction Site Storm Water Process flowchart:

- If the site is noncompliant:
  - The UMDSWC will issue a verbal warning (or issue a written warning if no one is on site) to address any issues and note details of noncompliance on the Worksheet.
    - If there will not be a change order request – Contractor will make corrections/changes
    - If there will be a change order requested – The Project Manager will be consulted.
      - If the PM agrees – Contractor will make corrections/changes
      - If the PM Does not agree the matter will be referred to the University’s Department of Environmental Health and Safety for resolution.
    - A copy of the Worksheet will be given or sent to the University Project Manager.
    - The UMDSWC will follow up at a reasonable time to verify that the work needed to address the situation was completed. If it is not, the UMDSWC shall first refer the situation to the Project Manager and if still not resolved the UMDSWC will refer it to the University’s Department of Environmental Health and Safety for resolution.
- If the site is compliant:
  - The UMDSWC will note pertinent details of the site on the Worksheet.
  - A copy of the Worksheet will be given or sent to the University Project Manager.

Documentation: Copies of the Inspection Worksheets and photos related to each inspection shall be filed in the 4f-1 Inspection and Enforcement folder. File names shall start with YYMMDD-Project Number-Description

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